CITY OF CAPE TOWN JOB OPPORTUNITIES

The City of Cape Town promotes and applies the principles of employment equity. In line with the City’s corporate employment equity and diversity strategy, equity policy, plan and targets, preference will be given to suitably qualified candidates from the designated groups.

CORPORATE SERVICES • LEGAL SERVICES
MANAGER: MUNICIPAL COURTS
TCOE SALARY COMMENCING FROM R9 094 320 PER ANNUM • REF.: CS 07/20

Requirements: • LLB qualification and admission as an Attorney/Advocate would be advantageous • Senior management experience within a municipal/magistrate’s court i.e. prosecutor, magistrate/defense attorney • At least 5 years’ legal practice experience in a municipal/magistrate’s court • Prosecutorial experience would be advantageous

Key Performance Areas: • Manage an effective municipal courts system within each magisterial district of the City of Cape Town • Manage administrative and prosecutorial staff • Overall responsibility for operations of municipal courts and prosecution of matters • Prepare, monitor and control the unit’s annual budget • Ensure effective interdepartmental and intergovernmental relationships • Manage the disciplinary and incapacity hearings for the unit • Provide support to the Director: Legal Services and projects and programmes within the municipal court environment

CORPORATE SERVICES • HUMAN RESOURCES
 SENIOR PAYROLL AND BENEFITS ADMINISTRATION PROFESSIONAL
TCOE SALARY COMMENCING FROM R8 747 759 PER ANNUM • REF.: CS 03/20
LOCATION: CIVIC CENTRE

Requirements: • A relevant tertiary qualification (Btech or Bachelor’s degree) • A minimum of 5 years’ relevant experience in a payroll and benefits environment coupled with 3 years’ supervisory experience • Working knowledge of SAP-based payroll administration would be advantageous

Key Performance Areas: • Provide a professional corporate payroll and benefits administration service to clients • Manage and monitor the consistent application of approved business processes, control measures and risk • Project Management • Oversee the approved payroll cut-off dates, absence management policy and specialist adjustments • Manage a large staff complement • Advise and observe on the use of technology to improve service delivery • Analyse, balance and reconcile complex accounts, financial data and information

CORPORATE SERVICES • POLICY AND STRATEGY
SENIOR PROFESSIONAL OFFICER: ORGANISATIONAL RESEARCH
TCOE SALARY COMMENCING FROM R7 177 759 PER ANNUM • REF.: CS 04/20

Job Purpose: The City is striving to improve its evidence-based decision making and is implementing a research framework. There is an opportunity to contribute to the City’s corporate research capacity, with a particular focus on undertaking and providing research advice, research management, trend indicator analysis.

Requirements: • A relevant tertiary qualification preferably an Honour’s or Master’s degree in Social Sciences or Humanities, Development Studies with a Research major • Minimum of 5 years’ relevant experience in undertaking research in an urban development context, informing planning and decision making • Knowledge and use of statistics software such as SPSS or similar and GIS analysis would be an advantage • Project Management skills • Well-developed computer literacy (MS Office)

Key Performance Areas: • Provide an organizational research consultative service to the City to inform strategy and policy, planning, decision making, programme and projects • Manage and undertake urban and organisational research to inform strategy and policy • Provide urban development research trend analysis and support for planning and reporting • Spot trends in urban development information and trends, including indicator content to monitor and evaluate urban development • Manage research initiatives, programmes and projects to support the implementation of CCT research framework and research management processes and provide research administrative support • Implement and monitor the Research framework and related processes and requirements, including implementation and promotion.

CORPORATE SERVICES • EXECUTIVE AND COUNCIL SUPPORT
EXECUTIVE COMMITTEE OFFICER
BASE SALARY COMMENCING FROM R833 380 PER ANNUM • REF.: CS 05/20

Requirements: • A relevant tertiary qualification • Minimum of 6 years relevant experience in a Local Government Committee Services or similar environment • Knowledge of applicable Local Government legislation and procedures • Computer literacy (MS Office) • SAP proficiency would be beneficial • Flexibility to work after hours • Ability to provide support

Key Performance Areas: • Render a committee service function for the branch which entails, inter alia, the following: • Quality assure reports received for inclusion on committee agendas for compliance with set down processes and procedures • Ensure that reports are submitted to correct decision-making authorities in terms of the City’s System of Delegations and report flow processes • Compile agendas for committee meetings • Attend meetings to accurately record discussions and decisions for compiling official minutes • Manage formal correspondence with Chairpersons of Committees and officials across the organisation • Interpret and apply protocols to guide Chairpersons where required (e.g. Rules of Order, System of Delegations, Code of Conduct for Councillors, etc.) • Overall logistical arrangement of meetings/workshops • Interface to administrative and operational systems to improve on service delivery • Conduct research relevant to the business of committees on an on-going basis • General administrative related to the branch

COMMUNITY SERVICES AND HEALTH • RECREATION AND PARKS
SENIOR PROFESSIONAL OFFICER: FACILITIES MAINTENANCE AND PROJECT MANAGEMENT OFFICE
TCOE SALARY COMMENCING FROM R7 077 759 PER ANNUM • REF.: RP 01/20
LOCATION: CAPE TOWN CIVIC CENTRE

Requirements: • A Btech or first degree qualification in the Built Environment • A Project Management qualification would be an advantage • Up to 5 to 8 years’ experience in a construction project management environment • Knowledge of the professional body is preferred • High level of Computer Literacy • A valid Code B driver’s licence is essential

Key Performance Areas: • Development of asset lifecycle development and maintenance frameworks for the respective areas of the facilities maintenance and project management office • Training programmes in project management frameworks and guide the implementation of multiple projects throughout the Department • Engage, facilitate and manage internal and external customers, departments and other interested and affected parties with regards the related projects • Manage contracts throughout the life cycle in accordance with the Contracts Management Framework • Manage the development and implementation of projects through the application of project management principles and methodologies • Provide project management decision support for successful project implementation • Ensure communication through reports and correspondence with all stakeholders and clients • Develop change management and implementation plans and process frameworks and tools in order to support the principal objectives of the Department • Manage and coordinate capital projects/programme information to ensure proper coordination and presentation of all projects • Provide the Director of the Department and the project beneficiary with regular reports on the status of projects • Conduct research and best practice applications as and when required.

SPATIAL PLANNING AND ENVIRONMENT • URBAN PLANNING AND DESIGN: METROPOLITAN SPATIAL PLANNING AND CITY GROWTH MANAGEMENT
SENIOR PROFESSIONAL OFFICER: METROPOLITAN SPATIAL INFORMATION AND KNOWLEDGE MANAGEMENT
TCOE SALARY COMMENCING FROM R7 095 199 PER ANNUM • REF.: SPE 13/20
LOCATION: CAPE TOWN CIVIC CENTRE

Requirements: • A relevant degree in one or more of the following: Data Science, Geomatics, GIS or the Built Environment profession recognised by a relevant professional accreditation body • Extensive practical experience at an appropriate level of expertise in spatial data and geospatial applications • Knowledge of key aspects of the technical aspects associated with the data science/geospatial work environment • Advanced level of computer literacy and competency related to data science/GIS • Application of the above within the spatial information and knowledge management area • Exceptional working knowledge and experience in governance processes, organisation and systems will be advantageous

Key Performance Areas: • Provide technical support for knowledge management and information systems within the Department and in collaboration with other line departments, the City more generally • Technical support in support of spatial research, analysis and monitoring, including: 0 rendering an adaptive and responsive data service to enable interactive and intuitive access to spatial products and processes in support of the City and other stakeholders by delivering and applying spatial analytical approaches to respond to the complex urban issues facing the City 0 developing, design approaches and methodologies to demonstrate the most effective approaches and approaches to solve both quantitative and qualitative aspects 0 conducting spatial analysis and statistical reports according to needs and demands reflected in the annual Key Performance Indicators 0 automating and replicating processes via coding modelling means 0 utilising GIS and other IT platforms to present, visualise and communicate both spatial and non-spatial data to in-house and external parties • Render technical administrative support, e.g. data management; geospatial databases, metadata, etc.

SPATIAL PLANNING AND ENVIRONMENT • URBAN PLANNING AND DESIGN: METROPOLITAN SPATIAL PLANNING AND CITY GROWTH MANAGEMENT
PROFESSIONAL OFFICER: METROPOLITAN SPATIAL TARGETING
BASIC SALARY COMMENCING FROM R383 380 PER ANNUM • REF.: SPE 14/20
LOCATION: CAPE TOWN CIVIC CENTRE

Requirements: • A Professional degree in Town Planning recognised by the South African Council for Planners (SACPLAN) or post-graduate Master’s degree • Experience in the built environment • Demonstrated practical and technical experience at an appropriate level • Demonstrated knowledge of public/private institutions and systems will be advantageous • Working knowledge and experience in governmental private institutions’ systems will be advantageous • Computer literacy in MS Office Applications (Word and Excel) and GIS proficiency • A valid Code B driver’s licence is preferred

Key Performance Areas: • Assist in the preparation of regional, metropolitan and sub-metropolitan growth management strategies and spatial development plans/frameworks • Contribute to the formulation of supporting strategies, guidelines, procedures or mechanisms in order to facilitate the implementation and application of City spatial policy • Assist in the coordination of spatial targeted planning interventions at all scales of spatial planning including, but not limited to:oshi, development, corridor, priority precincts, etc. • Provide commentary on development proposals and applications and land matters where necessary in terms of City approved spatial planning policy • Assist in the formulation of strategic investigations, pre-feasibility and due diligence documents to inform project decision making • Contribute to urban land market research, analysis, mapping and monitoring to inform City decision making • Provide a specialist planning service offering to the private sector to assist in spatially targeted investment within the City.

HUMAN SERVICES • INFORMAL SETTLEMENTS ENGINEERING
MANAGER: INFORMAL SETTLEMENTS ENGINEERING
TCOE SALARY COMMENCING FROM R1 133 492 PER ANNUM • REF.: HSM 02/20

Requirements: • An appropriate Bachelor’s degree or B Tech • Extensive proven relevant experience of which 5 years should be at management level in the relevant Human Settlements/Informal Settlement environment with extensive administration and project management experience • A valid Code B driver’s licence is preferred

Key Performance Areas: • Direct the implementation of policies and strategies for the department • Engage with the Policy and Research Division in order to inform policy for the upgrading of all informal settlements • Direct the formulation and the planning and regulation of tenure of informal settlements • Direct and ensure effective overall financial planning and budgetary control for upgrading and related projects • Direct and oversee the management and implementation of corporation of the project management implementation staff • Direct and oversee the coordination and integration of service interventions in all informal settlements • Manage personnel within the planning and engineering section

HUMAN SERVICES • HOUSING DEVELOPMENT
SENIOR PROFESSIONAL OFFICER: METROPOLITAN SPATIAL TARGETING
TCOE SALARY COMMENCING FROM R7 177 759 PER ANNUM • REF.: HSM 01/20

Requirements: • A Bachelor’s degree related to the Built Environment • Proven project management skills • 5 years’ relevant experience • A valid Code B (driver’s) licence

Key Performance Areas: • Successfully control the administrative requirements with the delivery of all the projects • Manage the consultation, procurement and project prioritisation processes related to the project • Manage directorate and interdepartmental related to the project • Manage the Directorates monitoring and reporting to ensure effective communication • Manage and coordinate change management and transformation • Manage staff • Manage the administration function to support the management of housing facilities

CLOSING DATE: 31 JANUARY 2020
Please apply online at www.capetown.gov.za/carers (external applicants) or via the SAP Portal (internal applicants), unless otherwise stated.

• Please quote the reference number of the vacancy in all communications.
• Certified copies of qualifications must be made available on request.
• Please quote the reference number of the vacancy in all communications.
• Applications that are late or not submitted in the prescribed format will not be considered.
• The City of Cape Town promotes and applies the principles of employment equity. In line with the City’s corporate employment equity and diversity strategy, equity policy, plan and targets, preference will be given to suitably qualified candidates from the designated groups.

Human Settlements/Informal Settlements