



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



CAREERS

IN THE CITY OF CAPE TOWN



Making progress possible. Together.

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INTRODUCTION

The City of Cape Town is a world-class employer, with over 27 000 staff members who work in a wide range of disciplines. The City is committed to retaining, growing and attracting talent, developing a fair work environment that allows for recognition and reward, and creating a better workplace for all employees.

This booklet offers insight into the City's careers and possible study opportunities. It aims to draw attention to scarce skills, provide information on the directorates, departments and professions therein, pinpoint the qualification(s) required for certain roles, and outline how to go about getting financial assistance. The overall objective of this booklet is to inform prospective employees about the scope and demand of employment within the City.

While a comprehensive overview of the current professions within the City of Cape Town have been provided in this booklet, it is important to note that the City is undergoing a process of change - where new departments and roles are being created.

WHO SHOULD READ THIS BOOKLET?

- ✓ **Grade 9** learners before making career and subject choices.
- ✓ **Grade 12** learners before applying to tertiary institutions and/or for funding assistance.
- ✓ **Current students** who need financial assistance and/or experiential learning in the form of in-service training.
- ✓ **Unemployed graduates** who need work exposure and experience.
- ✓ **Anyone** who would like to **pursue a career** in the local authority environment.



SCARCE SKILLS

Jobs are scarce in the current South African environment, so it is important to consider what types of skills you are acquiring in your field of study, or from the work experience you are accumulating. To differentiate yourself, and increase your chances of employment, you should try to attain what is known as a 'scarce skill'.

WHAT IS A SCARCE SKILL?

A scarce skill is a qualification or job that few people in South Africa are trained or experienced enough to do. Scarcity can be due to the fact that it is a new field, it is not a particularly popular field to study or work in, or because special experience is required, for example years of managerial experience or a qualification that is difficult to obtain. Scarcity can also be thought of in terms of equality, for example there may be a demand for women within a specific field of science that is generally skewed towards men.

HOW CAN YOU BENEFIT FROM HAVING A SCARCE SKILL?

Studying or working towards acquiring a scarce skill means you are increasing your chances of finding a job and are helping to fill the gaps in the country's employment sector. Once employed, having a scarce skill often translates into receiving higher pay and the potential to be promoted more quickly than those without such skills.

SOME OF THE SCARCE SKILLS IN SOUTH AFRICA INCLUDE:

- artisans (various trades);
- engineers (various specialisations);
- finance specialists;
- economists;
- Geographical Information Systems (GIS) professionals;
- information systems and technology specialists;
- legal specialists (various fields);
- medical professionals (individuals with a MBChB degree who are registered with the Health Professions Council of South Africa (HPCSA));
- forensics specialists;
- internal audit professionals;
- professionals;
- project managers within the built environment; and
- urban design professionals (architects, landscape architects, city planners, data scientists and organisational psychologists).

Although the list of scarce skills differs over time, this booklet aims to inform you about the skills needed to fill the roles the City has on offer. For a list of current vacancies within the City of Cape Town, visit 'Job search' under the 'City Connect' tab on our website (www.capetown.gov.za).

THE CITY OF CAPE TOWN

As the oldest city in South Africa, with the second-highest population, Cape Town is the legislative capital of the country and the administrative and economic centre of the Western Cape. The city is the third biggest economic hub in Africa, a vital driver of economic growth and the most visited tourist destination on the continent.

With an estimated annual growth rate of 3%, the city's population is both a positive source of diversity and a significant challenge to its effective management. By 2031 Cape Town's population is projected to grow to at least 4,3 million from its current estimated figure of 3,7 million people. As such, more roles are being created within the City of Cape Town and it essential that the right people, with the right qualifications are placed in these positions.

VISION AND MISSION

The City of Cape Town's **vision** is threefold:

- to be an opportunity city that creates an enabling environment for economic growth and job creation and provides help to those who need it most;
- to deliver quality services to all residents; and
- to serve the citizens of Cape Town as a well-governed and corruption-free administration.

To achieve this vision, the City is building on **five strategic focus areas (SFAs)** that we have identified as the cornerstones of a successful and thriving city. These are as follows:

OPPORTUNITY CITY

Create an environment where investment can grow and jobs can be created.



SAFE CITY

Create a safe living and business environment for residents.



CARING CITY

Build a metro that offers a sustainable environment, a sense of belonging, access to services and help to those who need it.



INCLUSIVE CITY

Create a city where everyone has a stake in the future and enjoys a sense of belonging.



WELL-RUN CITY

Operate according to the principles of the 2016 King IV Report on Corporate Governance for South Africa.



In striving to achieve this vision, the City's **mission** is to:

- contribute actively to the development of its environmental, human and social capital;
- offer high-quality services to all who live in, and do business in, or visit Cape Town as tourists; and
- be known for our efficient, effective and caring government.

THE CITY'S FIVE-YEAR STRATEGIC JOURNEY

The City has started on a five-year journey to transform the way we do business and take Cape Town from 'good' to 'great'. This strategy is underpinned by the five City values:

✔ INTEGRITY

We are honest, live up to what we say, do the right thing and treat everyone with fairness and respect.

✔ SERVICE EXCELLENCE

We strive for excellence in everything we do by focusing on our customers and delivering the highest standard of service.

✔ TRUST

We show trust by working as a team and believing that other people have our best interests at heart. Trust makes our relationships effective.

✔ ACCOUNTABILITY

We show accountability by taking ownership of our roles, responsibility for our actions and by honouring our obligations.

✔ ACCESSIBILITY

We strive to be attentive and responsive to our customers' needs and make our services easy to obtain.

With a focus on key priorities that support and improve the service delivery component, as well as the values discussed above, the City is well positioned to completely transform the way in which we deliver services and the experience that citizens will enjoy as a result of this.

All these components, including the renewed focus on client centricity and a transversal or collaborative way of working, require an engaged, skilled and competent staff complement.

WHY YOU SHOULD WORK FOR THE CITY

The City is determined to become the world's number one destination for job seekers therefore we are changing direction, exploring options and, in the process, creating career opportunities across various directorates and departments therein. Working for the City is an excellent opportunity as it allows you to develop your skills in a dynamic environment, be at the forefront of change and make a meaningful difference in the Western Cape.

As competition for talent intensifies, the City constantly strives to build a strong and clearly differentiated value proposition as an employer. Given the scale of our business, we have a professional and strategic approach to talent and people management. We offer competitive remuneration and benefits, as well as recognition and reward and a range of diverse career opportunities.

The City constantly strives to be an employer of choice and places strong emphasis on the development and engagement of our staff through various interventions. Some of which include leadership and graduate development programmes, performance management and coaching, and mentoring opportunities. People are at the heart and foundation of what we do which is why we're working to grow, transform and develop our employees to be the best in everything they do when serving our customers. By valuing our employees and our communities, we are working collaboratively towards improving our customer-centric culture that cares for everyone.

AT THE CITY OF CAPE TOWN, YOU'LL TEAM UP WITH SOME OF THE BEST PEOPLE TO UNLEASH THE POTENTIAL OF A WELL-RUN AND RESPONSIVE GOVERNMENT. TOGETHER, YOU HAVE THE OPPORTUNITY TO CREATE AN ENVIRONMENT OF ECONOMIC GROWTH THAT POSITIONS CAPE TOWN AS A FORWARD-LOOKING, INNOVATIVE, GLOBALLY COMPETITIVE BUSINESS CITY WORKING TOWARDS IMPROVING ALL RESIDENTS' QUALITY OF LIFE.



THE CITY OF CAPE TOWN EMPLOYER BRAND PROMISE



COMMUNITY SERVICES AND HEALTH DIRECTORATE



The Community Services and Health Directorate focuses on improving poor communities' access to opportunities, supporting vulnerable and/or marginalised groups and addressing social ills. This directorate attempts to enable people at community level so that they can play a meaningful role in their own social transformation and development of their community as a whole. As such, it is the lead implementer of the Social Development Strategy (SDS) which aims to improve and enhance the quality of life of all people, especially those who are poor or marginalised. The Community Services and Health Directorate is also a primary contributor to the Economic Growth Strategy (EGS) which aims to grow the economy and create jobs. Due to its contribution to these two strategies, the Community Services and Health Directorate addresses the 'opportunity city' SFA.

This directorate is also a key contributor to the 'safe city' SFA as it addresses communicable diseases, attempts to control the outbreak of infections, and monitors access to safe water, food, air and the general living environment.

THE COMMUNITY SERVICES AND HEALTH DIRECTORATE IS DIVIDED INTO THE FOLLOWING DEPARTMENTS:

- ✓ City Health
- ✓ Social Development and Early Childhood Development (SDECD)
- ✓ Recreation and Parks
- ✓ Library and Information Services

CITY HEALTH DEPARTMENT

The City Health Department delivers primary healthcare services to all residents of the City through a network of clinics and other healthcare facilities. Primary healthcare includes both personal primary healthcare (commonly referred to as clinic services) and municipal or environmental health.



FUNCTIONAL AREAS WITHIN THE CITY HEALTH DEPARTMENT INCLUDE:

- ✓ clinics;
- ✓ specialised health services;
- ✓ health information technology including that for X-rays, health promotion, HIV/Aids and TB;
- ✓ quality assurance of pharmaceutical services;
- ✓ specialised environmental health services including nutrition, service coordination and training;
- ✓ service coordination of food control, water quality, special projects and environmental health; and
- ✓ substance abuse.

PROFESSIONS LINKED TO CITY HEALTH JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Clinical medical officer	<p>A clinical medical officer is qualified and authorised to practice medicine and performs general or specialised medical duties such as the diagnosis and treatment of disease and injury, ordering and interpreting medical tests, performing routine medical procedures and referring patients to other practitioners.</p> <p>Clinical medical officers provide services in the functional areas of:</p> <ul style="list-style-type: none"> • consultation and treatment; • administration; • quality assurance; • guidance, mentoring and clinical support; • health awareness and education; and • research. 	<p>MChB degree.</p>
 Professional nurse	<p>Professional nurses render a comprehensive primary healthcare service.</p> <p>More specifically, they provide services in the functional areas of:</p> <ul style="list-style-type: none"> • preventative, promotive and rehabilitative services; • paediatric curative services; and • adult curative services. 	<ol style="list-style-type: none"> 1. BCur degree in general nursing and midwifery. 2. Registration with the South African Nursing Council (SANC). 3. Professional indemnity cover. 4. Code B driver's licence.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Senior professional nurse	<p>Senior professional nurses provide support to the clinic/facility manager by performing 50% of the management tasks and 50% of the clinical nursing functions at a healthcare facility. They also ensure that effective personal primary healthcare services/programmes are administered at the right standard.</p>	<ol style="list-style-type: none"> 1. Diploma or BCur degree in general nursing and midwifery. 2. Registration with SANC. 3. Professional indemnity cover. 4. Code B driver's licence. 5. Integrated Management of Childhood Illness (IMCI): Primary care for Clinical Paediatric Nursing. 6. Diploma or certificate in curative skills for primary healthcare or supervision.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Clinical nurse practitioner	<p>Clinical nurse practitioners apply procedural nursing sequences with regard to the diagnosis, treatment and monitoring and evaluation of communicable diseases and infections. They also provide information and advice on health-related issues and associated treatments in order to ensure effective primary healthcare.</p> <p>Clinical nurse practitioners provide services in the functional areas of:</p> <ul style="list-style-type: none"> • consultation and treatment; • administration; • quality assurance; • guidance, mentoring and clinical support; and • health awareness and support. 	Postgraduate diploma in primary healthcare specialising in health assessment, diagnosis and treatment.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 <p>Enrolled nurse</p>	<p>Enrolled nurses help treat communicable diseases and control infections by applying procedural nursing sequences within the scope of practice as prescribed and guided by professional nurses.</p> <p>Enrolled nurses also participate in community-focused awareness initiatives and provide support with information distribution, demonstrations and counselling to ensure that objectives related to affordable, accessible and cost-effective community healthcare are met.</p> <p>Enrolled nurses provide services in the functional areas of:</p> <ul style="list-style-type: none"> • clinical support and treatment; • quality assurance; • health awareness and education; and • administration. 	<ol style="list-style-type: none"> 1. Certificate of enrolment with SANC as an enrolled nurse. 2. Code B driver's licence.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 <p>Enrolled nursing assistant</p>	<p>Enrolled nursing assistants perform basic clerical and clinical nursing functions within their scope of practice and under the supervision of a professional nurse. They also provide support to professional nurses and medical doctors to ensure that objectives related to affordable, accessible and cost-effective community healthcare are met.</p> <p>Enrolled nursing assistants provide services in the functional areas of:</p> <ul style="list-style-type: none"> • clinical support and treatment; and • administration. 	<ol style="list-style-type: none"> 1. Certificate of enrolment with SANC as an enrolled nursing assistant or auxiliary nurse. 2. Code B driver's licence.
 <p>Clinic/Facility manager</p>	<p>Clinic/Facility managers are in charge of managing personal primary healthcare services in a healthcare facility. They align to the subdistrict goals to ensure that the healthcare provided at a specific facility is efficient, effective and of the right standard.</p> <p>Facility managers provide services in the functional areas of:</p> <ul style="list-style-type: none"> • operational planning; • human resource management; • communication; • monitoring and evaluation/quality assurance; and • financial management. 	<ol style="list-style-type: none"> 1. Postgraduate diploma in primary healthcare specialising in health assessment, diagnosis and treatment. 2. 5+ years' experience in a primary healthcare facility.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Environmental health practitioner	<p>Environmental health practitioners develop, implement and enforce health policies using specialist technical skills and knowledge to maintain and safeguard standards relating to people’s health and well-being.</p> <p>Environmental health practitioners provide services in the functional areas of:</p> <ul style="list-style-type: none"> • waste management; • vector control; • health surveillance of premises; • food control; • water quality and safety; • surveillance and prevention of diseases; • planning and building development; • health promotion; • disaster management; • air pollution control and prevention; • disposal of the dead; • chemical safety; • legislation; • administration; • community participation; and • development of informal settlements. 	<p>Three-year diploma in environmental health.</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 <p>Epidemiologist</p>	<p>Epidemiologists assess the impact of health service delivery.</p> <p>They provide services in the functional areas of:</p> <ul style="list-style-type: none"> • disease surveillance; • health research; • programme impact; • legislative compliance; • financial management; and • administration and general support. 	<ol style="list-style-type: none"> 1. Degree in health sciences. 2. Master's degree in public health and epidemiology.
 <p>Pharmacist</p>	<p>Pharmacists ensure that pharmacies in community healthcare centres are efficient and cost-effective. They manage the pharmacy, order, store and dispense medication and tutor pharmacy assistants to ensure compliance with legislation and the provision of an adequate, safe and reliable medication supply.</p> <p>Pharmacists provide services in the functional areas of:</p> <ul style="list-style-type: none"> • ensuring legal compliance; • managing the pharmacy; • managing pharmacist assistants and facility staff; and • administration. 	<ol style="list-style-type: none"> 1. BPharm degree. 2. Registration with the South African Pharmacy Council.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Radiographer	<p>Radiographers are responsible for diagnostic X-ray services in healthcare facilities. They administer X-ray examinations, supervise the development of X-rays and carrying out administrative duties in order to ensure that the X-ray service in a particular facility is effective, efficient, of the right standard and complies with legislation.</p> <p>Radiographers provide services in the functional areas of:</p> <ul style="list-style-type: none"> • general radiography and radiation protection; • darkroom activities; • quality assurance; and • administrative and general functions. 	<ol style="list-style-type: none"> 1. Three-year diploma in radiography. 2. Registration with the HPCSA.
 Therapist	<p>Therapists are responsible for minimising substance use disorders in the city by providing individual, group and family substance abuse treatment services. They adhere to the Matrix Model of outpatient substance abuse treatment and the City's operational alcohol and drug strategy in attempts to reduce the drug problem the city faces.</p>	<p>Degree in science, social science or humanities.</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Artisan	<p>Artisans perform activities within the construction and maintenance trade. They repair, fabricate, build, find faults and run diagnostics using a full range of tools and equipment. Artisans are also responsible for coordinating the preparation, execution and completion of specialised tasks, as well as monitoring and correcting the performance outputs of support personnel and attending to general administrative requirements.</p> <p>Artisans provide services in the functional areas of:</p> <ul style="list-style-type: none"> planned and predictive maintenance of plants and equipment; fault finding and doing repairs; supervising, coordinating and administrating tasks; and recording information. 	<ol style="list-style-type: none"> 1. Artisan trade test certificate. 2. Code 8 driver's licence. 3. Computer literacy.

SOCIAL DEVELOPMENT AND EARLY CHILDHOOD DEVELOPMENT DEPARTMENT

The SDECD strives to improve the well-being of all citizens within the City. This department pays particular attention to vulnerable and poverty-stricken groups through the delivery and provision of community-based social and ECD services and arts, culture and heritage programmes.



SDECD PROMOTES SAFE HOUSEHOLDS AND COMMUNITIES THROUGH THE FOLLOWING LEVERS:

- ✓ Engaging with the community (including social preparation and profiling community needs).
- ✓ Creating job opportunities that assist service delivery.
- ✓ Developing targeted SDECD programmes that focus on ECD, youth development, street people, substance abuse, poverty alleviation and vulnerable groups.
- ✓ Planning and implementing arts, culture and heritage programmes.
- ✓ Facilitating the Expanded Public Works Programme (EPWP).

PROFESSIONS LINKED TO SDEC JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 <p>Social worker/social development specialist focusing on street people, the community and/or vulnerable groups</p>	<p>Social workers or social development specialists provide professional support to the Street People, Community Development and/or Social Development units.</p> <p>Their responsibilities include:</p> <ul style="list-style-type: none"> • project management; • developmental and preventative projects as outlined in the basket of services; and • community profiling to ensure sustainable service delivery. 	<p>Bachelor of Social Work degree specialising in social science, social development or community development.</p>
 <p>Project administrator for the Arts and Culture Project, or EPWP</p>	<p>Project administrators support the delivery of quality, professional programmes and services in line with the City's Integrated Development Plan (IDP).</p> <p>More specifically, Arts and Culture project administrators focus on meeting the relevant tourism, social and economic development needs of the citizens of Cape Town while EPWP project administrators manage the delivery of EPWP projects across the project life cycle.</p>	<ol style="list-style-type: none"> 1. Grade 12. 2. Certificate/diploma in project management, arts and culture and/or business administration. 3. Computer literacy.

RECREATION AND PARKS DEPARTMENT

The Recreation and Parks Department encourages Capetonians to lead a healthy lifestyle by providing well-maintained open spaces for citizens to use and enjoy. They conserve, enhance and develop these spaces for present and future generations, thereby contributing to a better life for all.



THE FUNCTIONAL AREAS WITHIN RECREATION AND PARKS DEPARTMENT INCLUDE:

- ✓ recreation;
- ✓ horticulture/turf management;
- ✓ facilities maintenance;
- ✓ property management;
- ✓ cemetery management;
- ✓ project management;
- ✓ operations management;
- ✓ knowledge management; and
- ✓ marketing and communications

PROFESSIONS LINKED TO RECREATION AND PARKS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Coastal coordinator	<p>Coastal coordinators implement the integrated metropolitan environmental policy and ensure that management plans are rolled out. They create and promote awareness on coastal biodiversity within City Parks and the communities of Cape Town, liaise, partner and work with all relevant organisations on environmental issues, report on the state of biodiversity on an annual basis and provide environmental input to the management team and line functions as required.</p> <p>This role requires the application of substantial biodiversity and ecological knowledge as coastal coordinators deal with a wide range of unpredictable circumstances. Coastal coordinators need to be able to use their knowledge to assess a situation and devise a plan going forward. They also establish standards for the development and implementation of long- and short-term departmental objectives relating to the efficient delivery of services.</p>	<p>Honours degree or higher in natural sciences (e.g. botany, zoology, marine biology, oceanography, geography or environmental management).</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Ecological coordinator	<p>Ecological coordinators implement the integrated metropolitan environmental policy and ensure that management plans are rolled out. They create and promote awareness on ecological biodiversity within City Parks and the communities of Cape Town, liaise, partner and work with all relevant organisations on environmental issues, report on the state of biodiversity on an annual basis and provide environmental input to the management team and line functions as required.</p> <p>This role requires the application of substantial biodiversity and ecological knowledge as ecological coordinators deal with a wide range of unpredictable circumstances. Ecological coordinators need to be able to use their knowledge to assess a situation and devise a plan going forward. They also establish standards for the development and implementation of long- and short-term departmental objectives relating to the efficient delivery of services.</p>	<p>National diploma or degree in environmental/ natural sciences.</p>
 Nursery coordinator	<p>Nursery coordinators manage the City's nurseries, flower decorative and Parks Vegetation Control unit through the effective application and use of operating and capital budgets, assets, staff and other resources. Their main objective is to develop and maintain the City's nursery facilities.</p> <p>Nursery coordinators work closely with internal and external strategic partners and stakeholders to ensure that service delivery is in line with the needs of all users and stakeholders within the city.</p>	<p>National diploma in forestry, horticulture or similar field.</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Facility manager	<p>Facility managers are responsible for managing one or more City Parks facility (e.g. park districts, cemeteries etc.) through the effective application and use of operating and capital budgets, assets, staff and other resources. Their main objectives are to develop and maintain the City's park facilities and organise programmes and events.</p> <p>Facility managers also work closely with internal and external strategic partners and stakeholders to ensure that service delivery is in line with the needs of all users and stakeholders within the city. To achieve this, they apply a substantial body of professional and technical knowledge.</p>	<ol style="list-style-type: none"> 1. National diploma in horticulture, business management or sports and recreation. 2. Experience in local government management and event and facility management. 3. Computer literacy - particularly proficient in the use of Microsoft Office. 4. Code B driver's licence.

LIBRARIES AND INFORMATION SERVICES DEPARTMENT

The Library and Information Services Department (LIS) focuses on providing residents with access to services that meet their information, education, cultural and recreation needs. This department's core professional services, i.e. information and referral services, reader's guidance and lending services, are enhanced by the provision of supporting services e.g. SmartCape (an Internet service that aims to help citizens access the Internet free of charge), as well as relevant, focused programmes and the provision of spaces for communities to use.



PROFESSIONS LINKED TO LIS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Librarian	<ul style="list-style-type: none"> • Directly assists the public in accessing the library’s resources to satisfy their information needs and reference enquiries. • Helps to ensure the development and maintenance of a balanced and relevant collection. • Participates in developing a reading culture. • Creates and utilises opportunities to promote the library’s services and performs administrative tasks to help ensure that the library functions effectively. <p>A librarian can specialise in fields such as adult, music, reference and/or children, and their career ladder is as follows:</p> <p>Librarian → senior librarian → principal librarian → chief librarian</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • BBibl degree. • BLIS degree. • Postgraduate diploma in LIS. • BInf Honours degree. • MTech degree in LIS.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Librarian in charge	<ul style="list-style-type: none"> • Manages all aspects associated with the provision of a public library's service. • Provides professional support and direction. • Develops and maintains a balanced and relevant public library collection. • Develops and maintains partnerships and relations, so as to ensure that the community and surrounding areas receive an effective and efficient service that is relevant to their needs. • Supervises day-to-day functions. • Manages personnel. <p>The librarian in charge career ladder is as follows:</p> <p>Senior librarian → principal librarian → chief librarian</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • BBibl degree. • BLIS degree. • Postgraduate diploma in LIS. • BInf Honours degree. • MTech degree in LIS.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Collections development	<ul style="list-style-type: none"> • Ensures the provision of professional knowledge, expert advice and guidance in the development, utilisation and management of library collections in all formats. • Implements, monitors and evaluates collection development policies to ensure service delivery impact. • Negotiates professional and commercially advantageous business relationships with internal and external business partners. • Ensures the provision of specialist LIS functions, including collection development, acquisitions and cataloguing. <p>The collections development career path is as follows:</p> <p>Cataloguer → collections → Senior Professional Officer (SPO; equivalent to a chief librarian) → Library collections manager</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • BBibl degree. • BLIS degree. • Postgraduate diploma in LIS. • BInf Honours degree. • MTech degree in LIS.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Education, training and development	<ul style="list-style-type: none"> • Oversees the department’s skills development strategy and objectives through consulting with key departmental role players and participating in internal forums. • Coordinates, analyses and consolidates the department’s Workplace Skills Plan (WSP) and key deliverables. • Develops and presents training interventions. • Processes research applications within the department. • Conducts commissioned research. <p>The education, training and development career path is as follows: Professional Officer (PO; equivalent to a librarian) → PPO (equivalent to a senior or principal librarian) → SPO (equivalent to a chief librarian)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • BBibl degree. • BLIS degree. • Postgraduate diploma in LIS. • BInf Honours degree. • MTech degree in LIS.
 Professional services and programmes	<ul style="list-style-type: none"> • Manages the development and implementation of professional specialist streams, e.g. children’s services, music, etc. • Manages professional library programmes, transversal and integrated programmes and ensures that such programmes are aligned to library operations. 	<p>One or more of the following:</p> <ul style="list-style-type: none"> • BBibl degree. • BLIS degree. • Postgraduate diploma in LIS. • BInf Honours degree. • MTech degree in LIS.

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LIBRARY OF SOUTH
AFRICA ON **QUEEN
VICTORIA STREET****



CORPORATE SERVICES DIRECTORATE



The Corporate Services Directorate is a multidisciplinary, strategic partner to all directorates in the City's portfolio. Its core purpose is to add value to the City by providing high quality internal support through the use of various programmes, processes, systems, policies, knowledge and expertise. By delivering such support, the Corporate Services Directorate enables the City to achieve its core mandate of service delivery, and significantly contributes to the efficiency and effectiveness of the municipality as a whole. This directorate addresses all five SFAs.

THE CORPORATE SERVICES DIRECTORATE CONSISTS OF THE FOLLOWING DEPARTMENTS:

- ✓ Communication
- ✓ Customer Relations
- ✓ Human Resources (HR)
- ✓ Legal Services
- ✓ Information Systems and Technology
- ✓ Executive and Council Support
- ✓ Information and Knowledge Management
- ✓ Organisational Policy and Planning
- ✓ Organisational Performance Management
- ✓ Organisational Effectiveness and Innovation
- ✓ Resilience

COMMUNICATION DEPARTMENT

The Communication Department provides overall direction to the City in terms of its brand identity. This department is responsible for communicating to various target audiences, managing media and addressing funding, policy and campaign management. The Communication Department also centralises communication policies and processes in other departments undertaking communication endeavours; thereby allowing a greater degree of standardisation, focus, prioritisation and control over the output. By assisting other departments with their communication efforts, the Communication Department allows them to focus on their respective areas of expertise.



THE COMMUNICATION DEPARTMENT PROVIDES SERVICES TO ITS CUSTOMERS IN THE FUNCTIONAL AREAS OF:

- ✓ media;
- ✓ digital communication;
- ✓ publication; and
- ✓ production.

More specifically, this department provides the City with expertise in the areas of:

- ✓ communication and brand strategy;
- ✓ brand management and implementation;
- ✓ media liaising and management;
- ✓ social media management;
- ✓ publication development;
- ✓ digital communication systems and processes; and
- ✓ photography, videography and audio-visual services.

These work as both lead services (direction-setting) and support services to other departments to ensure that all communication is delivered in a proactive, professional and consistent manner.

This department employs individuals who are highly skilled, creative, flexible in their thinking and who have the ability to work in an efficient manner to meet the demands of quick response times. The work delivered by this department is guided by a strategic approach to communication, focusing on corporate objectives, target audiences, key

messages and the most relevant and impactful communication channels and techniques. The dimensions of the department’s activities in this regard are therefore defined by the Corporate Brand Strategy, Brand Architecture and the Media and Communication Strategies of the City.

PROFESSIONS LINKED TO COMMUNICATION JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
MEDIA		
Media analyst	<ul style="list-style-type: none"> Understanding and interrogating the media landscape in Cape Town. Picking up coverage trends and advising on how to improve communication to residents. Quantifying where the City’s communication lands and who is consuming it. 	Three-year tertiary qualification with a focus on communication, research and data collection and analysis.
Internal communication specialist	<ul style="list-style-type: none"> Understanding the communication needs of the organisation. Implementing communication drives that speaks to all staff at the City. Improving staff morale by creating dialogues for staff to feel included in City’s processes and planning. 	A postgraduate degree in the field of organisational communications.

CUSTOMER RELATIONS DEPARTMENT

The City's Customer Relations Department is responsible for handling all municipal service delivery queries.



THEIR CONTACT CENTRE RECEIVES AROUND 4 500 CALLS PER DAY THAT ARE TYPICALLY RELATED TO:

- ✓ rates;
- ✓ electricity;
- ✓ water;
- ✓ sewage;
- ✓ refuse removal;
- ✓ the receipt of payments;
- ✓ address changes;
- ✓ credits due;
- ✓ follow-ups;
- ✓ fault reporting; and
- ✓ complaints.

The agents in the Contact Centre are responsible for addressing the callers' concerns or directing them to the appropriate department.

PROFESSIONS LINKED TO CUSTOMER RELATIONS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
CALL CENTRE		
 Call centre agent	<ul style="list-style-type: none"> • Handles incoming and outgoing routine communications. • Resolves interactions according to agreed procedures and quality standards at first point of contact, or escalates them where required. • Records the outcome of queries. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Basic computer skills.
 Senior call centre agent	<ul style="list-style-type: none"> • Monitors compliance within the call centre. • Conducts quality assurance checks on all inbound and outbound calls and any other call centre correspondence (e.g. e-mails). • Provides feedback to call centre agents. • Identifies call centre agent training needs. • Collects and reports on call centre performance statistics. 	<ol style="list-style-type: none"> 1. Grade 12. 2. 5+ years' call centre experience (including some supervisory experience).

HUMAN RESOURCES DEPARTMENT

The HR Department focuses on maximising human capital capability and the potential of the City by providing corporate direction in terms of HR policies, strategies and the alignment of people with business needs. More specifically, this department is responsible for recruitment and selection, EAP and wellness, occupational health and safety and labour relations, HR business systems and organisational design, remuneration, conditions of service, employee benefits, and education, training and development.

The department's core mandate is to deliver the right people, with the right skills and competencies, at the right time and in the right place. The HR Department works collaboratively to ensure that the City's biggest asset - its skilled and experienced employees - are motivated and fully engaged.



THE HR DEPARTMENT PROVIDES SERVICES TO ITS CUSTOMERS IN THE FUNCTIONAL AREAS OF:

- ✓ payroll and benefits administration;
- ✓ business systems and organisational design;
- ✓ recruitment and selection;
- ✓ training and development;
- ✓ employee relations;
- ✓ occupational health and safety (OHS); and
- ✓ employee assistance programmes (EAP) and wellness.

PROFESSIONS LINKED TO HR JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
PAYROLL AND BENEFITS ADMINISTRATION		
Payroll and benefits specialist	<ul style="list-style-type: none"> • Providing professional knowledge, expert advice and guidance on the delivery of payroll and benefits. • Administrative service in line with the relevant labour laws, collective agreements and the City's policy, procedures, directives and audit requirements. 	<ol style="list-style-type: none"> 1. BCom degree in accounting or payroll. 2. Certification as a competent payroll administration professional by the South African Payroll Association (SAPA).
Remuneration professional	<ul style="list-style-type: none"> • Provides professional knowledge and support, including specialist advice and guidance in the field of corporate remuneration, benefits and conditions of service in line with the Total Rewards Strategy and relevant legislation. • Creating packages that attract and retain talent. 	Bachelor's degree in HR, organisational psychology, behavioural sciences or related field.
BUSINESS SYSTEMS AND ORGANISATIONAL DESIGN		
HR business analyst	<ul style="list-style-type: none"> • Assists the project manager with the application of a body of professional knowledge/experience within the HR function through business process analysis, investigations and data analysis. • Assisting with project and change management activities. 	BTech or national diploma.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
HR organisational management specialist	The creation and maintenance of the organisational structure of staff in an establishment.	<ol style="list-style-type: none"> Grade 12. Preferably a degree or diploma and up to 2 years' experience required.
RECRUITMENT AND SELECTION		
Selection specialist	<ul style="list-style-type: none"> As a talent acquisition specialist, they ensure and facilitate the effective and expeditious filling of positions by managing the recruitment and selection value chain. Providing professional advice and guidance on staffing methodologies, attraction strategies, policies and procedures. 	Bachelor's degree (preferably with psychology or industrial psychology as a major).
Industrial psychologist	Managing and performing competency-based assessments using psychometric and behavioural assessment tools.	<ol style="list-style-type: none"> Master's degree in industrial psychology. Registration with HPCSA.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Psychometrist (independent practice)	Administering psychometric assessments, coordinating assessment candidates, generating reports, managing systems, capturing data, billing, keeping records, writing reports and feeding back to candidates and line managers.	<ol style="list-style-type: none"> Honours degree in psychology. Registration with HPCSA.
TRAINING AND DEVELOPMENT		
Adult education teacher/facilitator	Teaches adults life skills and how to read and write.	Diploma or bachelor's degree in adult basic education.
Skills development facilitator	Analyses the skills requirements within an organisation by facilitating and compiling a workplace skills plan.	<ol style="list-style-type: none"> Bachelor's degree in HR development or national diploma in HR. Skills development facilitator certificate.
Training and development practitioner	<ul style="list-style-type: none"> Plans, develops, implements and evaluates training and development programmes. Ensures that management and staff acquire the skills and develop the competencies they need to meet organisational objectives. 	Bachelor's degree in HR development or national diploma in HR.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
EMPLOYEE RELATIONS		
Labour relations practitioner	<ul style="list-style-type: none"> • Advising on all aspects of labour law and disciplinary hearings. • Conducting arbitrations and labour relations training. 	LLB OR Bachelor's degree or national diploma in HR (specialising in labour law).
OHS		
Fleet risk officer	<ul style="list-style-type: none"> • Council authority. • Investigating fleet incidents. • Training small plant operators. • Training specialised vehicle operators. • Conducting risk assessments. 	<ol style="list-style-type: none"> 1. K53 examiners' course. 2. Instructors' diploma. 3. Advanced driving skills.
Health and safety advisor	<ul style="list-style-type: none"> • Conducting investigations. • Organising awareness campaigns. • Undertaking audits and assessments. • Advising on legal compliance. • Performing compliance specifications inspections. 	<ol style="list-style-type: none"> 1. National diploma or BTech degree in safety management. 2. Qualification as health and safety auditor.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Occupational health practitioner (OHP)	<ul style="list-style-type: none"> • Incapacity management. • 'Return to work' policies. • Medical pre-placement. • Medical surveillance. • Health risk assessments. • Fitness to work assessments. 	<ol style="list-style-type: none"> 1. Degree or diploma in general nursing and midwifery. 2. Degree or diploma in occupational health. 3. Certification in audiometry. 4. Certification in spirometry.
 Occupational medicine practitioner (OMP)	<ul style="list-style-type: none"> • Incapacity management. • 'Return to work' policies. • Medical pre-placement. • Medical surveillance. • Health risk assessments. • Fitness to work assessments (more advanced than those done by an OHP). 	<ol style="list-style-type: none"> 1. MBChB degree. 2. Diploma in occupational medicine.
 Occupational hygienist	<ul style="list-style-type: none"> • Hygiene measurements and surveys. • Surveillance, inspections, investigations and risk assessments. 	<ol style="list-style-type: none"> 1. Relevant tertiary qualification. 2. Professional qualification as an occupational hygienist.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
EAP AND WELLNESS		
 Medical doctor	<ul style="list-style-type: none"> • Assists employees with behavioural and chronic illness. • Promotes healthy living. • Conducts health screenings for the management of behavioural illnesses. • Offers counselling for smoking cessation, nutrition and weight loss. • Conducts alcohol and drug dependency tests. • Manages TB, HIV/Aids and chronic diseases. 	MBChB degree.
 Professional nurse	<ul style="list-style-type: none"> • Developing, implementing and coordinating a comprehensive range of health and wellness activities and programmes. • Organising and overseeing fitness or health screenings and wellness events and programmes. • Conducting presentations on wellness programmes focused on healthy habits, HIV/Aids and TB. 	BTech degree or Honours in nursing.

LEGAL SERVICES DEPARTMENT

The Legal Services Department provides effective and efficient legal support services to Council. This enables Council to deliver on its constitutional mandate within the relevant legal framework and manage and limit the City's legal risks.

This department plays a major role in ensuring that the Council's decisions, structures and administration are legally compliant, and that legal support is available to various line departments as and when they require it. By providing such services, this department inevitably decreases the legal risks of the City's decision-making bodies, and in turn, promotes service delivery.

THE LEGAL SERVICES DEPARTMENT PROVIDES SPECIALISED LEGAL SUPPORT TO ITS CUSTOMERS AND DIRECT ASSISTANCE TO THE LEGISLATIVE AND MUNICIPAL COURTS UNITS.



PROFESSIONS LINKED TO LEGAL SERVICES JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Legal advisor/attorney	<ul style="list-style-type: none"> • Provides strategic and specialised knowledge on all areas of law impacting local government. • Conducts legal research. • Drafts legal opinions and vets contracts. • Renders legal advice and support to line departments that improves their systems. 	LLB degree with admission.
Prosecutor	Prosecutes all by-law and traffic offences.	LLB or BProc degree.
Legal librarian	<ul style="list-style-type: none"> • Maintains an efficient library system. • Processes incoming materials and controls documentation circulation. • Assists legal advisors with legal research queries using online resources. • Updates loose-leaf publications on a regular basis. 	BBibl degree or a postgraduate diploma in library and information science.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Interpreters	<ul style="list-style-type: none"> • Applies oral communication strategies in a legal interpreting context. • Applies interpreting skills within a legal interpreting environment. • Demonstrates knowledge and understanding of law to solve interpreting problems within the South African legal system. • Demonstrates relationship-building skills within the legal environment. • Exercises ethical conduct, values and professionalism in a legal interpreting context. 	National diploma in court interpreting.

INFORMATION SYSTEMS AND TECHNOLOGY DEPARTMENT

The Information Systems and Technology Department (IS&T) is responsible for the City's information and communication technology (ICT). They also provide and maintain the City's computer infrastructure, networks and systems. Without these systems (financial, logistics, HR, projects etc.) and networks (e-mail, telephones etc.), the City would not be able to provide any municipal services or communicate with its residents.



THE INFORMATION SYSTEMS AND TECHNOLOGY DEPARTMENT PROVIDES SPECIALISED SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ business applications;
- ✓ telecommunication;
- ✓ infrastructure;
- ✓ distributed computing;
- ✓ enterprise resource planning;
- ✓ architecture; and
- ✓ programmes and finance.

PROFESSIONS LINKED TO INFORMATION SYSTEMS AND TECHNOLOGY

JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
BUSINESS APPLICATIONS		
 GIS specialist	Configures, develops, builds and manages GIS applications, geodatabases and aerial photography servers.	<ol style="list-style-type: none"> 1. GIS or IT-related degree, e.g. bachelor's degree in IT and information systems, computer science, information science or software engineering. 2. ArcGIS certification is beneficial.
 Software developer (C#.NET, SharePoint, ArcObjects, PHP or Java)	Participates in all phases of the software application development life cycle with an emphasis on software design, development, configuration, testing, release and maintenance of internal and external web-based software systems.	<ol style="list-style-type: none"> 1. IT-related degree, e.g. bachelor's degree in IT and information systems, computer science, information science or software engineering. 2. C#.NET, SharePoint, ArcObjects, PHP or JavaScript certification is beneficial.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Business analysts (for business applications)	<ul style="list-style-type: none"> • Responsible for assessing, describing and analysing the business needs of clients and stakeholders. • Identifies business problems. • Suggests software solutions. 	<ol style="list-style-type: none"> 1. IT-related degree, e.g. bachelor's degree in IT and information systems, computer science, information science or software engineering. 2. Certification in business analysis is beneficial.
 Solution designer/ architect (for Microsoft, GIS or OpenSource)	<p>A solution designer is part of a software solution development team. They translate requirements created by functional analysts into architecture for that solution.</p>	<ol style="list-style-type: none"> 1. IT-related degree, e.g. bachelor's degree in IT and information systems, computer science, information science or software engineering. 2. The Open Group Architecture Framework (TOGAF) certification is beneficial.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
TELECOMMUNICATIONS		
 Network architect	Designs computer networks, including local/wide area networks (LANs/WANs) and intranets.	Network engineering degree (Master's is preferable).
 Network security engineer	Focuses primarily on the security of networking systems. This includes implementing, maintaining and integrating WAN, LAN and server architecture.	BTech or bachelor's degree in computer science, cyber security or a related field.
 Network facility engineer	Maintenance and quality control for core telecommunication network infrastructure, optical fibre routes, data cabling, switching facilities and high-sites.	BTech degree.
 Business analyst (telecoms)	<ul style="list-style-type: none"> Responsible for the design of operational processes in order to satisfy a specified set of requirements derived from the branch's strategic plan and customer demands. Requirement elicitation, management and documentation. 	BTech degree.
 Telephony engineer	Ensures that the design, implementation and maintenance of the telecommunications application service/systems (voice and Internet) are adequately carried out.	BTech degree.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Radio engineer	Ensures that the engineering, implementation and maintenance of the City's telecommunications radio (TETRA) and microwave technology infrastructure is adequately carried out.	BTech or B degree.
Master planner	Master planners are responsible for: <ul style="list-style-type: none"> • high-level architecture and design; • documentation of standards and specifications; and • the strategic planning of the City's telecoms network infrastructure. 	BTech or B degree.
Radio technician	Ensures that the engineering, implementation and maintenance of the City's TETRA and microwave technology infrastructure is adequately carried out.	BTech or B degree.
Network engineer	Ensures that the design, implementation and maintenance of the City's metro area and LANs are adequately carried out (and comply with telecoms' standard procedures).	BTech or B degree.
Electronics engineer	Responsible for managing the installation and repair of the City's CCTV cameras and alarm, IT and fibre detection systems.	BTech or B degree.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
INFRASTRUCTURE		
 Cyber security analyst	Responsible for supporting and maintaining the City's cyber security systems. They configure and use threat detection tools, perform data analyses and interpret the results to identify vulnerabilities, threats and risks to the City.	<ol style="list-style-type: none"> 1. Network+, security+ and cybersecurity analyst+ certifications. 2. A valid driver's licence.
DISTRIBUTED COMPUTING		
 Communications technology specialists	Research and advising on communication technologies.	BSc degree in computer science or BCom degree in information systems.
 Microsoft domain engineer	Maintenance and support of user authentication and profiling, including domain network services, such as domain name services (DNS) and domain host control protocol (DHCP) services.	Three-year national diploma in IT. OR Product-specific (Microsoft) BTech degree (preferred).
 Microsoft software deployment services engineer	Maintenance and support of software deployment and updates to the endpoints (PC's, laptops and tablets), including hardware and software inventory.	Three-year national diploma in IT. OR Product-specific (Microsoft) BTech degree (preferred).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
ENTERPRISE RESOURCE PLANNING		
 Enterprise resource planning (ERP) analyst	<ul style="list-style-type: none"> Analysing business requirements. Documenting business processes. 	BCom degree in information systems or computer science. OR BTech degree in IT. Certification may be required for certain specialities.
 Systems Applications and Products (SAP) integration specialist	Ensures the optimum design and operation of the SAP modules.	BCom degree in information systems or computer science. OR BTech degree in IT. Certification may be required for certain specialities.

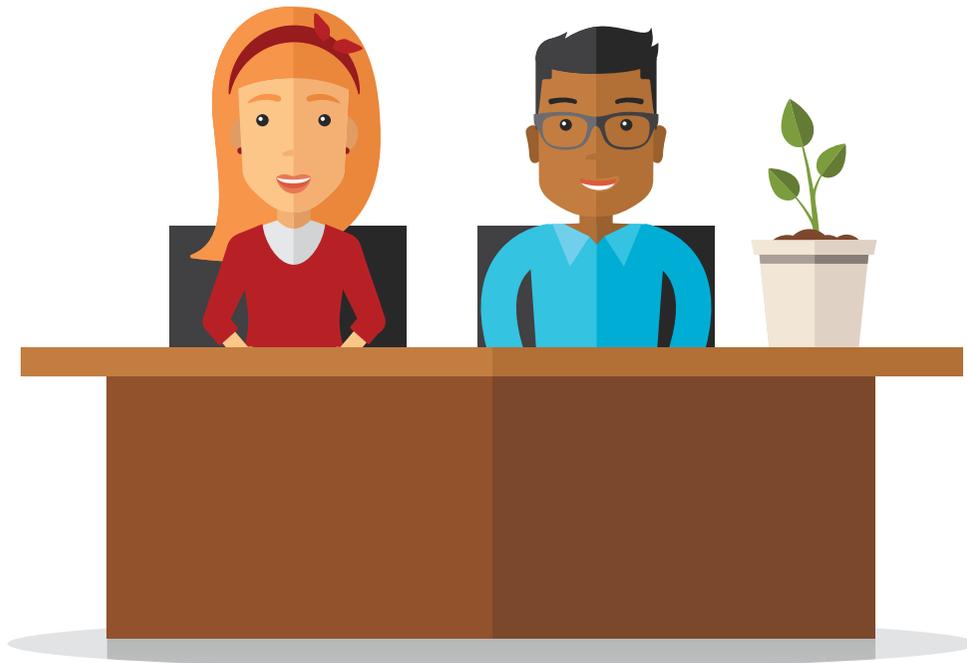
PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 User experience (UX) or user interface (UI) specialist	Leads the formulation of SAP application integration models.	<ol style="list-style-type: none"> 1. Marketing degree. 2. BCom degree in information systems or computer science. OR BTech degree in IT. Certification may be required for certain specialities.
 SAP business warehouse (BW) technical consultant	<ul style="list-style-type: none"> • Provides technical and functional SAP business intelligence (BI), high-performance analytic appliance (HANA), BW/4HANA expertise, thought leadership and recommendations. • Ensures the optimal application of BI functionality to meet the City's requirements. 	<ol style="list-style-type: none"> 1. BCom degree in information systems or computer science. OR BTech degree in IT. 2. Degree in analytics Certification may be required for certain specialities.
 ERP developer	<ul style="list-style-type: none"> • Performing complex SAP programming, testing and debugging functions related to the implementation and enhancement of SAP modules. 	<ol style="list-style-type: none"> 1. Computer science degree. 2. BTech degree in IT. Certification may be required for certain specialities.

EXECUTIVE AND COUNCIL SUPPORT DEPARTMENT

The Executive and Council Support Department develops, manages and maintains sound governance systems, processes and procedures as key components of the professional strategic and operational support they give to:

- Council and its committees;
- the Executive Mayor;
- the Mayoral Committee (Mayco);
- the Speaker;
- the Executive Management team (EMT);
- the Office of the City Manager;
- the Corporate Services Directorate; and
- the organisation as a whole.

This department also ensures that the City's language policy is implemented to ensure effective internal and external communication.



THE EXECUTIVE AND COUNCIL SUPPORT DEPARTMENT PROVIDES SPECIALISED SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ executive committee services;
- ✓ councillor support;
- ✓ language services;
- ✓ administration and logistics; and
- ✓ support services.

PROFESSIONS LINKED TO EXECUTIVE AND COUNCIL SUPPORT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
LANGUAGE SERVICES		
 Translator	A translator works with the written word, conveying an original text (in the source language) into another language (the target language).	Degree in linguistics. OR Diploma in translation or language practice.
 Editor	An editor improves the grammar, style and structure of a completed written document.	Degree or diploma in journalism.
EXECUTIVE COMMITTEE SERVICES		
 Executive committee officer	This position renders committee services to the City's governance structures (Council and all related committees).	Degree or diploma in public administration or any other related field of tertiary study, e.g. law.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Councillor support officer	<p>This individual provides a professional support service to councillors by ensuring that all councillor-related administration is effectively managed. More specifically, some of their tasks include:</p> <ul style="list-style-type: none"> • managing councillor remuneration and benefits; • coordinating training and development; • overseeing office management; and • routing enquiries to councillors. 	Bachelor's degree.

INFORMATION AND KNOWLEDGE MANAGEMENT DEPARTMENT

The Information and Knowledge Management Department is responsible for City's records, information and knowledge. These valuable resources are used within various aspects of the organisation including planning, service delivery, compliance and the development of efficient management systems.

THIS DEPARTMENT WORKS WITH OTHER DEPARTMENTS TO IMPROVE THE MANAGEMENT AND ACCESSIBILITY OF CORPORATE INFORMATION AND ASSETS AND PROVIDES SPECIALISED INFORMATION SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ geomatics;
- ✓ information and knowledge management;
- ✓ records management; and
- ✓ GIS mapping and data management.



PROFESSIONS LINKED TO INFORMATION AND KNOWLEDGE MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
GEOMATICS		
Survey technician	<p>Survey technicians are responsible for:</p> <ul style="list-style-type: none"> • engineering surveying; • topographical surveying; • monitoring surveying; • precise levelling; • capturing GIS data; • stake-out surveys; and • the maintenance of survey control networks. 	<ol style="list-style-type: none"> 1. National diploma in surveying (minimum requirement) or BTech degree in surveying. 2. BSc degree in geomatics.
Geospatial analyst	<p>Geospatial analysts are responsible for:</p> <ul style="list-style-type: none"> • topographical mapping; • capturing GIS data; • analysing data; • processing images; • photogrammetric mapping; • 3D mapping; • geodatabase maintenance; • quality control; and • ensuring data standards are adhered to. 	<ol style="list-style-type: none"> 1. National diploma in surveying (minimum requirement) or BTech degree in surveying. 2. BSc degree in geomatics. 3. BSc degree in geoinformatics.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Professional land surveyor	<p>Professional land surveyors are responsible for:</p> <ul style="list-style-type: none"> • cadastral surveying; • engineering surveying; • topographical surveying; • monitoring surveying; • precise levelling; • stake-out surveys; • maintenance of the town survey mark network; • topographical mapping; • capturing GIS data; • analysing data; • processing images; • photogrammetric mapping; • 3D mapping; and • geodatabase maintenance and management. 	<ol style="list-style-type: none"> 1. BSc degree in geomatics. 2. The completion of articles.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
INTEGRATED KNOWLEDGE AND RECORDS MANAGEMENT		
 Electronic records management specialist	<ul style="list-style-type: none"> • Electronic records management. • Enterprise content management. • Digital content management. • Records management. • Information management. 	<ol style="list-style-type: none"> 1. BCom, BA or BSc degree in records management, information management, information science, information systems, IT or socio-informatics. 2. Master's degree in information and knowledge management.
 Enterprise content management specialist	<ul style="list-style-type: none"> • Electronic records management. • Enterprise content management. • Digital content management. • Records management. • Information management. 	<ol style="list-style-type: none"> 1. BCom, BA or BSc degree in records management, information management, information science, information systems, IT or socio-informatics. 2. Master's degree in information and knowledge management.

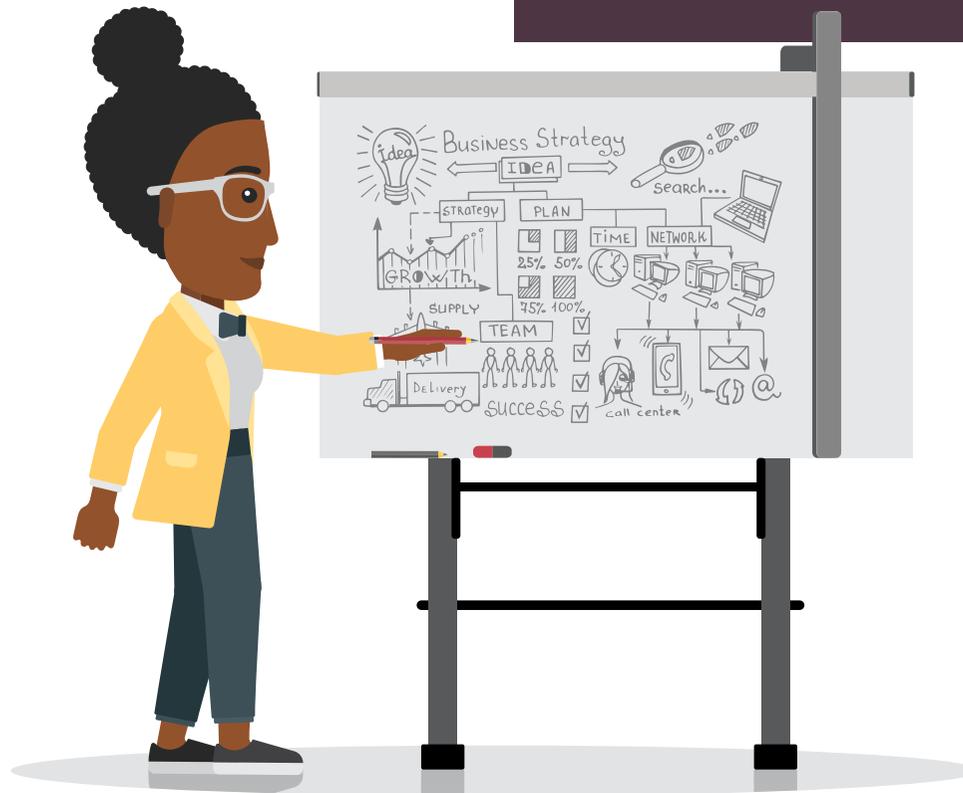
PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Digital content management specialist	<ul style="list-style-type: none"> • Electronic records management. • Enterprise content management. • Digital content management. • Records management. • Information management. 	<ol style="list-style-type: none"> 1. BCom, BA or BSc degree in records management, information management, information science, information systems, IT or socio-informatics. 2. Master's degree in information and knowledge management.

ORGANISATIONAL POLICY AND PLANNING DEPARTMENT

The Organisational Policy and Planning (OPP) Department supports the City's IDP by leading the development of the strategy and policy processes within the City. This department recognises and supports the fact that the City is strategy-led and that decisions are made based on analysed information, research and evidence.

THE OPP DEPARTMENT PROVIDES SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ research;
- ✓ strategic policy;
- ✓ legislative development; and
- ✓ integrated development.



PROFESSIONS LINKED TO OPP JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
RESEARCH		
 Economist	<ul style="list-style-type: none"> • Undertakes economic analyses (including micro and macroeconomic specialist analyses). • Research and modelling. • Behavioural economics. • Econometric modelling and economic policy development (often in the public sector). 	<ol style="list-style-type: none"> 1. Degree in economics (Honours preferable). 2. Minimum 5 years' experience in leading economic research for senior roles. 3. Honours or Masters preferable.
 Data analyst	<ul style="list-style-type: none"> • Undertaking advanced data and statistical analyses • Visualisation of data to provide evidence that informs planning and decision-making. • Data modelling and preparing data and visualisation products and inputs. • Using data visualisation tools. 	<ol style="list-style-type: none"> 1. A four-year degree (preferably Honours or Masters) in social sciences, statistics, data science or related discipline. 2. At least 5 years' experience in undertaking advanced data and statistical analyses.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
STRATEGIC POLICY		
 Policy analyst	<ul style="list-style-type: none"> • Qualitative and quantitative analyses of data to provide recommendations on policy formulation. • Navigation of the political, legislative and administrative context to facilitate the development policies, by-laws and strategies. 	Master's degree in public administration, law or another area focusing on the public sector.
LEGISLATIVE DEVELOPMENT		
 Legislative drafter	<ul style="list-style-type: none"> • Conducting the legal research required to inform the vetting of policies and development of by-laws. • Developing by-laws. • Vetting of policies. • Keeping abreast of the latest legislative developments. • Preparing comments on draft legislation published for comment in the government or provincial gazette. 	<ol style="list-style-type: none"> 1. LLB degree. 2. At least 5 years' experience in the development or vetting of policies, development of by-laws and commenting on draft legislation.

ORGANISATIONAL PERFORMANCE MANAGEMENT DEPARTMENT

The Organisational Performance Management (OPM) Department guides, directs and facilitates the development, implementation, monitoring, reporting and evaluation of OPM. This is done to improve the quality of service delivery, accountability and create a mindset of continuous improvement through performance systems and processes.

This department strives to improve the City's organisational performance capabilities, alignment and systems by:

- Successfully applying monitoring and evaluation systems to raise the performance management maturity level of the organisation.
- Managing and leading regulatory performance management.
- Coordinating, advising and executing stakeholder engagements in relation to performance management.

THE OPM DEPARTMENT PROVIDES SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ contract management;
- ✓ IDP performance management;
- ✓ organisational performance management; and
- ✓ project portfolio management.



PROFESSIONS LINKED TO OPM JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Data science	<ul style="list-style-type: none"> • Data analysis - conducting urban data analyses (including trend and specialist analyses) to inform strategy and policy, planning and decision-making. • Data modelling - undertaking data modelling processes to inform planning and decision-making. • Data visualisation and communication products - using urban development data and visualisation tools to develop communication products. • Data advisory services - providing data and information as well as technical analysis advice and support to assist with the integration of administrative data sets. 	Degree in data science, computer science, statistics or degree related field.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Strategic executive/CEO	Responsible for integrated strategic planning and implementation (e.g. balanced scorecards).	<ol style="list-style-type: none"> 1. BCom degree in economics from a recognised institution is a minimum requirement; postgraduate degrees and additional degrees are beneficial. 2. Track record of successful integration planning and implementation (with clear impact or outcome results).
 Industrial engineering or work study or process management	<ul style="list-style-type: none"> • Streamlining processing. • Improving productivity. • Setting norms and benchmarks. 	<ol style="list-style-type: none"> 1. Diploma in work study or organisation and method study. 2. BCom degree with industrial economics as main subject.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Project administrators to project managers	<ul style="list-style-type: none"> • Typically manages medium-sized programmes or projects of various levels of risk and complexity. • Performs the full range of project management activities. • Accountable for all phases and aspects that ensure the successful delivery of the project. • Manages all resources involved in the project. • Makes final interpretative decisions on project implementation issues of a complex nature in variable and unpredictable circumstances which could have an impact across the municipality or on internal service delivery. 	<ol style="list-style-type: none"> 1. Minimum NQF 4 to NQF 7 (grade 12 to the completion of a three-year degree or advanced diploma). 2. Project management qualification. 3. Must be able to exert influence across departments who do not necessarily report to the project manager.

ORGANISATIONAL EFFECTIVENESS AND INNOVATION DEPARTMENT



THE ORGANISATIONAL EFFECTIVENESS AND INNOVATION DEPARTMENT FOCUSES ON:

- ✓ Driving transformation within the City as a workplace, improving organisational culture and valuing diversity as a means of attracting and retaining talent.
- ✓ Giving effect to the City's long-term transformational initiatives by driving behavioural change and developing the competencies required to achieve the innovation and customer-centricity objectives.
- ✓ Contributing towards the City's modernisation initiatives and helping the City prepare for future challenges and opportunities by developing and facilitating the implementation of operational effectiveness and innovation strategies.

THE THREE BRANCHES WITHIN THE DEPARTMENT INCLUDE:

1. ORGANISATIONAL DEVELOPMENT BRANCH

The Organisational Development Branch drives organisational effectiveness through targeted interventions that aim to:

- improve organisational culture;
- develop leadership;
- build required capabilities;
- equip the organisation with tools to drive and lead change; and
- drive talent management.

The main focus areas of the Organisational Development Branch include:

- change management and change leadership;
- talent management;
- leadership development;
- team development;
- delivering programmes that entrench the City's values; and
- measuring and improving organisational culture.

2. EMPLOYMENT EQUITY BRANCH

The Employment Equity Branch drives transformation of the City as a workplace by providing strategic direction and operational oversight in the implementation and monitoring of equal employment and matters that are incidental to the organisation. The Employment Equity Branch drives, champions and implements transformation within the City and gives strategic direction and advice to the different directorates.

The purpose of this branch of the Organisational Effectiveness and Innovation Department is to encourage fairness and eliminate any potential for discrimination.

The main functions of the Employment Equity Branch include:

- Providing consultancy services on employment equity policy development and implementation.
- Raising awareness on gender, race, disability and affirmative action to enable the City to achieve transformation and inclusivity.
- Partnering with line departments to create diverse work environments.
- Managing cases of discrimination.

3. INNOVATION AND OPERATIONAL EFFECTIVENESS BRANCH

This branch develops innovation strategies for the City and drives the delivery of customer-centric services. It also drive's the City's modernisation initiatives through formulating strategies that promote operational excellence. Essentially, the Innovation and Operational Effectiveness Branch of the Organisational Effectiveness and Innovation Department prepares the City for future challenges and opportunities.

The main functions of this branch include:

- Enabling the creation of an innovation-led organisation.
- Solving operational challenges.
- Addressing organisational operations through business improvement projects.
- Preparing the City for future challenges and opportunities.

PROFESSIONS LINKED TO ORGANISATIONAL EFFECTIVENESS AND INNOVATION JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Innovation specialists	<ul style="list-style-type: none"> Facilitate innovation. Manage practices within the public sector environment. Develop innovation metrics to measure innovation. Index the capacity of the organisation against global standards. Engage with external stakeholders to establish an innovative ecosystem in which innovation drives socio-economic development. 	Business management/ marketing management degree with postgraduate qualification in strategy and innovation. OR Engineering qualification with postgraduate qualification in business management/ leadership.
Business process management specialists	<ul style="list-style-type: none"> Drive business process management as a competency within the organisation. Develop organisation-wide business process architecture to drive operational efficiency. Embed agile/lean methodology as a driver for operational sustainability. 	Process engineering degree. OR Industrial engineering degree. OR Management degree with postgraduate qualification in business process management.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Organisational development professional	<ul style="list-style-type: none"> • Provide strategic and professional knowledge and guidance to the organisation in the fields of change management, leadership development, organisational behaviour and people and talent management. • Research, develop and advise on best practice processes, interventions and programmes with the aim of creating a customer-centric culture and making the City an attractive organisation to work for. 	Bachelor's degree in organisational psychology, behavioural sciences or related field.
 Gender specialist	<ul style="list-style-type: none"> • Develop and implement programmes to promote gender inclusiveness and eliminate gender discrimination. • Develop and implement gender training for staff. • Plan and implement interventions for City leadership to promote a culture of inclusivity. • Conduct gender gap analyses and develop gender plans. 	BSocSci degree in women and/or gender studies.
 Diversity facilitator	<ul style="list-style-type: none"> • Design and facilitate diversity management programmes to promote a culture of diversity and inclusion. • Advise line managers on diversity matters. • Design and implement anti-racism and anti-discrimination programmes. • Conduct conflict management interventions. 	BSocSci degree.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 <p>Employment equity practitioner specialising in affirmative action and disability management</p>	<ul style="list-style-type: none"> • Assist with the preparation of the employment equity plan. • Prepare and submit the annual employment equity report to the Department of Labour. • Prepare monthly staff profiles for the City's directorates and departments to provide direction to the recruitment and selection practitioner (in the Human Resources Department). • Conduct trend analyses in terms of recruitment, promotions, terminations, age of retirements, etc. to inform decision-making regarding succession planning. • Conduct audits within buildings to assess their accessibility. • Prepare and host disability education and awareness programmes to promote a culture of inclusivity. • Advise management on employment equity matters. 	<p>BSocSci degree.</p>

RESILIENCE DEPARTMENT

The Resilience Department is responsible for embedding resilience thinking across a variety of decision-making and accountability processes and assisting with the implementation of resilience strategies. This department is not a line function department and is therefore not expected to own and implement individual initiatives. Rather, it is expected to be strategic and influential in its efforts to get a greater number of staff and departments to examine their processes through a resilient lens.

The Resilience Department is also responsible for overseeing Cape Town's involvement in the 100 Resilient Cities (100RC) initiative; a programme pioneered by the Rockefeller Foundation that helps cities around the world become more resilient to the physical, social and economic challenges of the 21st century. Since the City is part of an international network of cities committed to building urban resilience, the Resilience Department must manage the relationships that have been formed and strive to meet the goals that have been outlined.

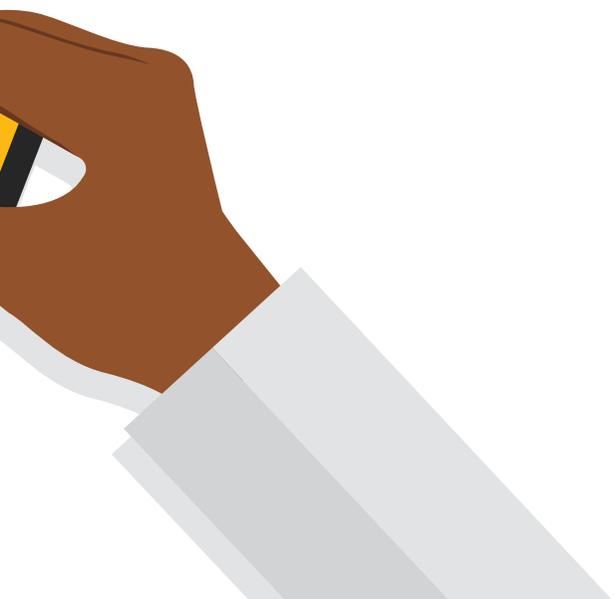
THE SHOCKS AND STRESSES THE 100RC PROGRAMME FOCUSES ON IN CAPE TOWN:

- ✓ climate change;
- ✓ crime/violence;
- ✓ cyber attack;
- ✓ drought;
- ✓ drugs/alcohol abuse;
- ✓ fire;
- ✓ informal housing/settlements;
- ✓ infrastructure failure;
- ✓ lack of social cohesion;
- ✓ poverty;
- ✓ rainfall flooding;
- ✓ riot/civil unrest;
- ✓ traffic congestion; and
- ✓ unemployment.



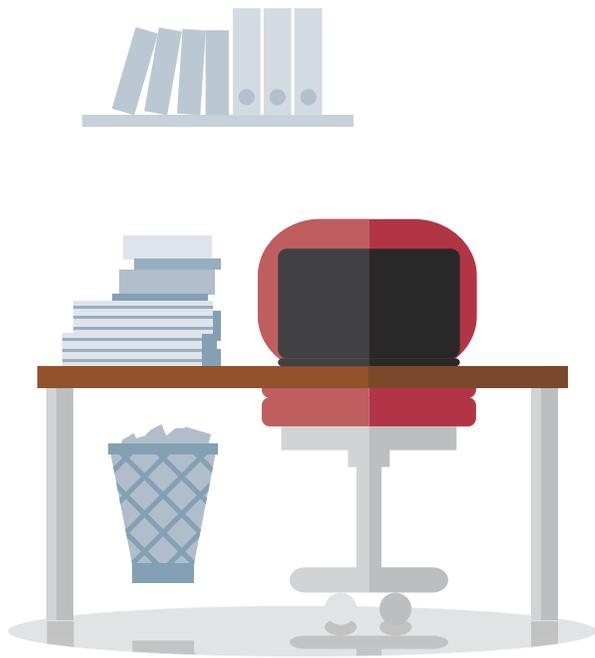
PROFESSIONS LINKED TO RESILIENCE JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Resilience analyst	<ul style="list-style-type: none"> • Qualitative and quantitative analysis of data to provide recommendations on policy formulation. • Navigation of the political, legislative and administrative context to facilitate the development of policies, by-laws and strategies. 	<ol style="list-style-type: none"> 1. Degree in economics or social science (Honours preferable). 2. A minimum of 5 years' experience leading research and analysis (for senior roles).
 Resilience partnering officer	<p>Ability to conduct stakeholder mapping, identify partners, build partnerships and communicate with a diverse range of stakeholders for the purpose of augmenting societal resilience.</p>	<ol style="list-style-type: none"> 1. A four-year degree (preferably Honours or Masters) in social sciences or urban planning. 2. At least 5 years' experience that demonstrates network-building and partnership formation.



OFFICE OF THE CITY MANAGER

The Office of the City Manager leads City administration and is responsible for all aspects of governance. This includes ensuring that all processes, policies and procedures within the City are complied to. As such, one of the main functions of this department is probity.



PROFESSIONS LINKED TO THE OFFICE OF THE CITY MANAGER JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
PROBITY		
 Ethics professional	<ul style="list-style-type: none"> • Advising on, pre-empting and escalating ethical or reputational risks across all levels of the organisation. • Embedding ethical leadership and ethical governance in the public and private sector as per the Constitution and King IV Report. • Providing technical assistance and support to institutions in all spheres of government regarding the management of ethics, integrity and disciplinary matters relating to misconduct in public administration. • Investigating internationally-accepted ethics and integrity methods and approaches. • Facilitating multi-disciplinary teams and workshops. • Conducting continuous research in an ever-changing environment. • Being a professional, trusted advisor on ethics-related matters including City's policies, frameworks, codes, guidelines, etc. 	<ol style="list-style-type: none"> 1. Relevant experience in an Ethics department of a medium to large organisation. 2. Relevant tertiary qualification in Ethics, law, auditing, business management or accounting. Note: There is no formal tertiary qualifications specific to the ethics field.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Integrated risk management practitioner	<ul style="list-style-type: none"> • Facilitating multi-disciplinary teams/workshops. • Being able to adapt to ever-changing circumstances. • Conducting continuous research in a non-stagnant environment. • Pre-empting and advising on acute shocks and stresses. • Feeding into the combined assurance processes - and displaying strong collaboration and cooperation skills with other assurance providers. • Conducting business continuity management (BCM) tasks and identifying BCM risks. • Reporting BCM risks to staff. • Assisting with sustainable mitigation action plan implementation. • Being a professional, trusted advisor. • Understanding risk management, combined assurance methodology and business continuity methodology. 	<ol style="list-style-type: none"> 1. Relevant experience in an Ethics department of a medium to large organisation. 2. Relevant tertiary qualification in ethics, law, auditing, business management or accounting. Note: There is no formal tertiary qualifications specific to the ethics field. 3. Strong reporting skills.
 Combined assurance practitioner	<ul style="list-style-type: none"> • On-boarding and collaborating with all levels of assurance providers in the City. • Understanding risk management and combined assurance methodology. • Identifying assurance gaps. • Being a professional, trusted advisor. 	<ol style="list-style-type: none"> 1. Relevant tertiary qualification in auditing or internal auditing. 2. Relevant experience in an auditing environment with a focus on combined assurance. 3. Strong reporting skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Business continuity practitioner	<ul style="list-style-type: none"> • Facilitating multi-disciplinary teams/workshops. • Pre-empting and advising on acute shocks. • Assisting with the identification and development of continuity plans. • Understanding risk management methodology and BCM methodology. • Being a professional, trusted advisor. 	<ol style="list-style-type: none"> 1. Relevant tertiary qualification in BCM, risk management, internal auditing or industrial engineering. 2. Relevant experience in BCM, risk management, internal auditing or industrial engineering.
 Auditor/assistant auditor	<p>Performing audits under the supervision of senior staff members.</p>	<ol style="list-style-type: none"> 1. National diploma in internal audit or accounting. 2. 0 - 2 years' experience in accounting or auditing. 3. Good interpersonal and team work skills. 4. The ability to work under pressure.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Senior auditor	<p>Performing audits and supervising assistant staff.</p>	<ol style="list-style-type: none"> 1. BTech degree in accounting or auditing 2. Studying towards becoming a chartered accountant (CA), certified internal auditor (CIA) or certified information systems auditor (CISA). 3. 3 - 5 years' experience in accounting or auditing and supervisory or management experience. 4. Team work and project management skills.
 Assistant forensic officer	<p>Assistant forensic officers work in an operational environment that is governed by frameworks and guidelines. Tasks are usually fairly well defined and work is of a technical or specialist nature.</p>	<ol style="list-style-type: none"> 1. An appropriate tertiary qualification (preferably a legal, accounting, audit, forensic accounting or IT degree). 2. Entry level experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Forensic officer	<p>Forensic officers undertake work of a specialist or technical nature. It still reflects a relatively structured environment where guidelines are clear and uncertainty fairly low. Those operating within this environment may use their theoretical knowledge to help solve problems.</p>	<ol style="list-style-type: none"> 1. An appropriate tertiary qualification (preferably a legal, accounting, audit, forensic accounting or IT degree). 2. 5 years' experience in forensics.
 Senior forensic officer	<p>Those operating within this work environment are often required to evaluate alternative solutions, practices and systems. The work becomes more complex and a little more abstract. Awareness of best practice solutions and a degree of business acumen involving issues such as resource allocation and budgeting may fall into the senior forensic officer's role. The specialist or technical requirements may well increase too.</p>	<ol style="list-style-type: none"> 1. An appropriate tertiary qualification (preferably a legal, accounting, audit, forensic accounting or IT degree). 2. 8 years' experience in forensics.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Principal forensic officer	Operating at this level requires juggling the demands of various projects or tasks. It is complexity, not volume, that is the issue people in this role face.	<ol style="list-style-type: none"> 1. An appropriate tertiary qualification (preferably a legal, accounting, audit, forensic accounting or IT degree). 2. 8 years' experience in forensics (4 years of which must have been at the level of managing and leading multidisciplinary forensic teams).



ECONOMIC OPPORTUNITIES AND ASSET MANAGEMENT DIRECTORATE



The Economic Opportunities and Assets Management Directorate focuses on stimulating economic growth in the key sectors of Cape Town. These areas include business development, tourism, fleet and facility management, strategic assets and property management. As such, this directorate serves a diverse spectrum of customers and stakeholders in the execution of its mandate. The customer and stakeholder base ranges from internal service departments and political leadership to the private and public sector and the general community at large.

In terms of asset management in particular, this directorate's function is to engage in the complete life cycle of asset management which includes the following phases:

- planning;
- acquisition;
- holding;
- maintenance; and
- disposal.

THE KEY ROLE OF ECONOMIC OPPORTUNITIES AND ASSETS MANAGEMENT IS LEVERAGING IMMOVEABLE PROPERTY ASSETS THROUGHOUT THE ASSET LIFE CYCLE. THIS IS ACHIEVED THROUGH:

- ✓ custodial oversight;
- ✓ portfoliorisation;
- ✓ transversal real estate;
- ✓ centralised facilities management and maintenance;
- ✓ business systems solutions; and
- ✓ the optimisation and rationalisation of immovable property assets.

The Economic Opportunities and Assets Management Directorate is divided into the following departments:

- ✓ Property Management
- ✓ Facilities Management
- ✓ Fleet Management
- ✓ Enterprise and Investment

PROPERTY MANAGEMENT DEPARTMENT

The Property Management Department oversees the management and control of the City's immovable property asset portfolio which includes land, buildings and other property-related assets.



THIS DEPARTMENT AIMS TO ALIGN WITH THE CITY'S STRATEGIC OBJECTIVES AND BENEFIT THE CITIZENS OF CAPE TOWN. THIS IS ACHIEVED THROUGH:

- ✓ Fostering a culture of fact based-performance reporting on all immovable property assets.
- ✓ Influencing and directing the reform of property management.
- ✓ Promoting and implementing the asset life cycle management of all immovable assets.
- ✓ Providing quality, cost-effective immovable property services that are valued by our customers.
- ✓ Developing sound customer relationships and becoming more customer-centric.
- ✓ Improving organisational cohesiveness around immovable property asset management.

PROFESSIONS LINKED TO PROPERTY MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Surveyor</p>	<p>Context: Immovable property assets</p> <p>Surveyors are responsible for:</p> <ul style="list-style-type: none"> • managing immovable property asset projects; • managing the drawings office; • completing site visits; • writing reports; • conducting research from Surveyor General and Deeds office records; and • investigating immovable property applications, including assessment and adherence to legislative requirements relating to: <ul style="list-style-type: none"> - leasing; - sale; - servitudes (including registration and cancellation); - land restitutions; - reservation of land; - claims of prescription; and - status of land. 	<p>National diploma in surveying (or equivalent).</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Property valuer	<p>Context: Conducting market valuations of all categories of properties for the purpose of acquisition, disposal and rental.</p> <p>Property valuers are responsible for:</p> <ul style="list-style-type: none"> • negotiating the terms and conditions of sale agreements; • completing professional valuations; • generating valuation reports with valuation-specific recommendations; • conducting immovable property-based feasibility studies/valuations; and • providing professional property advice on the best use of property. 	<ol style="list-style-type: none"> 1. BTech degree in real estate or property valuation. OR BSc Honours degree in property studies. OR Any qualification recognised by the Council for Property Valuers Profession. 2. Registered as per Section 20 (2)(a) of Property Valuers Profession Act 47 of 2000 as a Professional Valuer or a Professional Associated Valuer.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 GIS specialist	<p>Context: Corporate spatial data for planning and operations, e.g. environment, cadastre, political boundaries, etc.</p> <p>GIS specialists are responsible for:</p> <ul style="list-style-type: none"> • maintaining GIS databases, metadata and layers using GIS software; • controlling the quality of GIS system information; • providing information and advice on GIS applications, GIS software, map production and data analysis; • creating up-to-date maps, electronic data and GIS support to meet the informational needs of departments; • evaluating spatial data technologies and latest GIS applications; and • going through GIS system information analyses and editing them ensure they are of the right standard. 	<ol style="list-style-type: none"> 1. National diploma or equivalent technical qualification in geo-information science. 2. Knowledge of ESRI GIS software.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Land surveyor	<p>Context: Application of the South African Cadastral System in terms of the Land Survey Act (Act 8 of 1997).</p> <p>Land surveyors are responsible for:</p> <ul style="list-style-type: none"> • liaising with the Surveyor General’s Office for research and all approvals of surveys required for registration purposes; • identifying land ownership and property boundaries as per land surveying; • taking on the cadastral expert role when a member of the project team is not present; • managing records and historical and legal land ownership research; • developing and inspecting land surveying project contracts; • undertaking standard calculations for the identification of areas, elevation and volumes of field surveys; • doing basic calculations using data from field records; • interpreting design drawings and topographic maps; • interpreting specialised computer-aided drawings (CAD) and computer applications; <p>(continued...)</p>	<ol style="list-style-type: none"> 1. BSc degree in geomatics (specialising in surveying) – available at the University of Cape Town as a four-year professional degree. OR BSc degree in land surveying – available at the University of Kwazulu-Natal as a four-year professional degree. 2. Completion of articles (a period of 2+ years according to the Geomatics Profession Act 19 of 2013). 3. Completion of competency examinations in regard to national legislation. 4. Completion of a competency test in surveying techniques. 5. Completion of a competency test of Sectional Title Act 95 of 1986. 6. Registration as a professional land surveyor (a requirement of the Geomatics Profession Act 19 of 2013). 7. Registration as a sectional titles practitioner (a requirement of the Geomatics Profession Act 19 of 2013).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
	<ul style="list-style-type: none"> • undertaking the senior project leader role for in-house surveys in-house and mapping projects; • managing real estate transactions to enable negotiations with land owners; • overseeing the acquisition and disposal processes for land parcel transactions; and • producing high quality documents for survey, design and building projects. 	

FACILITIES MANAGEMENT DEPARTMENT

The Facilities Management Department is responsible for the development and implementation of Facility Management and Maintenance Services (FMMS) to service both centralised and cross-functional operating methodologies. This department is also responsible for procuring multi-disciplinary building services, building enterprise systems, setting the norms and standards for facility management and maintenance, and playing a quality assurance role within all City facilities.



THROUGH MANAGING AND MAINTAINING FACILITIES IN TERMS OF RELEVANT LEGISLATION AND REGULATIONS, THE FACILITIES MANAGEMENT DEPARTMENT ENSURES THAT CORPORATE BUILDINGS COMPLY WITH STATUTORY REQUIREMENTS IN TERMS OF HEALTH AND SAFETY, ERGONOMICS AND ACCESSIBILITY.

PROFESSIONS LINKED TO FACILITIES MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Handyman	<ul style="list-style-type: none"> • Repairing, maintaining, assembling and disassembling equipment. • Minor building and fabricating. • Building repairs and maintenance. • Working with administrative reports and instruction/transactional forms and documentation. 	<ol style="list-style-type: none"> 1. Grade 10/N1 college certificate. 2. Code 8 driver's licence. 3. Up to 2 years' experience.
Special workman	<ul style="list-style-type: none"> • Building repairs and maintenance. • Working with administrative reports and instructional/transactional forms and documentation. • Performing non-qualified artisan work. 	<ol style="list-style-type: none"> 1. Grade 11/N2 college certificate. 2. Code 8 driver's licence. 3. Up to 3 years' experience. 4. Practical skills associated with building maintenance.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Artisan (construction)</p>	<ul style="list-style-type: none"> • Specialised tasks and activities in carpentry. • Maintenance and repairs to buildings. • Monitoring and correcting outputs of support personnel. • Routine/general administrative recording. • Performing activities within the construction trade that involve designing, constructing, repairing, fabricating, finding faults and performing diagnostics tests. • Using the full range of appropriate construction tools and equipment. 	<ol style="list-style-type: none"> 1. Artisan trade test. 2. Ability to perform the functions associated with the post. 3. Relevant code of driver's licence/professional driving permit (PRDP) - this will depend on the level of operation of the post (you can acquire the necessary licence after you have been appointed). 4. 1-2 years' experience. 5. Ability and willingness to work in all weather conditions and at heights. 6. Ability and willingness to work outside normal working hours during emergencies and planned overtime.
 <p>Artisan (engineering)</p>	<ul style="list-style-type: none"> • Specialised tasks and activities associated with medium/low voltage electrical installation, maintenance and repair. • Managing staff productivity and performance. • Routine/general administrative recording. • Performing activities within an engineering trade that involve designing, constructing, repairing, fabricating, finding faults and performing diagnostics tests. • Using the full range of appropriate construction tools and equipment. 	<ol style="list-style-type: none"> 1. Artisan trade test (wireman licence is essential). 2. Ability to perform the functions associated with the post. 3. Code 8 driver's licence. 4. Minimum of 5 years' post-apprenticeship experience. 5. Communication skills. 6. Ability to use electrical and mechanical hand tools.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Technician	<ul style="list-style-type: none"> • Legal compliance inspections. • Technical compliance-related support to clients. • Plant, machinery and construction safety compliance. • General OHS compliance in terms of the OHS Act 85 of 1993 and OHS regulations. • Drafting specifications and designing more complex systems. • Assessing external consultants' work to ensure that they comply with standards/specifications. • Conducting complex technical investigations. • Providing information and advice. • Running minor projects. 	<ol style="list-style-type: none"> 1. National diploma or equivalent technical certification. 2. In-depth knowledge of the OHS Act and OHS regulations. 3. At least 5 years' practical experience in the safe operation, servicing, testing, repair and maintenance of pressure equipment (including air compressor plants) and a range of lifting equipment (including forklift trucks, vehicle mounted cranes, vehicle hoists, overhead cranes and gantries). 4. Must be competent in the use of Microsoft Office programmes (Word, Excel, Outlook, etc.). 5. Code 8 driver's licence. 6. Note: A formal qualification in OHS Act 85 of 1993 and OHS regulation would be advantageous as the theoretical qualification forms the basis of this role.

FLEET MANAGEMENT DEPARTMENT

The Fleet Management Department focuses on providing comprehensive fleet management services to the City's directorates. Fleet management include the purchase and allocation of vehicles and plants, vehicle asset management and utilisation and the upkeep, maintenance, licensing and disposal of these assets.



PROFESSIONS LINKED TO FLEET MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Fleet officer	<ul style="list-style-type: none"> • Vehicle utilisation monitoring, maintenance and tracking coordination. • Vehicle maintenance to ensure vehicles are safe and roadworthy. • Outsourcing of vehicles and plants. 	Mechanical trade test.
 Artisan (engineering)	<ul style="list-style-type: none"> • Inspecting brake systems, steering mechanisms, transmissions, engines and other parts of vehicles. • Routine maintenance, such as changing oil, checking batteries and lubricating equipment and parts. • Repairing and replacing malfunctioning components, parts and other mechanical or electrical equipment. 	Diesel or petrol mechanic trade test.
 Data analyst	<ul style="list-style-type: none"> • Collecting data, e.g. service delivery data, market research, logistics or transportation costs. • Analysing data and translating numbers into plain, understandable language. • Using the results of data analyses to inform business decisions. 	Bachelor's degree in statistics or related field.
 Plant operators	<ul style="list-style-type: none"> • Operating any of the following mechanical vehicles: tractors, haulers, compactor land-fillers, loaders, front-end fork-lifts and aquatic weed harvesters. • Checking, operating and performing basic maintenance on a plant. 	<ol style="list-style-type: none"> 1. Basic literacy. 2. Code 14 driver's licence.

ENTERPRISE AND INVESTMENT DEPARTMENT

Given the drought and resultant water crisis Cape Town experienced, the City needs to focus on positioning Cape Town as a forward-looking globally competitive business destination that continues to function and thrive despite the challenges we faced. The Enterprise and Investment Department focuses on creating an enabling environment to attract investment that generates economic growth and creates job opportunities. As such, this department is aligned with the 'opportunity city' SFA.

This department also focuses on working with key economic stakeholders to improve the business environment, providing investment and development facilitation support services to prospective investors, creating strategic international links with cities and organisations that increase the likelihood of trade with and investment in Cape Town, and collaborating with sector organisations and industry to improve the performance of selected catalytic economic sectors.



THE DEPARTMENT PROVIDES SERVICES TO ITS CUSTOMERS IN THE FUNCTIONAL AREAS OF:

- ✓ enterprise development;
- ✓ investment facilitation;
- ✓ place marketing;
- ✓ catalytic sectors; and
- ✓ development facilitation.

The Enterprise and Investment Department also collaborates within the City - sharing information and insights that have the potential to maximise economic benefits and/or impact public investment and service delivery activities.

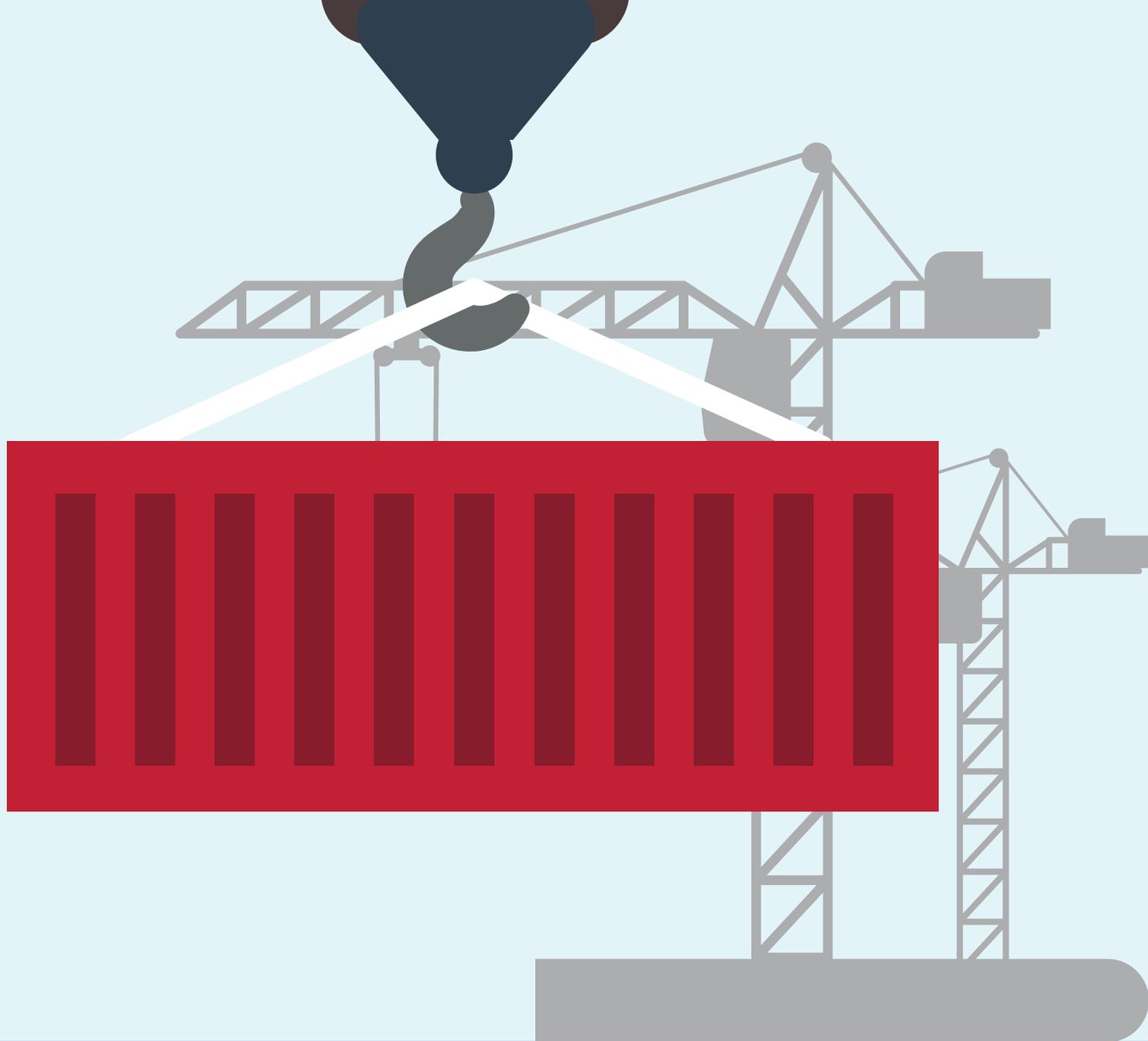
The Enterprise and Investment Department leads or contributes to five programmes in the IDP. These programmes include:

1. The ease of doing business programme.
2. The Cape Town business brand programme
3. Economic sector development project.
4. The partnership development programme.
5. The skills investment programme.

PROFESSIONS LINKED TO ENTERPRISE AND INVESTMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Economist	<p>Some of the responsibilities of an economist include:</p> <ul style="list-style-type: none"> • undertaking economic and specialist economic analyses; • econometric modelling; and • developing economic policies. 	<ol style="list-style-type: none"> 1. Degree in economics, with economic research and modelling. 2. A minimum of 5 years' experience in leading economic research. <p>Note: These requirements depend on the level of seniority.</p>
 Catalytic sectors professional	<p>Catalytic sectors professionals are responsible for:</p> <ul style="list-style-type: none"> • planning and supporting catalytic sectors; • applying new methodologies; • analysing information to inform decision-making; and • developing and enhancing the catalytic sectors programme to contribute to investment, economic growth and job creation opportunities in the City. 	<p>Degree in business management, economics or related field.</p>

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Catalytic sectors officer	<p>Coordinating sector development programmes and projects, as well as trade and investment strategies and interventions, which are intended to encourage sustainable economic development within the city. This includes:</p> <ul style="list-style-type: none"> • initiating and project managing sector development programme interventions; and • building, managing and sustaining relations with key internal and external stakeholders. 	<p>Degree in economics or related field.</p>
 Enterprise development professional	<p>Enterprise development professionals are responsible for:</p> <ul style="list-style-type: none"> • creating conditions that allow small, medium and micro-sized enterprises (SMMEs) to start, grow and expand within the city; • supporting local SMMEs and enabling them to grow and create jobs (e.g. clustering); • enhancing the coordination of the city's work skills development system; and • strengthening industry partnerships. 	<p>Degree in business management, economics or related field.</p>
 Strategic initiatives programme manager	<p>A strategic initiative programme manager is responsible for designing, facilitating and implementing programmes of economic growth and investment in Cape Town. This includes creating and implementing strategies and programmes that drive inclusive economic growth and reduce economic vulnerability.</p>	<p>Degree in business management or related field.</p>



ENERGY AND CLIMATE CHANGE DIRECTORATE



The Energy and Climate Change Directorate is newly formed and comprises two departments - Electricity Generation and Distribution (EG&D) and Sustainable Energy Markets (SEM). It aims to safely supply electricity to residents and businesses operating within the city, promote the use of sustainable energy sources and address issues of climate change.

The Energy and Climate Change Directorate follows a '100% CARES' model; a vision that was created to align with the City's SFAs:

LETTER	EXTENSION	SFA LINK
C	Cares	Caring city
A	Accessible	Opportunity city
R	Reliable	Well-run city
E	Equitable	Inclusive city
S	Safe	Safe city



ELECTRICITY GENERATION AND DISTRIBUTION DEPARTMENT

The main purpose of the EG&D Department is to safely provide residents, commercial properties and industrial plants with electricity. This department also constructs and maintains the equipment that transforms the power supply and is responsible for the provision and maintenance of public lighting. In addition to this, the EG&D Department operates load control systems and offers support services relating to vending and billing.

THE DEPARTMENT COMPRISES OF THE FOLLOWING BRANCHES:

- ✓ Energy Retail Management
- ✓ Infrastructure Operations
- ✓ Technical Support Services
- ✓ Support Services
- ✓ Electricity Supply
- ✓ Engineering
- ✓ Enterprise Asset Management
- ✓ Finance and Commercial



PROFESSIONS LINKED TO ED&D JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Technician (various disciplines)	<ul style="list-style-type: none"> Plans, designs and implements extensions to high, medium and low voltage electricity distribution. Decides how to meet the needs of network and system growth and supply quality requirements. 	National diploma in electrical engineering or equivalent.
 Technologist (various disciplines)	<ul style="list-style-type: none"> Designs, implements and manages highly complex electrical projects for the extension, refurbishment and replacement of high, medium and low voltage distribution networks. Supervises technical staff. 	National diploma in electrical engineering or equivalent.
 Engineer (various disciplines)	<ul style="list-style-type: none"> Designs, implements and manages highly complex electrical projects for the extension, refurbishment and replacement of high, medium and low voltage distribution networks. Manages capital and operating budgets. 	BEng or BSc degree in electrical engineering.
 Electrical engineer	<ul style="list-style-type: none"> Designs, implements and manages highly complex electrical projects for the extension, refurbishment and replacement of high, medium and low voltage distribution networks. Manages capital and operating budgets. 	BSc degree in electrical engineering or equivalent.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Electronics engineer	Responsible for managing the installation and repair of the City's CCTV cameras and alarm, IT and fibre detection systems.	BEng or BSc degree in electrical or electronics engineering.
 Projects engineer	Manages approved projects and associated contracts for the extensions to and replacement of equipment on the electrical network.	BEng or BSc degree in electrical engineering or project management.
 Engineer (substation equipment, low voltage reticulation equipment and cables, jointing and overhead lines)	Conducts and coordinates technical aspects of the supply chain for the acquisition of strategic electricity distribution equipment, cables, joints and overhead lines.	BEng or BSc degree in electrical engineering.
 Engineer (performance analyst and maintenance and service standards)	<ul style="list-style-type: none"> • Conducting research and implementing maintenance standards and strategies. • Auditing the quality of maintenance execution and performance. • Analysing information. • Maintaining the network performance. • Suggesting enhancements. 	BEng or BSc degree in electrical engineering.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Engineer (master data and business process custodian)	<ul style="list-style-type: none"> • Designs business processes and master data standards. • Integrates business processes and master data standards into business software systems (e.g. SAP). 	<ol style="list-style-type: none"> 1. BEng or BSc degree in electrical engineering. 2. Additional tertiary qualification in computer science, information systems or IT.
 Engineer (metrology and measurement)	Designs, implements and manages metrology and measurement systems.	BEng or BSc degree in electrical engineering. OR BCom degree in IT.
 Engineer (infrastructure operations)	Manages the following divisions: <ul style="list-style-type: none"> • distribution areas; • high voltage; • telemetry; and • protection. 	<ol style="list-style-type: none"> 1. BEng or BSc degree in electrical engineering. 2. Government Certificate of Competency (GCC).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Engineer (protection, telecoms and supervisory control and data acquisition (SCADA))	<ul style="list-style-type: none"> • Manages the electrical protection and telecommunication divisions. • Designs SCADA and protection systems. • Conducts performance audits and protection failure investigations. • Operational management of PABX, PBX and interface circuits, copper cables, WAN and LAN, optic fibre networks, multiplexers for fibre and copper and radio networks. • Develops and maintains a management system to verify the performance of the SCADA outstation remote terminal units (RTU's) and communication infrastructure. 	<ol style="list-style-type: none"> 1. BEng or BSc degree in electrical engineering or equivalent. 2. Engineering Council of South Africa (ECSA) registration as a professional engineer (Pr Eng).
 Engineer (high voltage)	<ul style="list-style-type: none"> • Manages high voltage distribution and transmission networks including cables. • Coordinates and controls all aspects of construction, preventative maintenance and repair operations. • Explores markets and initiates the procurement of specialised equipment and obsolete spares for oil/gas filled cables. 	<ol style="list-style-type: none"> 1. BEng or BSc degree in electrical engineering or equivalent. 2. ECSA registration as a Pr Eng.
 Engineering technologist	<ul style="list-style-type: none"> • Designs, implements and manages highly complex electrical projects for the extension, refurbishment and replacement of high, medium and low voltage distribution networks. • Supervises technical staff. 	BTech degree in electrical engineering or equivalent.
 Engineering technician	<ul style="list-style-type: none"> • Plans, designs and implements extensions to high, medium and low voltage electricity distribution. • Decides how to meet the needs of network and system growth and supply quality requirements. 	National diploma in electrical engineering or equivalent.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Technician (equipment standards and procedure)	Provides support for the development of distribution system equipment, supply chain process and specifications, factory tests and inspections and specialised support services.	National diploma in electrical engineering or equivalent.
 Technician (equipment specification and performance technician: low voltage reticulation and substation equipment)	<ul style="list-style-type: none"> • Researches the application of new technology. • Manages distribution equipment. • Assesses the performance of equipment. • Provides technical support. 	National diploma in electrical engineering or equivalent.
 Technician (maintenance and service standards)	<ul style="list-style-type: none"> • Tender specifications. • Supply chain and contract management. • Research and the implementation of maintenance standards and strategies. • Quality audits of maintenance execution. • Maintenance and performance information analysis. • Network performance and maintenance. 	National diploma in electrical engineering or equivalent.
 Technician (master data and business process custodian)	<ul style="list-style-type: none"> • Enterprise Asset Management (EAM) business process design and development. • EAM master data standards design, development and governance. • Centralised master data maintenance in the system. • Master data quality monitoring and auditing. • Documentation of master data standards and business processes. 	National diploma in electrical engineering or equivalent.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Technician (protection, telecoms and SCADA)	<ul style="list-style-type: none"> • Conducting commissioning tests on 11kV protective relaying schemes in accordance with national and international standards and standard testing procedures. • Planning and maintenance. • Fault finding and repairs. • Instrument maintenance. • Developing and implementing substation automation systems technology. • Maintaining the SCADA RTU's and communication infrastructure. • Compiling technical specifications for the supply of RTU's and SCADA communication equipment. • Operational planning and reporting of procedures, systems and controls, telephone operations and optic fibre networks. 	<ol style="list-style-type: none"> 1. National diploma in electrical engineering. 2. National diploma in network communications. 3. National diploma in light current.
 Technician (high voltage)	<ul style="list-style-type: none"> • Provides specialist engineering support services. • Maintains management programmes. • Applies technical knowledge, skills and experience within a wide range of complex issues regarding maintenance management, systems or plant performance and project management. • Assists with specifications and tenders, field tests and fault investigations to provide general engineering and systems support to the high voltage cables, substations and overheads sections. 	BTech degree in electrical engineering.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
IT specialist	Controls and operates IT systems.	BCom or BTech degree in IT. OR BEng degree specialising in electrical engineering.
IT mobile analyst	<ul style="list-style-type: none"> • Designs, develops and implements mobile applications. • Manages governance over mobile hardware and software. 	Bachelor's degree in IT, computer science or information systems. Note: An additional mobile-related qualification is a significant advantage.
IT mobile technician	<ul style="list-style-type: none"> • Energy mobile infrastructure governance. • Mobile hardware and software support and maintenance services. • Monitoring, reporting, investigating and continually improving mobile applications and performance. 	National diploma in electrical engineering or equivalent.
GIS analyst	Conducts research and designs, develops, implements, monitors, reports and evaluates GIS systems and projects.	GIS-related degree in geo-information science and technology, geoinformatics, cartography or geography (with GIS as a core subject).

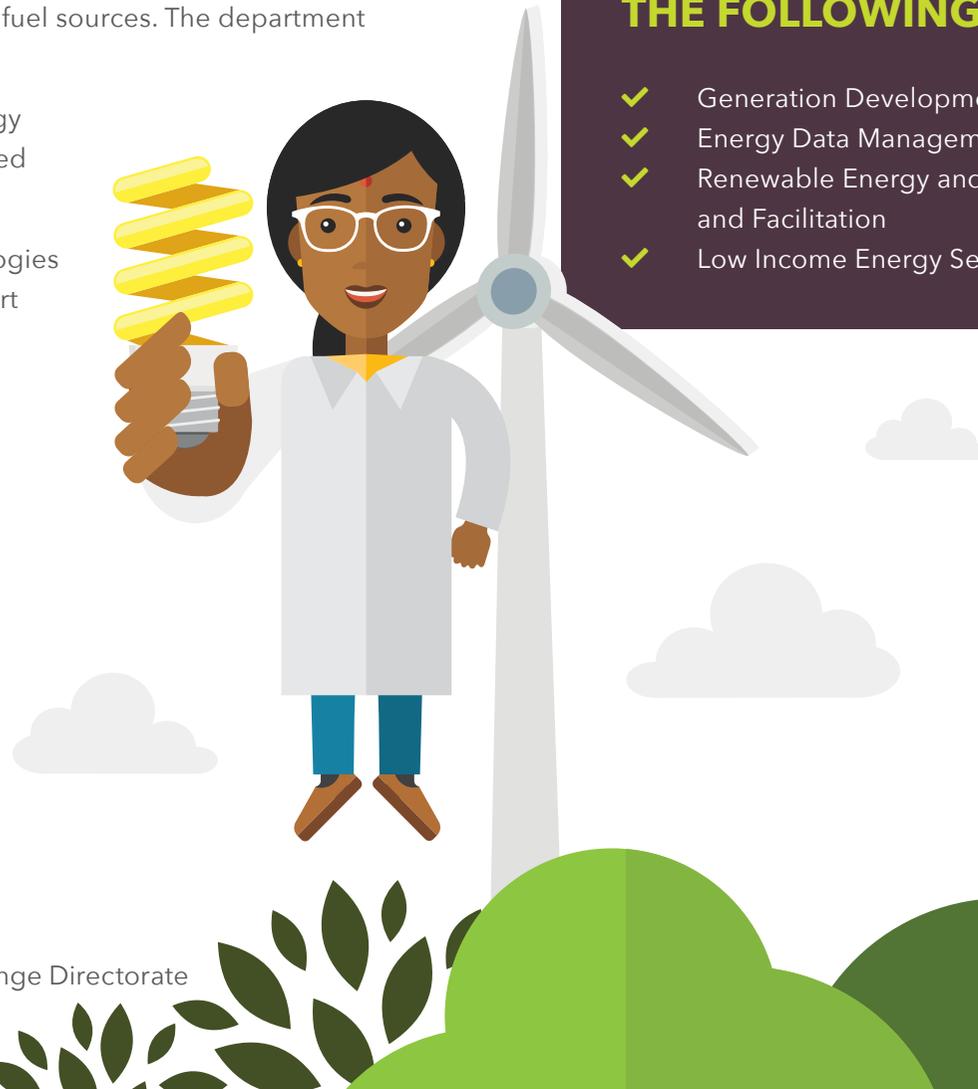
PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
GIS technician	<ul style="list-style-type: none"> On-site recording of new works. Capturing source records and maintaining on-site recorded data in GIS applications. Creating job proposal maps. Creating utility network schematic diagrams. Compiling and issuing client service requests. 	Diploma in geo-information science and technology, geoinformatics, cartography or geography (with GIS as a core subject).
Admin officer (technical library)	<ul style="list-style-type: none"> Creation and maintenance of technical library. Document numbering, referencing and archiving. Monitoring of contract periods. Keeping records of specifications and standards. 	<ol style="list-style-type: none"> Grade 12. Qualification in library and information science.
Project manager	Provides professional support to the various engineering departments within EG&D in respect to related systems, technology and resource requirements.	BTech degree with project management as a subject.
OHS compliance advisor/auditor	Ensures statutory compliance.	BTech degree in environmental health (with OHS as a specialisation).
OHS safety, health, environment and quality (SHEQ) advisor (OHS)	Providing professional support by advising and managing the application of OHS-related policies and procedures in compliance with the relevant legislation.	BTech degree or national diploma in safety, environmental health or heavy current electrical.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 OHS SHEQ advisor (environmental)	Providing professional support by advising and managing the application of environmental management-related policies and procedures in compliance with the relevant legislation.	BTech degree or national diploma in safety, environmental health or environmental management.
 Accountant	Accounting, costing and project management.	BCom, BTech or MMC degree.
 Accountant (tariff development)	Accounting, costing and the development of tariffs and regulations.	BCom, BTech or MMC degree.
 Accountant (SAP support)	Accounting, costing and providing SAP software support.	BCom, BTech or MMC degree.
 Accountant (assets and insurance)	Accounting and costing related to assets and insurance.	BCom, BTech or MMC degree.

SUSTAINABLE ENERGY MARKET DEPARTMENT

The SEM Department aims to give residents and businesses clean, accessible and affordable energy solutions that are safer and more reliable than conventional fossil fuel sources. The department achieves this by:

1. Generating renewable energy using solar and wind-powered technologies.
2. Using smart energy technologies like LED and CFL bulbs, smart fridges, smart metering and sensor-controlled lighting.



In addition to providing sustainable energy solutions, this department focuses on improving the energy services available in low income households by selecting technologies with high practical impact and encouraging innovative ways to conserve energy.

THE SEM DEPARTMENT COMPRISES THE FOLLOWING BRANCHES:

- ✓ Generation Development and Municipal Efficiency
- ✓ Energy Data Management and Integration Platforms
- ✓ Renewable Energy and Energy Efficiency Promotion and Facilitation
- ✓ Low Income Energy Services and Built Environment

PROFESSIONS LINKED TO SEM JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Marketing and communications specialist	<ul style="list-style-type: none"> • Communications strategy development, market research and brand management. • Planning and executing campaigns, events and drafting publications to enhance public engagement. 	BA, BCom or BTech degree (recommended Honours or Masters) in marketing management or communication science.
Waste and climate change specialist	Research focused on the waste sector as well as its links to the climate and climate change.	<ol style="list-style-type: none"> 1. BSc degree in geology. 2. BSc Honours degree in environmental studies. 3. MSc degree in climatology.
Environmental science specialist	<ul style="list-style-type: none"> • Energy data management. • Implementation of renewable energy projects to reduce our dependence on fossil fuels for energy generation. • Exploration of other renewable energy and energy-efficient technologies. 	MEng degree in electrical engineering (focusing on renewable energy). OR BEng degree in environmental management.

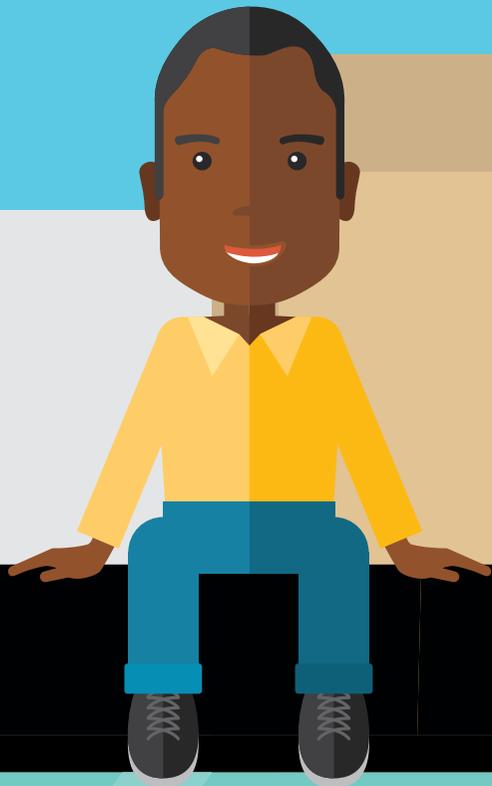
PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Sustainable social scientist	<ul style="list-style-type: none"> • Developing and coordinating the City's climate strategy and action plans. • Coordinating and supporting alignment across all directorates and departments. • Maintaining a monitoring and evaluation system. • Researching and reporting on energy and carbon on a national and international level. 	<ol style="list-style-type: none"> 1. BSc degree in environmental management or energy and sustainable development. 2. Postgraduate qualification in environmental management or energy and sustainable development.
 Data analyst	<p>Energy data management, analysis and integration for City-wide and municipal operations (i.e. GIS integration with smart facilities).</p>	<ol style="list-style-type: none"> 1. BSc degree in applied geology. 2. Postgraduate qualification such as a BSc Honours degree in environmental and water sciences.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Engineer (various disciplines)	Develop strategies for sustainable energy interventions including energy-efficient designs, renewable energy and new technologies.	BSc degree in environmental engineering. OR MSc degree in mechanical engineering. OR BSc degree in chemical engineering.
 Electrical engineer	<ul style="list-style-type: none"> • Facilitate renewable energy generation. • Understand renewable energy technology policy and legislation. • Consult with renewable energy developers and oversee entire renewable energy project development chains. 	BSc degree in electrical engineering.
 Sustainable energy engineer	Develop strategies for sustainable energy interventions including energy-efficient designs, renewable energy and new technologies like electric vehicles.	BSc degree in environmental engineering. OR MSc degree in mechanical engineering (specialising in sustainable energy engineering).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Chemical engineer	Manage electrical energy efficiency projects within the City's operations including administrative buildings, pump stations, street-lighting and wastewater treatment works. This includes retrofitting lights and optimising pumps, heating, ventilation and air-conditioning (HVAC) systems to ensure they are efficient.	BSc in chemical engineering.
 Quality controller or assessor	Developing specifications and checking and evaluating goods against the City's policies and quality standards.	BTech degree in quality management. OR BTech degree in project management. OR Relevant supply chain management qualification.
 Assistant (various)	Conducting research, planning and reporting on small-scale embedded generation, electric vehicles and sustainable low-income energy services in order to support the City in meeting its sustainable energy and climate change goals.	BA degree in urban geography. OR Master's in development studies.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Generation and efficiency assistant	<ul style="list-style-type: none"> • Research into energy efficiency, renewable energy projects and policy. • Project management, analysis and reporting. • Technical assessments of renewable energy or energy-efficient systems. • Energy audits in facilities. • Project management of behaviour change and education programmes. 	Degree or diploma in engineering, environmental science, atmospheric science, urban planning or economics.
 Renewable energy and energy efficiency facilitation assistant	<ul style="list-style-type: none"> • Promoting and enabling renewable energy or energy efficiency in residential, commercial and industrial sectors. • Advocacy, campaigns, education, communication and raising awareness (e.g. in schools). 	Degree or diploma in engineering, environmental science, atmospheric science, urban planning, economics or marketing.
 Development planning and research assistant	Conducting research, planning and reporting on sustainable low-income energy services in order to support the City in meeting its sustainable energy and climate change goals.	BA degree in urban geography. OR Master's in development studies.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Data management assistant	Collating data to report to international climate change groups and use it to help build better services for low income households.	BA degree in political science and history. OR Master's degree in developmental studies.
 Low income energy services assistant	<ul style="list-style-type: none"> • Conducting research and surveys. • Conducting financial sustainability analyses. • Finding housing alternatives in terms of location and form. • Supporting projects. • Liaising with the community. 	Postgraduate degree or diploma in economics, development studies, built environment or urban and regional planning.
 Data and integration assistant	<ul style="list-style-type: none"> • Investigating funding models. • Developing integrated energy plans. • Monitoring and managing data. • Providing regulatory support. 	Degree or diploma in engineering, environmental science, atmospheric science, urban planning or economics.



**THE SEM
DEPARTMENT
HAS RETROFITTED
44 MUNICIPAL
BUILDINGS WITH
ENERGY-SAVING
MECHANISMS AND
INSTALLED OVER 650
SMART ELECTRICITY
METERS TO HELP
REDUCE COSTS.**

FINANCE DIRECTORATE



The Finance Directorate promotes the sound and sustainable management of the City's financial resources in compliance with the Municipal Finance Management Act (MFMA) and other finance-related legislation, policies and procedures.

Its core functions are led by the 'opportunity city' and 'well-run city' SFAs as it strives for operational sustainability and attempts to position Cape Town as a forward-looking globally competitive city.

The Finance Directorate's main priorities include:

- providing an enabling environment to optimise the utilisation of financial resources allocated to service delivery in the city;
- a clean audit for the City;
- maintaining a good credit rating for the City;
- the City's revenue collection; and
- supplementary and general valuations projects.

THIS DIRECTORATE COMPRISES OF THE FOLLOWING DEPARTMENTS:

- ✓ Budget
- ✓ Expenditure
- ✓ Grant Funding
- ✓ Revenue
- ✓ Supply Chain Management (SCM)
- ✓ Treasury
- ✓ Valuations

BUDGET DEPARTMENT

The Budget Department focuses on the City's budgets and the creation of short, medium and long-term financial plans, which are credible, viable and sustainable.

PROFESSIONS LINKED TO BUDGET JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Capital budget specialist	<ul style="list-style-type: none"> • Develops guidelines, policies and procedures that are used to compile the annual corporate capital budget, multi-year capital budget and adjustments budget for the City. • Ensures the municipality has an effective capital budget planning process that enables the City to meet its IDP objectives. 	Bachelor's degree or equivalent qualification with financial accounting as a major subject.
 Compliance practitioner	<ul style="list-style-type: none"> • Ensures compliance with statutory requirements associated with council's budget and relevant municipal legislation (provincial and national). • Submits all financial and budget-related returns to provincial government, national government and external bodies. • Administers the restructuring of grant funding received from national treasury. 	Bachelor's degree or equivalent qualification with financial accounting as a major subject.
 System control and ward practitioner	<ul style="list-style-type: none"> • Ensures the optimum functionality, data maintenance and integrity of the City's capital budget on its corporate mainframe system and associated sub-system. • Caters for the varied and distributed data information needs throughout the organisation and within the context of the municipal legislative framework. 	Bachelor's degree or equivalent qualification with financial accounting as a major subject.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Performance budgeting specialist	<p>Develops, coordinates, implements and controls the Medium Term Revenue Expenditure Framework (MTREF) model to determine the affordability levels of the operating and capital budget for the next 3-4 year cycle.</p>	<p>Bachelor's degree or equivalent qualification with financial accounting as a major subject.</p>
 Operating budgeting specialist	<ul style="list-style-type: none"> • Identifies and develops guidelines, policies and procedures that are used to compile the annual corporate operating budget, multi-year indicative operating budget and adjustments budget for the City. • Ensures the municipality has an effective and affordable operating budget planning process that enables the City to meet its IDP and MTREF objectives. 	<p>Bachelor's degree or equivalent qualification with financial accounting as a major subject.</p>

EXPENDITURE DEPARTMENT

This department focuses on providing a financially-controlled environment by ensuring timeous and accurate payment of City creditors, councillors and officials in compliance with relevant legislation. Furthermore, the Expenditure Department ensures that all payroll accounts are reconciled and that the City has a well-managed travel management system.

PROFESSIONS LINKED TO EXPENDITURE JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Accounts payable specialist	Ensures the City's vendors are paid in time and that the City maintains a good credit record.	Grade 12.
Payment processing and registry practitioner	Monitors, develops and improves all aspects of the payroll system.	Relevant three-year graduate qualification.
Payroll accounting systems management specialist	A payroll accounting systems management specialist: <ul style="list-style-type: none"> • develops, monitors and improves business processes; • provides specialised knowledge in regard to tax administration, special tax projects and pensioner administration; and • offers expenditure support in terms of council's policy and statutory requirements. 	Relevant three-year graduate qualification.
Corporate travel specialist	Oversees all travel office processes and procedures to ensure the office is efficient, professional and complies with legislation.	Relevant three-year graduate qualification.

GRANT FUNDING DEPARTMENT

The Grand Funding Department establishes and manages standardised grant fund governance protocols. These protocols comply with the relevant legislation and policies and are aimed at ensuring the visibility of corporate finances and reporting (financial/non-financial) to maximise the City's grant fund receipts.

PROFESSIONS LINKED TO GRANT FUNDING JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Governance and compliance officer	Oversees and coordinates the technical assessment and evaluation of all grant funding in the City and ensures that the conditions of the grant are upheld.	Bachelor's degree with financial accounting, project finance or project management as a major.
 Reporting specialist	Coordinates the financial management of various government and international grants and ensures that the reporting requirements are complied with.	Bachelor's degree with financial accounting, project finance or project management as a major.



REVENUE DEPARTMENT

The Revenue Department provides accountable revenue management services and uses council structures to inform citizens about the role they play in creating a prosperous city.

PROFESSIONS LINKED TO REVENUE JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Accounting interface practitioner	<ul style="list-style-type: none"> • Researches the policies and procedures of debtors' financial transactions. • Verifies and reconciles transactions with the general ledger and the requirements of the Financial Intelligence Centre Act (FICA). • Initiates problem-solving and special projects. • Coordinates processes such as internal accounts, bad debt write-offs, provisions for bad debt, pre-paid electricity, unallocated cash and payment ratios. • Coordinates investigations throughout the City, including all directorates and departments, in regard to shortcomings, non-compliance, deviations and fraudulent activities. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Diploma in public accountability. 3. Accountancy certificate.
Cash receipting interface practitioner	Coordinates the key performance areas and the strategic and operational plans of the cash management division in the Revenue Department to achieve the City's objectives of sustainable and acceptable service delivery standards.	Diploma in public accountability.
Debt management practitioner	<ul style="list-style-type: none"> • Plans, organises, implements and coordinates debt collection. • Develops effective, efficient and sustainable supporting structures through applicable legislation, policies, management frameworks, standard operational procedures and internal and external systems. 	Accountancy certificate.

SUPPLY CHAIN MANAGEMENT DEPARTMENT

The SCM Department supports and manages procurement policy, systems and processes for the acquisition and disposal of goods, work and services. This department also promotes black economic empowerment (BEE) and local economic development by encouraging the formation of small businesses and the creation of jobs within the city.

PROFESSIONS LINKED TO SUPPLY CHAIN MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Senior SCM buyer (procurement)	Coordinates the procurement of good and services by communicating with internal and external stakeholders about the availability of products, alternatives, pricing, quality, lead times and service delivery standards.	Degree in procurement or SCM.
 Supplier management practitioner (tenders)	Manages, coordinates and controls the implementation of systems, procedures and controls relating to the management of tenders/bids and contract management processes.	Diploma or degree in SCM or office management.
 Data integrity and supplier performance practitioner	Coordinates and implements business and SCM processes associated with data integrity and supplier performance.	Diploma or degree in SCM or office management.

TREASURY DEPARTMENT

The Treasury Department manages the municipality's banking, investments, borrowings and cash flow in the most cost-effective and efficient way possible.



PROFESSIONS LINKED TO TREASURY JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Treasury accountant	<ul style="list-style-type: none"> Develops, maintains and manages a user-friendly chart of accounts and the main ledger for the City. Ensures that the chart of accounts complies with Generally Recognised Accounting Practices (GRAP) and Generally Accepted Municipal Accounting Principles (GAMAP) standards, and any other prevailing legislation. Compiles and consolidates annual financial statements in terms of the Municipal Finance Management Act (MFMA) and prescribed accounting standards. 	<ol style="list-style-type: none"> Degree with financial accounting as a major subject. Registration as a CA.
Treasury manager	<ul style="list-style-type: none"> Oversees accounts, plans finances and undertakes administrative procedures associated with the City's bank account. Ensures that the City's bank accounts, investments and borrowings are properly accounted for and managed in an efficient and effective manner. 	<ol style="list-style-type: none"> Degree with financial accounting as a major subject. Registration as a CA.
Cash flow and investment specialist	Controls and coordinates all activities relating to council's R2.5 billion external investment portfolio and R12.8 billion annual cash flow.	<ol style="list-style-type: none"> Degree with financial accounting as a major subject. Registration as a CA.

VALUATIONS DEPARTMENT

This department delivers high quality and impartial valuation services to customers. The department does so in an attempt to sustain a cost-effective, just and accurate valuation roll in the provision of fair and equitable rates for the City.

PROFESSIONS LINKED TO VALUATIONS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
GIS technician	<p>Provides, operates and maintains GIS services and facilities to support planning, decision-making, analysis and knowledge management functions. More specifically, the GIS technician is responsible for:</p> <ul style="list-style-type: none"> managing electronic data; producing maps; representing information thematically; spatial modelling; analysing data; and providing information and advice on data integrity and application limitations. 	Relevant three-year qualification (degree or diploma).
Field data production technician	<ul style="list-style-type: none"> Provides technical and supervisory support by training and mentoring field staff. Analyses and resolves technical and customer problems. Drives data inspection field production projects. 	Relevant three-year qualification (degree or diploma).
Computer-aided market analysis (CAMA) analyst	<ul style="list-style-type: none"> Performs tasks related to the development of econometric valuation and other models for the purpose of generating property values. Ensures that the models created comply with accepted international mass appraisal standards. 	Relevant three-year qualification (degree or diploma).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
 Professional valuer	<ul style="list-style-type: none"> Supervises and coordinates the execution of professional valuations in a geographical area to maximise the City's revenue base. Represents the City at valuation board hearings. 	<ol style="list-style-type: none"> National diploma in valuation studies. 5 years' experience (one year of which must be in commercial and industrial property). A good understanding of the valuation principles in all property categories. Registration with the South African Council for the Valuers Profession as a professional valuer or associated professional valuer. Previously responsible for valuation activities within a geographical area.



HUMAN SETTLEMENTS DIRECTORATE



The Human Settlements Directorate works closely with residents to create sustainable housing developments that provide shelter to poor and/or vulnerable communities within the city.

THE HUMAN SETTLEMENTS DIRECTORATE AIMS TO:

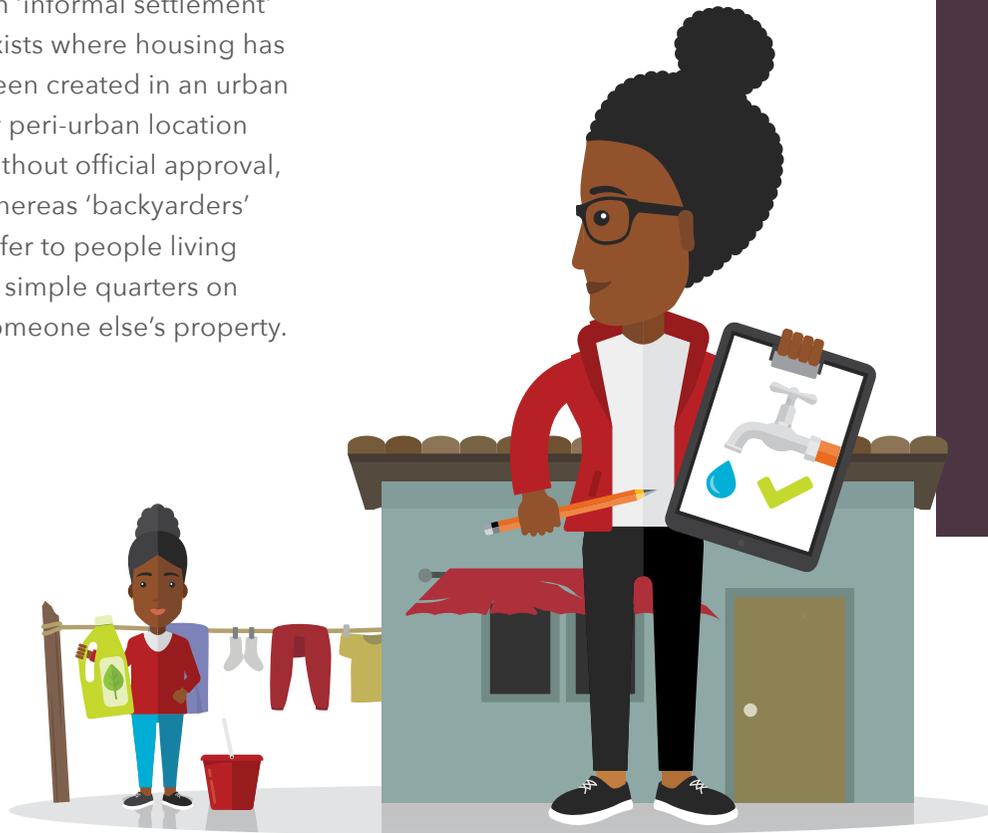
- ✓ provide equitable access to basic services for all the citizens of Cape Town;
- ✓ implement upgrading projects for informal settlements; and
- ✓ provide basic services to backyarders on Council-owned land.

THIS DIRECTORATE IS MADE UP OF THE FOLLOWING DEPARTMENTS:

- ✓ Informal Settlements and Backyarders
- ✓ Home Ownership Transfers, Tenancy Management and Staff Housing (HOTTs)
- ✓ Housing

INFORMAL SETTLEMENTS AND BACKYARDERS DEPARTMENT

An 'informal settlement' exists where housing has been created in an urban or peri-urban location without official approval, whereas 'backyarders' refer to people living in simple quarters on someone else's property.



THE INFORMAL SETTLEMENTS AND BACKYARDERS DEPARTMENT MANAGES THESE DWELLINGS IN TERMS OF:

- ✓ overseeing the delivery of basic services;
- ✓ designing and planning water and sanitation solutions;
- ✓ monitoring vacant land; and
- ✓ preventing illegal activity (land invasions, unlawful occupations, demolitions and relocations).

THIS DEPARTMENT PROVIDES SERVICES IN THE FUNCTIONAL AREAS OF:

- ✓ basic and support services;
- ✓ area-based community engagement; and
- ✓ engineering services.

PROFESSIONS LINKED TO INFORMAL SETTLEMENTS AND BACKYARDERS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
BASIC SERVICES		
Basic services manager	<ul style="list-style-type: none"> Assists the project manager with the application of a body of professional knowledge. Conducts business process analyses, investigations and data analyses to further assist project and change management activities. 	Bachelor's degree in civil engineering, construction management and/or project management.
AREA-BASED COMMUNITY ENGAGEMENT AND LIAISON		
Area manager	<ul style="list-style-type: none"> Provides informal settlements and backyarder communities with engagement and liaison services. Manages and leads the anti-land invasion branch by managing actions pertaining to all illegal activities (land invasions, unlawful occupations, demolitions and relocations). 	Degree in public management or administration.
ENGINEERING SERVICES		
Engineer	<ul style="list-style-type: none"> Manages engineering services to backyarders across the city. Implements backyarder water and sanitation plans across the city. 	<ol style="list-style-type: none"> Bachelor's degree in civil engineering, construction management and/or project management. Degree in town planning and GIS.

HOME OWNERSHIP TRANSFER, TENANCY MANAGEMENT AND STAFF HOUSING DEPARTMENT

The HOTTTS Department is responsible for overseeing the leasing and sale of the City's public housing assets, developing and implementing public housing asset maintenance plans, and managing operational staff housing.

THIS IS ACHIEVED THROUGH:

- ✓ Developing and managing business processes linked to tenancy management and the provision of customer-focused services at housing estate offices.
- ✓ Managing reactive and planned maintenance in line with health and safety regulations at City-owned rental dwellings and hostels.
- ✓ Arranging the sale and transfer of rental properties and the administration of delayed homeownership dwellings.



PROFESSIONS LINKED TO HOTT'S JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS REQUIRED
Bricklayer	<ul style="list-style-type: none"> • Building brick walls. • Replacing bath tubs and paving. 	Bricklaying trade certificate from a Sector Education and Training Authority (SETA) or Technical and Vocational Education and Training (T-VET) college.
Electrician	<ul style="list-style-type: none"> • Rewiring distribution board (DP) boxes. • Replacing faulty wiring. • Performing fault-finding sequences. 	Electrical trade certificate from a SETA or T-VET college (including wireman's licence).
Carpenter	<ul style="list-style-type: none"> • Repairing existing doors. • Hanging new doors. • Fixing built-in cupboards. 	Carpentry trade certificate from a SETA or T-VET college.
Plumber	<ul style="list-style-type: none"> • Unblocking sewerage and drainage pipes. • Replacing toilet bowls. • Fitting or replacing kitchen sinks. • Fitting bath tubs. • Fixing leaking taps and outside pipes. 	Plumbers trade certificate from a SETA or T-VET college.
Project or senior project manager	Managing projects of a housing-related nature or any other project to do with maintenance or infrastructure – building, engineering, etc.	Relevant bachelor's degree in built environment, engineering or project management.

HOUSING DEPARTMENT

Like other municipalities, the City is responsible for providing housing opportunities individuals that qualify for state housing assistance. The Housing Department provides a range of housing services such as attending to queries and processing Council housing applications.

PROFESSIONS LINKED TO HOUSING JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Housing project manager	Housing project managers ensure housing projects are implemented in line with council policies, given timeframes and approved budgets. They also monitor, evaluate and report on project performance.	<ol style="list-style-type: none"> 1. Degree in civil engineering, building and construction development or town and regional planning. 2. Knowledge of building and construction policies and processes. 3. Project management skills. 4. Good coordination and teamwork skills. 5. Interpersonal skills. 6. Good written and verbal communication 7. Attention to detail.



PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Assistant housing project manager	<p>Project management is key to the work of these managers who coordinate the implementation of new housing projects.</p>	<ol style="list-style-type: none"> 1. Degree in property management, civil engineering, building and construction development or town and regional planning. 2. Knowledge of building and construction policies and processes. 3. Project management skills. 4. Good coordination and teamwork skills. 5. Interpersonal skills. 6. Good written and verbal communication. 7. Attention to detail.
 Strategic property manager	<p>These officials coordinate, manage and implement activities associated with the acquisition of land for housing purposes. This is done on a strategic, rather than a practical level.</p>	<ol style="list-style-type: none"> 1. BTech or equivalent degree in property management, engineering or town and regional planning. 2. Considerable property management experience at senior level. 3. Knowledge of land markets and valuation. 4. Knowledge of acquisition processes.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 GIS technician	<p>GIS is a fast-growing, dynamic field that maps geographical information to inform key decision-making and planning processes.</p> <p>GIS specialists produce digital maps that show geographic features of an area.</p>	<ol style="list-style-type: none"> 1. Good information and communication technology, mathematical and analytical skills. 2. Spatial competence. 3. Strong analytical and research skills. 4. Proficiency with technology. 5. Accuracy and attention to detail. 6. Good communication skills (both written and verbal).
 Quantity surveyor	<p>Controlling the financial aspects of the planning, design and construction of buildings. This including estimates, feasibility studies and budgets for building projects.</p> <p>Quantity surveyors also prepare tender documentation for competitive tendering.</p>	<ol style="list-style-type: none"> 1. BSc degree in quantity surveying. OR National diploma advancing to BTech degree. OR Two-year correspondence course to qualify as a quantity surveying assistant. 2. High levels of mathematical skill. 3. Knowledge of construction and building technology. 4. Good interpersonal skills. 5. Teamwork skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Civil engineer	<p>Civil engineers are responsible for the planning, design, maintenance and management of construction projects.</p>	<ol style="list-style-type: none"> 1. BSc degree in civil engineering. 2. Well-developed practical and academic skills. 3. Good interpersonal skills. 4. Project management skills. 5. Attention to detail.
 Construction manager	<p>The responsibilities of a construction manager include:</p> <ul style="list-style-type: none"> • quality control of labour and materials used in building developments; • manages subcontractors and suppliers; and • coordinating and monitoring projects until they are completed. 	<ol style="list-style-type: none"> 1. National diploma in building (or equivalent qualification). 2. Practical problem-solving skills. 3. Skilled at working in teams and managing people. 4. Methodical with attention to detail. 5. Enjoys working mainly on site.

SAFETY AND SECURITY DIRECTORATE



The Safety and Security Directorate provides a wide range of services that aim to improve general safety within Cape Town, and therefore the quality of life of all residents and visitors. This directorate's areas of responsibility include crime prevention, law enforcement, traffic coordination, disaster risk management, firefighting, rescue services, event services and managing emergency call centres. This directorate is linked to, and directly taps into the 'safe city' SFA.

THE SAFETY AND SECURITY DIRECTORATE CONSISTS OF THE FOLLOWING DEPARTMENTS:

- ✓ Fire and Rescue Services
- ✓ Public Emergency Communication Centre
- ✓ Disaster Risk Management
- ✓ Law Enforcement
- ✓ Metro Police Services
- ✓ Traffic and Coordination
- ✓ Events Services

FIRE AND RESCUE SERVICES DEPARTMENT

The Fire and Rescue Services Department consists of 30 fire stations, covers an area of 2 561 square kilometres and services approximately 3.5 million people within the City. This department strives to provide a safe environment by creating awareness of the dangers associated with fire. More specifically, they are responsible for fighting a range of fires from structural and informal settlement fires to mountain, veld and motor vehicle fires.



THIS DEPARTMENT EXTENDS INTO:

- ✓ medical emergencies and rescues, namely urban search and rescue;
- ✓ diving;
- ✓ motor vehicle extractions; and
- ✓ high angle incidents and hazardous material emergencies.

Overall, this department aims to keep Cape Town and its communities safe.

PROFESSIONS LINKED TO FIRE AND RESCUE SERVICES JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Learner firefighter	<ul style="list-style-type: none"> • Performs operational firefighting activities under supervision during emergency situations in order to save and protect lives and property. • Renders basic medical care and participates in fire safety education and training exercises. 	<ol style="list-style-type: none"> 1. Grade 12 (maths and physical science preferred). 2. 18 years or older. 3. Must not suffer from fear of confined spaces or heights. 4. Must be medically and physically fit. 5. No criminal record.
Firefighter	<ul style="list-style-type: none"> • Performs operational firefighting activities during emergency situations in order to save and protect lives and property. • Renders medical care and participates in fire safety education and training exercises. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Firefighter 1 certificate. 3. Hazmat operations. 4. Code B driver's licence. 5. First aid level III. 6. 2+ years' experience as a learner firefighter.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Senior firefighter	<ul style="list-style-type: none"> • Performs operational firefighting activities during emergency situations in order to protect lives and property. • Renders advanced medical care and participates in fire safety education and training exercises. • Mentors or guides firefighters and supervises low risk incidents. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Firefighter II certificate. 3. Hazmat operations. 4. Code C1 driver's licence. 5. Valid PRDP. 6. Pump operator course. 7. First aid level III. 8. 4+ years' experience as a firefighter.

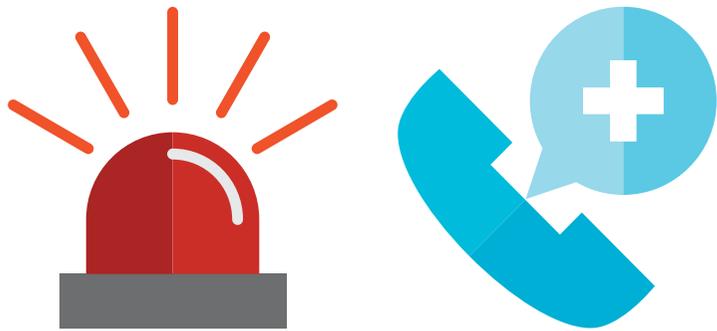
PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Platoon commander	<ul style="list-style-type: none"> • Performs supervisory, administrative and technical tasks associated with emergency service delivery, fire station operations and maintenance. • Renders advanced medical care and participates in fire safety education and training exercises. • Takes command at moderate risk incidents. • Completes relevant incident reports. • Assists with the development of staff. 	<ol style="list-style-type: none"> 1. Higher certificate in fire technology (or equivalent). 2. 6+ years' firefighting experience. 3. 2+ years of supervisory experience at a senior firefighter level in a recognised fire station. 4. Code C1 driver's licence. 5. Valid PRDP. 6. Pump operator course. 7. First aid level III or higher qualification and registration with the HPCSA.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Station commander	<ul style="list-style-type: none"> • Operational management (on a shift basis) of a fire station. • Efficient delivery of fire and rescue services to save and protect lives and property. • Implements policies, procedures and budgets. • Ensures optimal use and maintenance of resources and equipment, and adherence to performance management criteria. • Takes command at high risk incidents. 	<ol style="list-style-type: none"> 1. Degree or diploma in fire technology (or equivalent). 2. 2+ years of supervisory experience at a senior firefighter level in a recognised fire station. 3. Code C1 driver's licence. 4. Valid PRDP. 5. Pump operator course. 6. First aid level III or higher qualification and registration with the HPCSA.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Divisional commander	<ul style="list-style-type: none"> Assumes full responsibility for a number of fire stations within a geographic region. Efficient delivery of fire and rescue services to save and protect lives and property. On standby on a roster basis to take charge of large operational incidents. 	<ol style="list-style-type: none"> Diploma in fire technology (or equivalent). 5+ years of supervisory experience at a senior firefighter level in a recognised fire station. Code C1 driver's licence. Valid PRDP. Pump operator course. First aid level III or higher qualification and registration with the HPCSA.

PUBLIC EMERGENCY COMMUNICATION CENTRE

The Public Emergency Communication Centre (PECC) handles all incoming emergency calls for the City. It takes calls, logs them and refers the emergency to the relevant line department.



THE MAIN FOCUS AREAS OF THE PUBLIC EMERGENCY COMMUNICATION CENTRE ARE:

- ✓ operations - emergency call taking;
- ✓ public awareness and education;
- ✓ quality assurance;
- ✓ training;
- ✓ support service admin; and
- ✓ technical support.

The centre operates 24 hours a day, 365 days a year and also supports other call centres (SAPS and ambulance services) if required. Call centre staff are on a 24-hour shift system to ensure residents have access to emergency service assistance at any given point in time.

PROFESSIONS LINKED TO PUBLIC EMERGENCY COMMUNICATION CENTRE JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Call centre agent/ emergency communications officer	<ul style="list-style-type: none"> • Handles incoming and outgoing routine communications and records the outcome of queries. • Resolves interactions according to agreed procedures and quality standards at first point of contact or escalates them where required. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Basic computer and people skills.

DISASTER RISK MANAGEMENT DEPARTMENT

The aim of the Disaster Risk Management Department (DRM) is to identify, prevent or reduce the occurrence of disasters and to soften the impact of those hazards that cannot be prevented. This department consists of a small group of permanent employees and a large number of volunteers throughout the city. The Disaster and Risk Management Department's centralised management function is in Goodwood; however, it is also decentralised to four area-based hubs in north, east, west and central Cape Town.

THE MAIN FOCUS AREAS OF THIS DEPARTMENT ARE:

- ✓ operations at either the centre or in the field;
- ✓ public awareness and communications;
- ✓ fleet and logistics;
- ✓ emergency planning and preparedness (e.g. Koeberg nuclear power station); and
- ✓ volunteer management and training.

PROFESSIONS LINKED TO DISASTER RISK MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Portfolio heads	Would typically manage the activities and staff of a fixed installation e.g. an area, district or section.	<ol style="list-style-type: none"> 1. Advanced certificate. 2. Up to 8 years' experience required.
GIS technician	Coordinates and conducts GIS projects within the disaster risk management centre to establish integrated institutional capacity for disaster risk management within the city.	<ol style="list-style-type: none"> 1. National diploma or equivalent technical qualification. 2. Code 8 driver's licence. 3. Up to 2 years' experience in a GIS environment. 4. Computer literacy - ArcGIS and Microsoft Office.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Senior technician	<ul style="list-style-type: none"> • Drafts specifications and designs complex systems. • Assesses the work of external consultants to ensure compliance with standards or specifications. • Conducts complex investigations. • Provides information and advice. • Runs minor projects. 	<ol style="list-style-type: none"> 1. National diploma or equivalent technical qualification. 2. Up to 5 years' experience required.
Learner technician	<ul style="list-style-type: none"> • Acquiring knowledge of technical design. • Analysis of data and/or material. • Conducting surveys and analysing results. • Performing a variety of tests. 	Grade 12 (may require mathematics).
Disaster management officer	<ul style="list-style-type: none"> • Performs a broad range of operational and administrative tasks related to the disaster risk management function to facilitate risk reduction and on-scene emergency management. • The integration of intervening disciplines, providing guidance and advice to stakeholders in the field and mentoring disaster management volunteers. • Preventing, mitigating and reducing the risk of disasters in the city. 	<ol style="list-style-type: none"> 1. A relevant tertiary qualification. 2. Higher certificate or equivalent. 3. Code 8 driver's licence. 4. Computer literacy - Microsoft Office. 5. 5 years' experience in related field.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Assistant disaster risk management officer	<ul style="list-style-type: none"> • Performs a broad range of operational and administrative tasks related to the disaster risk management function to facilitate risk reduction and on-scene emergency management. • The integration of intervening disciplines, providing guidance and advice to stakeholders in the field and mentoring disaster management volunteers. • Preventing, mitigating and reducing the risk of disasters in the city. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver's licence. 3. Computer literacy - Microsoft Office. 4. 2-3 years' experience in related field.
 Emergency centre officer	<ul style="list-style-type: none"> • Manages, coordinates and controls the functional processes within a 24-hour emergency communication centre environment. • Attends to the implementation of procedures, applications, systems and controls to facilitate and support effective and efficient emergency service delivery to the community during life-threatening situations and incidents. 	<ol style="list-style-type: none"> 1. Higher certificate. 2. Computer literacy - Microsoft Office and keyboard skills (a typing speed of 35 words per minute). 3. An understanding emergency of contact centre operation systems. 4. Strong interpersonal and leadership or management skills. 5. 5-8 years' experience in a contact centre environment.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Assistant emergency centre officer	<ul style="list-style-type: none"> Supervises, coordinates and controls the functional processes within a 24-hour emergency communication centre environment. Attends to the implementation of procedures, applications, systems and controls to facilitate and support effective and efficient service delivery to the community during life-threatening incidents. 	<ol style="list-style-type: none"> Higher certificate. Computer literacy - Microsoft Office and keyboard skills (a typing speed of 35 words per minute). An understanding of emergency contact centre operation systems. Strong interpersonal and leadership or management skills. 5 years' experience in a contact centre environment.
 Emergency communicator	<ul style="list-style-type: none"> Performs a range of tasks relating to safety and security by applying specialised knowledge of emergency service communication processes and procedures. Provides guidance and support to the community and/or organisations. Ensures effective and efficient service delivery in compliance with policies and procedures. 	<ol style="list-style-type: none"> Grade 12. Computer literacy - Microsoft Office and keyboard skills (a typing speed of 35 words per minute). 2-3 years' experience.
 Artisan (construction)	<ul style="list-style-type: none"> Performs activities within a trade that involves designing, constructing, repairing, fabricating, fault finding and diagnostics. Uses the full range of appropriate tools and equipment. 	<ol style="list-style-type: none"> Trade certificate. Up to 3 years' experience.

LAW ENFORCEMENT DEPARTMENT

The Law Enforcement Department focuses on enforcing by-laws and regulations made by or for the City. This department works closely with various other government departments to clamp down on offences such as general nuisances, alcohol offences, illegal informal trading and illegal parking.



THIS DEPARTMENT OPERATES ACROSS THE FOUR AREAS WITHIN THE CITY (SOUTH, EAST, WEST AND NORTH), HOWEVER, A SERIES OF SPECIALISED UNITS ALSO PROVIDE SUPPORT TO AREA ENFORCEMENT TEAMS.

THESE SPECIALISED UNITS INCLUDE:

UNIT	SUMMARISED FUNCTION(S)
By-law Enforcement	Enforcing by-laws across the different areas (south, east, west and north).
Anti-land Invasion	Combating the illegal invasion of City land earmarked for future housing projects.
Liquor Enforcement	Clamping down on alcohol-related issues and offences.
Vice Squad	Implementing the City's combating strategy on drugs and prostitution and by-laws relating to streets, public places and the prevention of noise nuisances.
Metals Theft	Securing and preventing the theft of City metals (ferrous and non-ferrous) and the policing of illegal 'bucket' shops in order to prevent disasters.
Displaced Peoples	Enforcement around anti-social behaviour and support in relocation.

UNIT	SUMMARISED FUNCTION(S)
Informal Trading	Enforcing the City's informal trading by-law.
Problem Buildings	Implementing the problem buildings by-law to prevent degradation.
Loss Recovery	Implementing the policy on recovery of damages suffered by the City.
Graffiti	Implementing the graffiti by-law.
Animal Control	Implementing the animal control by-law and managing legislative animal pounds.
Rapid Response	Ensuring effective response to alarms at City property.
Marine	Enforcing national marine laws and City by-laws. Looking after Cape Town's coastline, protecting the marine environment, preventing drowning and combatting poaching.
Integrated Rapid Transit (IRT)	Providing protection and preventing anti-social behaviour on the IRT routes.
Public Transport Interchange	Providing protection and preventing anti-social behaviour at various public interchanges.
Auxiliary Services (volunteers)	Deploying volunteer staff in different areas.
Admin Support	Providing support in the areas of finance, information management, administration, resourcing and training.

THE LAW ENFORCEMENT DEPARTMENT HAS THE FOLLOWING GRADUAL DESIGNATIONS:

LAW ENFORCEMENT GRADUAL DESIGNATIONS							
Auxiliary Law Enforcement Officer (ALEO)	EPWP Auxiliary Law Enforcement Office	Learner Law Enforcement Officer (LEO) – Fixed Term Contract or Permanent	Learner Law Enforcement Officer	Law Enforcement Officer (LEO)	Inspector Law Enforcement	Senior Inspector Enforcement	Principle Inspector Law Enforcement

PROFESSIONS LINKED TO LAW ENFORCEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 ALEO (volunteer)	<ul style="list-style-type: none"> • Studies and enforces the City’s by-laws and regulations. • Prevents crime under the guidance of LEOs. • Provides safety and security to all staff and residents. • Protects municipal property. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver’s licence. 3. No criminal record. 4. Prepared to work shifts and be exposed to dangerous situations. 5. Willingness to work under all weather conditions.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 LLEO or LEO	<ul style="list-style-type: none"> • Studies and enforces the City's by-laws and regulations. • Prevents crime under the guidance of an experienced LEO. • Provides safety and security to all staff and residents. • Protects municipal property. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver's licence. 3. No criminal record. 4. Prepared to work shifts and be exposed to dangerous situations. 5. Willingness to work under all weather conditions.
 Inspector	<ul style="list-style-type: none"> • Studies and enforces the City's by-laws and regulations. • Prevents crime. • Provides safety and security to all staff and residents. • Protects municipal property. • Responsible for the supervision of all subordinate staff in terms of their duties and responsibilities. • Implements orders, instructions and duties allocated to them by the senior inspector. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver's licence. 3. No criminal record. 4. 3 years' experience. 5. Law enforcement certificate. 6. Prepared to work shifts and be exposed to dangerous situations. 7. Willingness to work under all weather conditions.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Senior inspector	<ul style="list-style-type: none"> • Enforces by-laws and national and provincial legislation. • Supervises, organises and controls operational law enforcement personnel of more than one team. • Protects lives, improves communities and promotes property safety within the City. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver's licence. 3. No criminal record. 4. 3 years' experience in a supervisory role. 5. Law enforcement certificate. 6. Prepared to work shifts and be exposed to dangerous situations. 7. Willingness to work under all weather conditions.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Principal inspector	<ul style="list-style-type: none"> • Enforces by-laws and national and provincial legislation. • Manages, supervises and controls personnel and resources in more than one unit. • Protects lives, improves communities and promotes property safety within the City. • Performs administrative, HR and logistical duties and drives service delivery through the implementation of strategies, plans and policies. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Code 8 driver's licence. 3. No criminal record. 4. 8 years' experience in a supervisory role. 5. Law enforcement certificate. 6. Relevant national diploma. 7. Prepared to work shifts and be exposed to dangerous situations. 8. Willingness to work under all weather conditions.

CONTRACTUAL DETAILS OF THE PROFESSIONS LISTED ABOVE:

ALEO	No contract or remuneration; they volunteer their services.
EPWP ALEO	A non-renewable, fixed period contract issued under the EPWP policy (receives a stipend).
LLEO	A fixed term contract for a specific project or another directorate in the City. Receives remuneration from the funding provided by an external client (not the Law Enforcement Department). OR A permanent contract position; receives remuneration from the Law Enforcement Department. Can only advance through approved advancement criteria.
LEO	A permanent contract position; receives remuneration from the Law Enforcement Department. Can only advance through approved advancement criteria.
INSPECTOR	A permanent contract position; receives remuneration from the Law Enforcement Department. Can only advance through approved advancement criteria.
SENIOR INSPECTOR	A permanent contract position; receives remuneration from the Law Enforcement Department. Can only advance through approved advancement criteria.
PRINCIPAL INSPECTOR	A permanent contract position; receives remuneration from the Law Enforcement Department.

METROPOLITAN POLICE DEPARTMENT

The Metropolitan Police Department works to continuously enforce traffic laws, by-laws and prevent crime. This department comprises of uniformed staff members that undertake centralised services (training, CCTV, civilian affairs, internal affairs and support services at head office) and decentralised services across the City.

The Metropolitan Police Department also offers support to the South African Police Services (SAPS) and has links to many neighbourhood watch groups or organisations across the City.

PROFESSIONS LINKED TO METRO POLICE JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Constable 1	<ul style="list-style-type: none"> • Enforcing traffic regulations and by-laws. • Reducing traffic congestion. • Preventing crime. • Delivering on all specialised municipal police functions assigned to the specialist units of the Cape Town Metro Police Department, including: <ul style="list-style-type: none"> - training and development; - CCTV monitoring and control; - civilian and internal affairs; and - special operations (e.g. dog unit, equestrian unit, tactical response unit (TRU), camera response unit (CRU) and substance abuse). • Liaising with the public and key stakeholders. • Undertaking general administrative functions. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Must be registered as a traffic officer. 3. Basic traffic qualification from the Road Traffic Management Corporation (RTMC). 4. Municipal police basic qualification. 5. Appointed as a municipal police member. 6. Computer literacy. 7. First aid course. 8. Code 8 driver's licence.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Constable 2</p>	<ul style="list-style-type: none"> • Enforcing traffic regulations and by-laws. • Reducing traffic congestion. • Preventing crime. • Delivering on all specialised municipal police functions assigned to the specialist units of the Cape Town Metro Police Department, including: <ul style="list-style-type: none"> - training and development; - CCTV monitoring and control; - civilian and internal affairs; and - special operations (e.g. dog unit, equestrian unit, TRU, CRU and substance abuse). • Liaising with the public and key stakeholders. • Undertaking general administrative functions. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Must be registered as a traffic officer. 3. Basic traffic qualification from the RTMC. 4. Municipal police basic qualification. 5. Appointed as a municipal police member. 6. Computer literacy. 7. First aid course. 8. Code 8 driver's licence. 9. Institute of Traffic Officers (ITO) qualification. OR National diploma in municipal policing or equivalent policing qualification. OR 7 years' experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Constable 3	<ul style="list-style-type: none"> • Enforcing traffic regulations and by-laws. • Reducing traffic congestion. • Preventing crime. • Delivering on all specialised municipal police functions assigned to the specialist units of the Cape Town Metro Police Department, including: <ul style="list-style-type: none"> - training and development; - CCTV monitoring and control; - civilian and internal affairs; and - special operations (e.g. dog unit, equestrian unit, TRU, CRU and substance abuse). • Liaising with the public and key stakeholders. • Undertaking general administrative functions. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Must be registered as a traffic officer. 3. Basic traffic qualification RTMC. 4. Municipal police basic qualification. 5. Appointed as a municipal police member. 6. Computer literacy. 7. First aid course. 8. Code 8 driver's licence. 9. ITO qualification. OR National diploma in municipal policing or equivalent policing qualification. OR 10 years' experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Sergeant</p>	<ul style="list-style-type: none"> • Operational planning and reporting. • Managing personnel and performance. • Overseeing procedures, systems and controls. • Delivering on all specialised municipal police functions assigned to the specialist units of the Cape Town Metro Police Department, including: <ul style="list-style-type: none"> - training and development; - CCTV monitoring and control; - civilian and internal affairs; and - special operations (e.g. dog unit, equestrian unit, TRU, CRU and substance abuse). • Metropolitan law enforcement. • Traffic policing and road safety. • Communication and reporting. • Administration. 	<ol style="list-style-type: none"> 1. A relevant higher certificate qualification. 2. National diploma in municipal policing or traffic safety management. 3. Equivalent policing qualification. 4. Successful completion of the prescribed municipal police training at an accredited municipal police training facility. 5. All requirements applicable to be appointed as a municipal police member in regard to Regulation 11 of the Municipal Police Services Regulation of 1999. 6. Code 8 driver's licence.
 <p>Control room supervisor</p>	<ul style="list-style-type: none"> • Supervising all functions of the control room. • Controlling and coordinating evidence. • Administering staff activities. • Liaising with other departments and agencies. • Administration. 	<ol style="list-style-type: none"> 1. Grade 12. 2. 2 years' experience in law enforcement.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Emergency communicator	<ul style="list-style-type: none"> • Service delivery procedures and policies. • System functionality. • Staff development • Facilitating communication. • Information management. 	<ol style="list-style-type: none"> 1. Grade 12 or equivalent qualification. 2. No criminal record. 3. Permanent resident of South Africa. 4. Physically and mentally fit and able-bodied. 5. Computer literate. 6. Proficient in English (verbal and written communication skills). 7. Code 8 driver's licence.
 CCTV analyst	<ul style="list-style-type: none"> • Gathering information and collecting data. • Analysing information gathered. • Disseminating findings. • Managing the outcomes of focused CCTV operations. • Compiling CCTV statistics. 	<ol style="list-style-type: none"> 1. Grade 12 or equivalent qualification. 2. No criminal record. 3. Permanent resident of South Africa. 4. Physically and mentally fit and able-bodied. 5. Computer literate. 6. Proficient in English (verbal and written communication skills). 7. Code 8 driver's licence.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Senior CCTV analyst	<ul style="list-style-type: none"> • Gathering information and collecting data. • Analysing information gathered. • Disseminating findings. • Managing the outcomes of focused CCTV operations. • Compiling CCTV statistics. 	<ol style="list-style-type: none"> 1. Grade 12 or equivalent qualification. 2. No criminal record. 3. Permanent resident of South Africa. 4. Physically and mentally fit and able-bodied. 5. Computer literate. 6. Proficient in English (verbal and written communication skills). 7. Code 8 driver's licence.

TRAFFIC AND COORDINATION DEPARTMENT

The Traffic and Coordination Department is committed to improving road safety by providing effective driving licence services. This department is responsible for enforcing the City's traffic laws, and clamping down on offences such as speeding, driving under the influence of alcohol and being reckless on the roads.



THIS DEPARTMENT OPERATES FROM 18 TESTING CENTRES TO DELIVER SERVICES TO COMMUNITIES ACROSS CAPE TOWN.

However, a centralised control room for traffic services is located in Goodwood. In addition to this, two centralised units exist on the operations side - namely technical services and the Transport Enforcement unit; both of which work across the entire city. Traffic and coordination staff are fluid and can be assigned anywhere in the city depending on the situation at hand.

PROFESSIONS LINKED TO TRAFFIC AND COORDINATION JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Traffic officer 1</p>	<ul style="list-style-type: none"> • Performs activities or tasks associated with the provision of traffic policing services. This includes: <ul style="list-style-type: none"> - coordinating, controlling, monitoring and attending to situations associated with reducing traffic congestion or offences which pose as risks to the safety of road users; and - ensuring the free flow of traffic and the safety of road users by enforcing all traffic regulations and by-laws. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Registered traffic officer. 3. Basic traffic officer qualification from the RTMC. 4. Computer literacy. 5. First aid course. 6. Code B driver's licence. 7. Interpretative skills and understanding acts and regulations applicable to traffic. 8. 1 or more years' experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Traffic officer 2	<ul style="list-style-type: none"> • Performs activities or tasks associated with the provision of traffic policing services. This includes: <ul style="list-style-type: none"> - coordinating, controlling, monitoring and attending to situations associated with reducing traffic congestion or offences which pose as risks to the safety of road users; and - ensuring the free flow of traffic and the safety of road users by enforcing all traffic regulations and by-laws. 	<ol style="list-style-type: none"> 1. Grade 12. 2. ITO qualification. OR National diploma in traffic safety management or equivalent policing qualification. OR 7 years' experience. 3. Registered traffic officer. 4. Basic traffic officer qualification from the RTMC. 5. Computer literacy. 6. First aid course. 7. Code B driver's licence. 8. Interpretative skills and understanding acts and regulations applicable to traffic. 9. 3+ years' experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 <p>Traffic officer 3</p>	<ul style="list-style-type: none"> • Performs activities or tasks associated with the provision of traffic policing services. This includes: <ul style="list-style-type: none"> - coordinating, controlling, monitoring and attending to situations associated with reducing traffic congestion or offences which pose as risks to the safety of road users; and - ensuring the free flow of traffic and the safety of road users by enforcing all traffic regulations and by-laws. • These individuals could also be asked to supervise the work of other traffic officers if an inspector is not present. 	<ol style="list-style-type: none"> 1. Grade 12. 2. ITO qualification. OR National diploma in traffic safety management or equivalent policing qualification. OR 10 years' experience. 3. Registered traffic officer. 4. Basic traffic officer qualification from the RTMC. 5. Computer literacy. 6. First aid course. 7. Code B driver's licence. 8. Interpretative skills and understanding acts and regulations applicable to traffic. 9. 4+ years' experience.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Management representative	<p>Ensuring compliance with all legislation relating to roadworthy testing stations and driving licence testing centres.</p>	<ol style="list-style-type: none"> 1. Grade 12. 2. Grade A examiner's diploma. 3. Registered as a driving licence examiner. 4. Appointed as an examiner of vehicles. 5. Computer literacy. 6. Code A driver's licence. 7. Code EC driver's licence. 8. Interpretative skills and understanding acts and regulations applicable to traffic. 9. 5+ years' experience in similar environment.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Licence testing officers	<ul style="list-style-type: none"> • Coordinating tasks or activities associated with the examination, testing and issuing of learner's and driver's licences through the application of assessment and inspection procedures. • Attending to administrative reporting and record keeping requirements. • Ensuring drivers conform to the requirements of the Road Traffic Act and regulations contributing to the safety of all road users. 	<ol style="list-style-type: none"> 1. Registered driver's licence examiner. 2. Diploma in driving licence examination (applicable to the grading of the testing centre). 3. Computer literacy. 4. A valid driver's licence (also applicable to the grading of the testing centre). 5. Interpretative skills and understanding acts and regulations applicable to traffic. 6. 3+ years' experience in similar environment.

EVENTS DEPARTMENT

The Events Department offers support to events in the form of:

- sponsorship of City services;
- financial support;
- letters of support; and
- appearances at events.



This department also ensures that events meet regulatory requirements and are responsible for facilitating the necessary services (e.g. traffic, health and safety etc.) at certain functions. The Events Department manages key projects from the corporate events diary and events committee like the annual switching on of the festive lights by the Executive Mayor.

THE EVENTS DEPARTMENT COMPRISES THE FOLLOWING UNITS:

- ✓ Film and Event Permitting unit;
- ✓ Events Management unit; and
- ✓ Events Planning unit.

PROFESSIONS LINKED TO EVENTS JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Events planning specialist	<ul style="list-style-type: none"> Plans, coordinates, directs and implements the City's event planning function. Oversees the event portfolio. Secures local and international support. Manages contracts and renewals. Informs and facilitates discussions with City and inter-governmental departments around the nature of the City's event partnerships. Coordinates event planning and partnership meetings with event organisers and other City departments. 	Relevant degree or diploma.
 Film and events permitting specialist	<ul style="list-style-type: none"> Operates the Cape Town Film and Events Permit Office. Coordinates the implementation of the City's policies and by-laws relating to film and events. Facilitates the City's support and service delivery for film and events in Cape Town. 	Relevant degree or diploma.

SPATIAL PLANNING AND ENVIRONMENT DIRECTORATE



The Spatial Planning and Environment Directorate is responsible for managing the City's land. More specifically, this directorate works towards making Cape Town a dynamic, polycentric city that is economically, socially, institutionally and environmentally sustainable. This is achieved through the implementation of effective and efficient transport systems, communication networks and resource management.



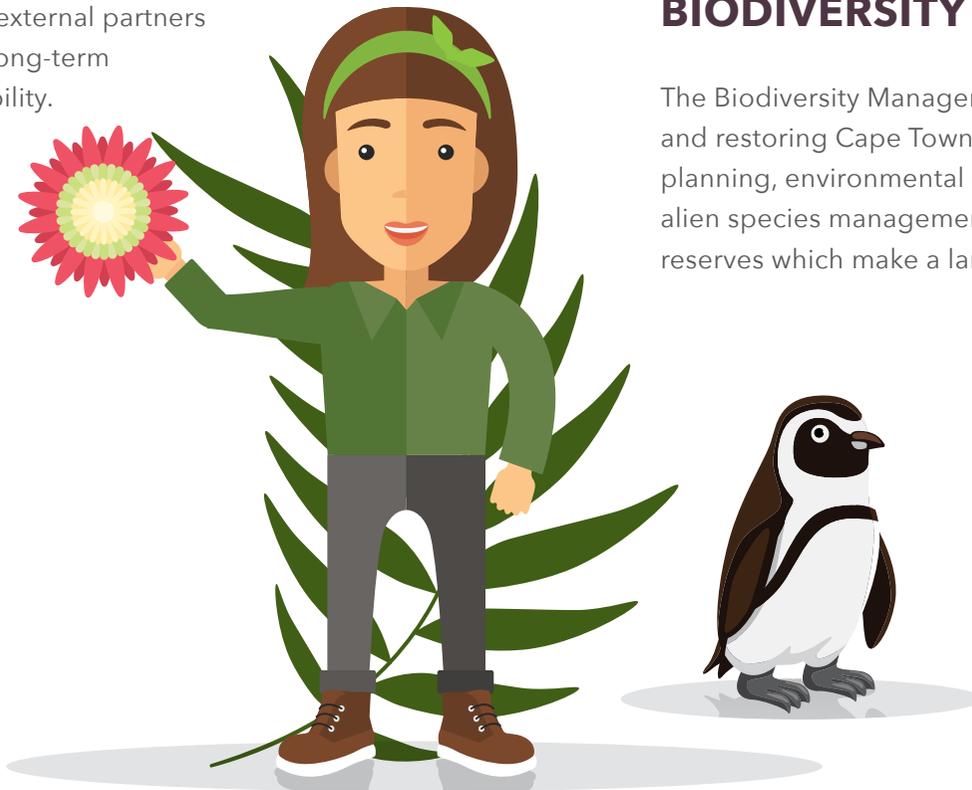
THE SPATIAL PLANNING AND ENVIRONMENT DIRECTORATE IS RESPONSIBLE FOR:

- ✓ ensuring compliance with the built environment planning and approvals;
- ✓ making sure that environmental and spatial planning strategies and activities align to the City's values and SFAs;
- ✓ checking that all spatial planning functions comply with the relevant legislation;
- ✓ overseeing and monitoring any spatial planning and/or environmental activities; and
- ✓ working towards meeting the spatial planning objectives that have been set out in various strategic frameworks.

This directorate comprises of the Environmental Resource Management Department and the Spatial Planning Department.

ENVIRONMENTAL MANAGEMENT DEPARTMENT

The City of Cape Town, like other municipalities, has an Environmental Management Department that is responsible for helping implement the City's environmental strategy. This department works with a range of other departments and external partners to ensure Cape Town's long-term environmental sustainability.



**THE ENVIRONMENTAL
RESOURCE MANAGEMENT
DEPARTMENT COMPRISES THE
FOLLOWING FIVE BRANCHES:**

BIODIVERSITY MANAGEMENT BRANCH

The Biodiversity Management Branch is responsible for conserving and restoring Cape Town's unique biodiversity through conservation planning, environmental education, skills development and invasive alien species management. This branch also manages 16 nature reserves which make a large portion of the natural space in Cape Town.

COASTAL MANAGEMENT BRANCH

The Coastal Management Branch assumes responsibility for the City's coastline (seaward of the defined coastal edge). It ensures ongoing economic growth and opportunities, increased access and social value, coastal risk reduction and the management and conservation of the natural coastal environment and systems.

ENVIRONMENTAL MANAGEMENT SYSTEMS BRANCH

This branch ensures compliance with environmental laws, policies and procedures. The Environmental Management Systems team conducts environmental compliance inspections and audits of the City's facilities, undertakes civil and criminal environmental law enforcement and provides environmental spatial data for biodiversity, wetlands and coastal regions.

AREAS ENVIRONMENT BRANCH

The Areas Environment Branch is responsible for monitoring environmental and heritage projects and procedures. This includes ensuring that environmental, heritage and outdoor advertising legislation and policies are complied to. It also works with communities to maintain and enhance our shared environmental and cultural heritage through a range of projects and programmes.

ENVIRONMENTAL PLANNING AND SUSTAINABILITY BRANCH

The Environmental Planning and Sustainability Branch helps the City embrace and implement environmental strategies and policies and embed sustainability principles across all sectors of the City. More specifically, it implements the City's climate change policy, manages resources, investigates sustainable livelihoods, produces environmental reports, coordinates natural open space systems in Cape Town and plans climate change adaptation.

They also manage, develop and coordinate the Environmental Resource Management Department's business strategy, which includes planning and prioritising the department's capital programmes, overseeing key partnerships and coordinating key catalytic projects.



PROFESSIONS LINKED TO ENVIRONMENTAL MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
CONSERVATION MANAGEMENT		
 Biodiversity information management technician	<p>Biological information management is a dynamic, fast-evolving field, with a focus on capturing biological and spatial data. The analysis and/or interpretation of this data is used to develop policy, predict change, plan appropriate responses and generally manage biodiversity.</p> <p>Biodiversity information management technician's tasks include researching, interpreting, analysing, organising, presenting and communicating biodiversity information, and compiling information about plants, animals and habitats into spatial maps.</p> <p>Technicians generally work indoors (in a shared environment) with computer and automated equipment.</p>	<ol style="list-style-type: none"> 1. BSc, BA or BSocSci degree in environmental management, geography, mathematics and/or computer science. OR National diploma in environmental management, nature conservation or computer science. 2. Knowledge of diversity and ecosystems. 3. Mathematical, analytical and modelling skills. 4. Spatial reasoning abilities. 5. Social engagement skills (to understand the use of information and interpret the needs of client departments). 6. Computer literacy. 7. Ability to pay close attention to detail. 8. Meticulous in all tasks undertaken.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Biodiversity monitor</p> <p>Also known as: monitoring specialist, environment monitoring officer or biodiversity monitoring coordinator.</p>	<p>Responsible for collecting data and monitoring and reporting on the state of biodiversity to keep an account of patterns and trends.</p> <p>Biodiversity monitors use scientific methods of research, collect ecological data, and analyse the spatial distribution of species and habitats (particularly those that are threatened and/or protected).</p> <p>Collecting primary data means that they spend most of their time in the field. However, they may also receive raw data from scientists and process this in an office environment with computers and automated equipment.</p>	<ol style="list-style-type: none"> 1. BSc, BA or BSocSci degree in environmental management, geography, mathematics and computer science. OR National diploma in environmental management, nature conservation or computer science. 2. Understanding biodiversity patterns, trends and indicators. 3. A sound knowledge of environmental policy and legislation. 4. An aptitude for computers and statistics. 5. Good interpersonal skills (particularly when working closely with other scientists). 6. Ability to work independently. 7. A keen interest in ecological species and habitats.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
<p data-bbox="174 309 353 341">Park manager</p> <p data-bbox="174 389 537 580">Also known as: conservation manager, game ranch manager, park ranger, protected area manager or nature reserve manager.</p>	<p data-bbox="629 309 1256 461">Park managers are responsible for ensuring that land and natural resources within protected areas, like reserves and national parks, are maintained and conserved to secure ecological biodiversity.</p> <p data-bbox="629 509 1274 620">They manage protected areas (mostly as income-generating ventures through tourism), staff, visitors and users to ensure conservation.</p> <p data-bbox="629 668 1267 900">A recent trend is the need to engage communities adjacent to parks and reserves, and those who use these areas for recreation. Park managers therefore work across various sectors of society (schools, industries, businesses and governing agencies) to promote conservation and ecological biodiversity.</p> <p data-bbox="629 948 1193 1059">Park managers work in natural environments but perform management and administrative tasks indoors.</p>	<ol data-bbox="1330 309 1984 900" style="list-style-type: none"> 1. BSc degree in ecology or nature conservation. 2. Extensive experience in park and reserve management. 3. Leadership, management and business acumen (these are key skills). 4. Strategic thinking, planning and organisation skills. 5. Strategic human resource management skills. 6. Communication skills (must be able to communicate across multiple stakeholder groups and hierarchical levels). 7. Highly organised and reliable by nature.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Wildlife vets</p>	<p>Wildlife vets carry out clinical and surgical procedures on various wild animals.</p> <p>They are involved in disease research, managing breeding projects and rehabilitating injured animals.</p> <p>Most vets work outdoors with animals on game farms and parks. However, some time may be spent in a laboratory (performing tests or doing research), in consulting rooms and surgeries (while attending to sick or injured animals) or at educational institutions (when giving talks or lecturing).</p> <p>Most of the tasks wildlife vets undertake revolve around handling and working with animals.</p>	<ol style="list-style-type: none"> 1. BVSc degree at the university of Pretoria. 2. Excellent technical knowledge. 3. The ability to diagnose animal health problems and perform clinical and surgical procedures. 4. Good vision, hearing, stamina and health. 5. The ability to think and act quickly and calmly. 6. Good communication skills. 7. Highly empathetic towards animals.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
CONSERVATION OUTREACH		
<p>Agricultural extension officer</p> <p>Also known as: agricultural economic advisor, agricultural consultant or farm economic technical advisor.</p>	<p>Extension officers form a link between research and farmers and support decision-making by providing information on sustainable farming practices.</p> <p>Agricultural extension officers also use the latest research to help develop new, more effective farming methods.</p> <p>These individuals mainly work outdoors while visiting farmers, however, they do also spend time in the office researching and developing plans for sustainable farming.</p>	<ol style="list-style-type: none"> 1. BSc degree in agriculture. 2. Knowledge of farming and the environment. 3. Communication and interpersonal skills. 4. Planning and project management skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
<p>Social scientist</p> <p>Also known as: social ecologist, stewardship officer or community development facilitator.</p>	<p>Social scientists work with people to learn about them and their interaction with the environment. They make use of social science methodologies such as interviews, focus group discussions, workshops, action research, surveys and observations.</p> <p>Social scientists produce scholarly and popular articles, present talks, develop government policy briefs and engage in dialogue with different stakeholder groups.</p> <p>Their work could be done indoors or outdoors but because they work so closely with people, it is important to note that they seldom work alone.</p> <p>Social scientists must be able to work in multi-disciplinary teams with other experts, scientists, educators, policy-makers or biodiversity professionals. They also have to be willing and able to have conversations with farmers, teachers, learners, entrepreneurs and key role players within various industries.</p> <p>The majority of their tasks revolve around environmental education, research, stewardship and community-based resource management.</p>	<ol style="list-style-type: none"> 1. BA or BSocSci humanities degree in psychology, geography, anthropology, education, community extension and/or environmental science. 2. The ability to work with a variety of social research methods. 3. Strong interpersonal skills. 4. Good observational skills. 5. Ability to pay close to detail and the accuracy of information. 6. Conceptual, analytical and creative. 7. Problem-solving abilities. 8. Computer skills (to capture, manage, analyse and present findings). 9. A deep sense of curiosity. 10. A passion for people. 11. The urge to make a contribution to people's understanding of nature and society and teach them how to manage the environments they come into contact with.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
CONSERVATION PLANNING		
<p>Conservation planner</p> <p>Also known as: conservation ecologist, conservation scientist or environmental planner.</p>	<p>Conservation planners develop management strategies for priority conservation sites and decide on the systems, tools and infrastructure to be used for the management, protection and restoration of such sites.</p> <p>These individuals make use computers and information technology to create diagrams and maps to communicate plans. This is often done using GIS CAD programmes or other mapping or software.</p> <p>Conservation planners conduct environmental impact studies to examine the ecological effects of pollutants, diseases, human activity, nature and climate change in specific areas.</p> <p>Their work involves an interesting combination of being outside surveying the landscape and collecting or verifying data, and working indoors with computers, maps and legal policy documents.</p>	<ol style="list-style-type: none"> 1. BA specialising in geography or regional and town planning. OR BSc in environmental science. OR National diploma in environmental management. 2. Data collection and interpretation skills. 3. Knowledge of environmental trends, patterns, policy and legislation. 4. Ability to write reports and develop models. 5. Innovative problem-solving skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
<p>Environmental engineer</p> <p>Also known as: ecological engineer or environmental manager.</p>	<p>Environmental engineers are concerned with assessing, advising and managing the effects of human and other activity on the natural and built environment.</p> <p>They apply their knowledge of civil engineering, biology and chemistry to provide solutions that maintain and improve environmental quality, compliance and the use of resources.</p> <p>Environmental engineers provide practical solutions to environmental problems. They are involved in the planning, design, repair and construction of public infrastructure, such as water and sewage treatment plants, landfill sites, storm water drainage and river control works that have the potential to impact the environment.</p> <p>Environmental engineers typically work outdoors and spend some time indoors in an office environment developing strategies and communication plans.</p>	<ol style="list-style-type: none"> 1. BEng or BSc degree in engineering (civil or alike) with environmental engineering as a specialisation. OR National diploma in engineering. 2. Mathematical and technical engineering skills. 3. A good understanding of environmental impact. 4. The ability to work independently and in a team. 5. Good verbal and written communication skills. 6. Problem-solving abilities.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Statistical ecologist</p> <p>Also known as: ecological statistician or environmental statistician.</p>	<p>Statistical ecology is a subfield focusing on the application of statistics to ecological problem solving. Statistical ecologists use and develop statistical methods for ecological application and prediction.</p> <p>Their work can cut across different areas of expertise, such as hydrology, ecology and climate science.</p> <p>Statistical ecologists generally work in an office environment and spend most of their time working on computers to develop statistical models and write scientific journal articles.</p>	<ol style="list-style-type: none"> 1. BSc degree in ecology or related subject, with statistics part of the course. Other important subjects are mathematics, computer science and conservation research. 2. A good understanding of ecological systems and scientific methods. 3. A good aptitude for mathematics and problem solving. 4. Critical thinking skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
<p>Curator</p> <p>Also known as: archivist, collections manager, conservator or museum manager.</p>	<p>Curators are custodians and managers of a wealth of ecological information. They collect and take care of specimens including plant, insect, marine and terrestrial flora and fauna. These collections are very valuable sources of information for research and managing conservation.</p> <p>Curators use sophisticated software and electronic databases to store and catalogue information and mainly work in museums, national parks and botanical gardens.</p>	<ol style="list-style-type: none"> 1. BSc degree (preferably a MSc or PhD) in botany and zoology and courses in anthropology, archaeology and/or geography. 2. Computer literacy. 3. Research and analytical skills. 4. Technical environmental aptitude. 5. Organisational and administrative abilities.
<p>Ecologist</p> <p>Also known as: marine ecologist, biologist, vegetation ecologist, bio-technician or landscape ecologist.</p>	<p>Ecologists study the relationship between organisms and the environment. They usually specialise in a particular type of habitat (e.g. coastal areas), vegetation type (e.g. fynbos), animal or plant species in a particular environment.</p> <p>A fair amount of field work is required, however, they also spend time in the office developing computer models and preparing reports or in a laboratory doing various tests, like water or soil testing.</p>	<ol style="list-style-type: none"> 1. BSc degree in ecology, botany, zoology, biology or geography. 2. Computer literacy and GIS. 3. A methodical and systematic approach to data collection. 4. Data analysis and interpretation skills. 5. Knowledge of environmental policies and legislation, trends and patterns. 6. Good presentation and report-writing skills. 7. Project management skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Natural science researcher</p> <p>Also known as: zoologist, botanist or ecologist.</p>	<p>Natural science researchers specialise in the study of animals (zoologists), plants (botanists) or the interactions between them (ecologists) in different ecosystems (e.g. coastal dunes, rivers, forests or deserts).</p> <p>They engage with systematic research using scientific methodologies to gain a comprehensive understanding of natural environments and often publish research and scientific papers. Natural scientists use their findings to inform the management of natural areas.</p> <p>Some research is conducted in the laboratory, but most research is conducted outdoors. This might include research from a boat, research on remote islands, in nature reserves or in city parks and even canals. To some extent, researchers can choose whether they spend time indoors or outdoors.</p>	<ol style="list-style-type: none"> 1. BSc degree in ecology botany, zoology, biology or geography. 2. An understanding of scientific research methodologies. 3. Ability to work with figures, information technology and technical apparatus. 4. Precision, attention to detail and accuracy of information. 5. A combination of creative and analytical thinking skills. 6. Computer skills (to capture, manage, analyse and present data). 7. Verbal and written communication skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Taxonomist</p> <p>Also known as: biological scientist, laboratory technologist, microbiologist and molecular biologist.</p>	<p>Taxonomy involves discovering, naming, describing and classifying living organisms and fossils. Taxonomists collect plants, animals, fungi or micro-organisms, study them and then group them according to patterns of similarity and variation.</p> <p>Taxonomists spend a lot of their time in the field collecting specimens, and in museums studying preserved specimens. They also do some work in laboratory and office environments.</p>	<ol style="list-style-type: none"> 1. BSc degree in zoology, entomology, botany, microbiology or a related field of study. Additional courses that support a career in taxonomy are mathematics and statistics. 2. Excellent research and problem-solving skills. 3. Capacity to observe with great attention to detail. 4. Must be comfortable working outdoors and in a laboratory. 5. The ability to work independently and in a team. 6. Good writing skills. 7. Strong interpersonal skills. 8. A keen interest in life science.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Historian	<p>Historians conduct research and develop theories regarding the past, by evaluating evidence in the form of texts, photographs and verbal accounts.</p> <p>They use their knowledge to promote historical features, people and events, as well as consult on particular historical queries or issues. When requested to do so, they also explore historical matters within other fields such as political science, public administration, languages or archaeology.</p>	<ol style="list-style-type: none"> 1. Bachelor's degree in history with at least one of the following as an additional subject: political science, public administration, languages or archaeology. Note: A PhD is needed for senior positions in teaching, administration and research. 2. An understanding of research methodologies. 3. Pays close attention to detail and the accuracy of information. 4. A combination of creative and analytical thinking skills. 5. Computer skills (to capture, manage, analyse and present research). 6. Good verbal and written communication skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Historical architects</p>	<p>Historical architects design and manage the restoration of heritage buildings and features that have fallen into disrepair. In order to maintain a heritage regions' historic look and feel, they also support or reject plans based on protective laws.</p> <p>Historical architects often visit sites to ensure the approved designs are being followed during restoration.</p>	<ol style="list-style-type: none"> 1. BArch (preferably MArch) with mathematics as a compulsory subject (history and visual arts are recommended). 2. 1-2 years' experience under the guidance of a recognised historical architect. 3. A postgraduate qualification in town regional planning or conservation of the built environment is beneficial. 4. Ability to interpret information, draw and design. 5. Pays close attention to detail and the accuracy of information. 6. A combination of creative and analytical thinking skills. 7. Computer skills (to capture, manage, analyse and present research). 8. Good verbal and written communication skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Environmental and heritage resource manager	<p>These officials ensure that building plans comply with cultural and environmental legislation. Building plans will be submitted to the resource manager or officer who then ensures that these building or development plans will not damage heritage sites or the environment in any way.</p> <p>Environmental and heritage resource managers often make on-site inspections to examine the accuracy of the building plans and offer advice and alternate solutions if there is an issue.</p>	<ol style="list-style-type: none"> 1. Degree with a major in heritage and/or environmental science. 2. Architectural or design degree, which can be built upon with a degree in surveying. 3. Problem-solving, research, analytical thinking and monitoring skills. 4. Computer literacy. 5. Verbal and written communication skills. 6. Interpersonal skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
POLICY AND GOVERNANCE		
<p>Environmental assessment practitioner</p> <p>Also known as: environmental impact assessor or restoration analyst.</p>	<p>Environmental assessment is an evolving field emerging from developing legislation to supporting environmental compliance. Practitioners work as part of a team of experts to conduct environmental impact assessments to determine the effect that developments are likely to have on the environment and society.</p> <p>They work within a framework of standards and regulations created by the newly established Environmental Assessment Practitioners Association of South Africa to ensure ethical conduct within this profession.</p>	<ol style="list-style-type: none"> 1. BSc degree in environmental science, geography, natural science or social science. OR National diploma in environmental management. 2. Excellent research and analytical skills. 3. Ability to think logically, analytically and independently. 4. Good communication and report-writing skills. 5. An understanding of social and environmental policy and legislation.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Environmental lawyer	<p>Environmental law is a relatively new and exciting field. Environmental lawyers use legal skills and training to develop policies and engage in litigation that prevents environmental damage, enforces environmental compliance and ensures that people who have suffered harm or loss as a result of environmental degradation are adequately compensated.</p> <p>Environmental lawyers also play a key role in the system of checks and balances to prevent government and big corporates from engaging in practices that undermine the natural environment and harm people in the process.</p> <p>Environmental law is practiced in a variety of settings. Lawyers often travel to sites of complaints, transgressions and court, however, the majority of their work is undertaken in an office environment. Environmental lawyers may also spend a fair amount of time in record rooms and archives.</p>	<ol style="list-style-type: none"> 1. LLB with environmental law as an elective (additional courses in botany, zoology or life sciences would be advantageous). 2. Knowledge of environmental policy and legislation and legal processes. 3. Good listening skills. 4. Ability to interpret, strategise and handle a large amount of facts. 5. Can detect patterns in large bodies of evidence. 6. A well-developed sense of fairness and justice. 7. The ability to argue persuasively and communicate effectively (both orally and in written documents). 8. A commitment to a healthy environment for all.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 <p>Policy maker and analyst</p> <p>Also known as: intelligence analyst, policy advisor, strategic advisor or strategy analyst.</p>	<p>Policy analysts work to influence political and social events, raise public awareness of environmental issues and shape policy and legislation. They aim to assist public decision-making processes by providing accurate and actionable research and information to address complex political, social and ecological problems.</p> <p>Policy analysts work in offices and libraries but interact with people in various contexts. They may also spend some time teaching at universities.</p>	<ol style="list-style-type: none"> 1. BA degree in decision-making and policy (this is a useful entry point into this career field). OR BA degree in human ecology or economic geography. Other useful courses are public management and administration and public policy. 2. A high level of science-based research and analytical skills. 3. Strong advocacy skills. 4. Logical reasoning and strategic thinking abilities. 5. Excellent written and verbal communications skills.

SPATIAL PLANNING DEPARTMENT

Cape Town is one of Africa’s oldest cities. Shaped by history, it bears the marks of colonialism, slavery and apartheid. Although the democratic era has brought great changes, inequality and exclusion, particularly for poor households, remains a visible feature of our city. The City’s Spatial Planning Department works towards changing this through the careful consideration of how new and existing spaces within the city are or will be used.

PROFESSIONS LINKED TO SPATIAL PLANNING JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Planning professional	<p>As a vital part of the planning team, planning professionals consider applications for new or existing developments.</p> <p>They also buy properties and developments and change permitted land use or restrictions.</p>	<ol style="list-style-type: none"> 1. Relevant three-year tertiary degree. 2. Spatial and plan-reading skills. 3. Problem-solving abilities. 4. Creative insight and good judgement. 5. Computer literacy. 6. Good interpersonal skills. 7. A strong administrative grasp and attention to detail.



PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Planning technician	<p>Planning technicians fulfil tasks such as land appraisals, planning surveys and the analysis and presentation of data by means of maps, graphs, diagrams and sketches. Their work revolves around planning processes.</p>	<ol style="list-style-type: none"> 1. Relevant three-year tertiary degree. 2. Spatial and plan-reading skills. 3. Problem-solving abilities. 4. Creative insight and good judgement. 5. Computer literacy. 6. Good interpersonal skills. 7. A strong administrative grasp and attention to detail.
 Landscape architect	<p>Landscape architecture is a design and environmental planning profession that uses applied ecology in conservation and development planning.</p> <p>Landscape architects are committed to achieving a balance between conservation and sustainable development, people and the environment as well as present and future needs. They can be involved in an exciting range of projects from housing estates to community parks, and detailed design of paving, plants and street furniture.</p> <p>Landscape architects also get involved in the rehabilitation of environmentally-sensitive areas, such as rivers and wetlands, and the design of developments that take place around them.</p>	<ol style="list-style-type: none"> 1. BArch degree. 2. Postgraduate degree in landscape architecture. 3. A combination of creative and technical skills. 4. Ability to draw.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/ SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Urban planner	<p>These professionals play a leading role in planning and managing the development of cities. It is a discipline that shifts all the time between forward planning at regional level to managing the detail of how a specific piece of land is being developed and used.</p> <p>Urban planning is considered to be a generalist profession that offers a platform from which to specialise. Urban planners can choose to specialise in almost any field related to the management of cities and planning for city development.</p>	<ol style="list-style-type: none"> 1. Degree in town and regional planning. 2. Spatial and practical skills. 3. Creative thinking skills. 4. Curiosity about the world. 5. Ability to work in a team. 6. Good communications skills.
 Urban design practitioner	<p>Urban design is a highly specialised field that focuses on creating vibrant, exciting and liveable settlements while protecting the quality of the natural and urban environment.</p> <p>Urban design practitioners design entire areas from shared centres - streets, squares, public transport facilities, community facilities and markets - to the commercial, residential and industrial areas around them.</p> <p>Urban design practitioners use design principles, guidelines and plans to develop new parts of the city and improve existing public areas.</p>	<ol style="list-style-type: none"> 1. BArch degree. OR BTech in architectural studies. 2. Master's degree in city planning and urban design. 3. Creative thinking skills. 4. Drawing and design skills. 5. Passionate about cities and the people who live in them.

PROFESSION

SUMMARISED FUNCTIONS

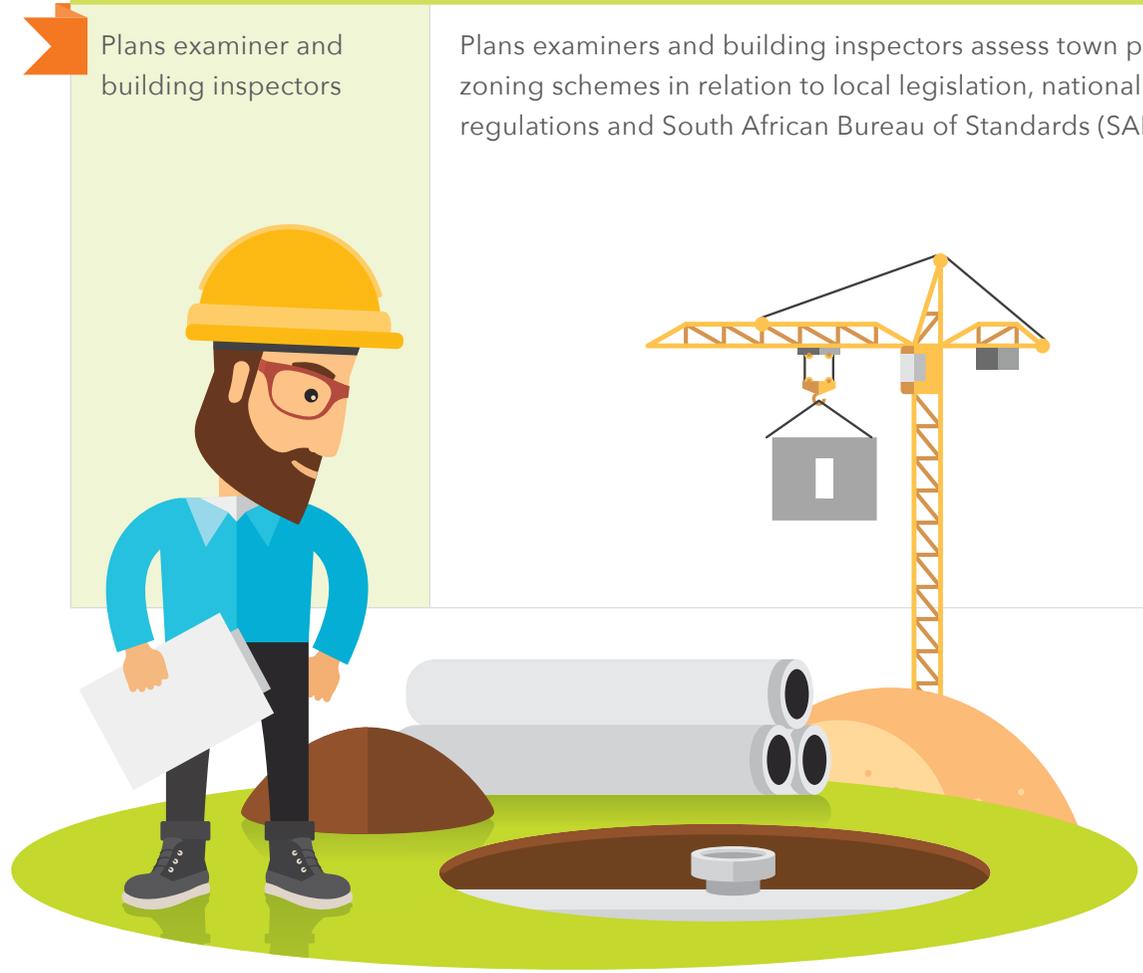
**QUALIFICATION(S)/
SKILLS/PERSONAL
CHARACTERISTICS REQUIRED**

BUILDING DEVELOPMENT MANAGEMENT

Plans examiner and building inspectors

Plans examiners and building inspectors assess town planning and zoning schemes in relation to local legislation, national building regulations and South African Bureau of Standards (SABS) codes.

1. A relevant three-year tertiary qualification in any built environment discipline.
2. Excellent attention to detail.
3. Spatial sense and understanding.
4. Computer literacy.
5. Good people skills.
6. A commitment to ethical conduct.
7. Knowledge of local government legislation, national building regulations and SABS codes.



TRANSPORT DIRECTORATE



The Transport Directorate is responsible for providing public transport, managing road networks and planning, constructing and maintaining transport-related infrastructure so people and goods can move around in the city. Furthermore, this directorate regulates efficient, safe, integrated, intermodal and inter-operable transport systems and ensures performance-orientated service delivery for all people living in, or visiting, Cape Town.

THE TRANSPORT DIRECTORATE IS MADE UP OF THE FOLLOWING DEPARTMENTS:

- ✓ Transport Planning
- ✓ Network Management
- ✓ Contract Operations
- ✓ Built Environment Management



TRANSPORT PLANNING DEPARTMENT

The Transport Planning Department is responsible for planning efficient transport systems that meet the needs of people and the City's economy.

NETWORK MANAGEMENT DEPARTMENT

This department ensures that the transport network supports the efficient movement of people and goods.

CONTRACT OPERATIONS DEPARTMENT

The Contract Operations Department is responsible for arranging and managing vehicle operating contracts with companies that provide transport services to the City. An example of this would be the MyCiTi bus system.

BUILT ENVIRONMENT MANAGEMENT DEPARTMENT

The Built Environment Management Department looks after our roads and transport assets for current and future generations. They are responsible for managing all transport-related infrastructure and the development and maintenance thereof.

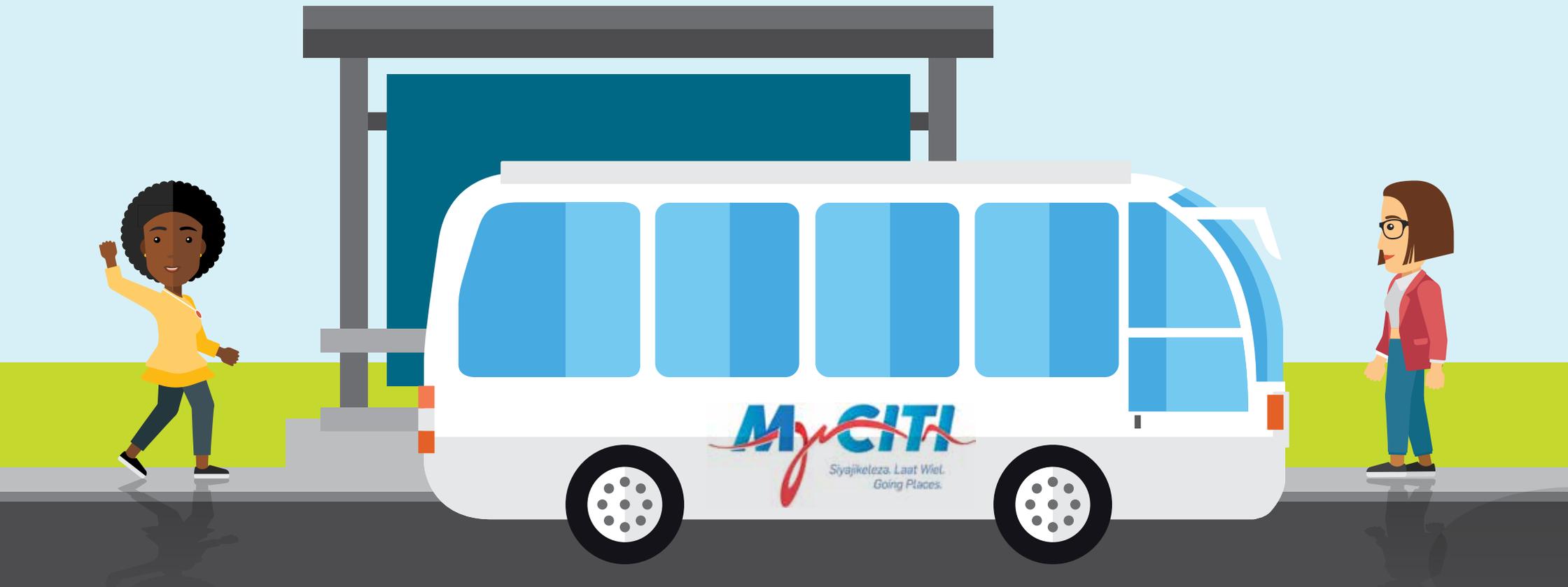
PROFESSIONS LINKED TO TRANSPORT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Traffic and transport engineer	Implements, manages, monitors and designs traffic impact assessments, transport planning projects and signal-plan developments.	<ol style="list-style-type: none"> 1. BSc degree in civil or transport engineering. 2. Eligibility to register with ECSA. 3. High-level computer skills (including transport modelling software).
 Technical or GIS specialist	These technicians develop and apply computer-based transport models using state-of-the-art transport modelling software and GIS tools.	<ol style="list-style-type: none"> 1. Degree in civil engineering. 2. Master's degree in transport planning, engineering, GIS, geomatics or environmental science. 3. High-level computer skills. 4. Experience in transport-related modelling. 5. Mathematical and data handling skills. 6. Aptitude for technology.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Transport technician	Transport technicians are engaged in a variety of tasks related to the design, construction and operation of transportation facilities, such as roads, bridges, cycle lanes and public transport interchanges.	<ol style="list-style-type: none"> 1. National diploma or BTech degree in civil engineering, construction management or computer sciences. 2. Availability to work overtime and on weekends. 3. A willingness to work in all weather conditions and at heights.
 Roads and storm water engineering artisan	Coordinates and controls the preparatory arrangements, work in progress and the completion of specialised tasks and activities associated with road construction, marking, installation and maintenance.	<ol style="list-style-type: none"> 1. Grade 12. 2. Artisan training. 3. National diploma in an engineering or construction-related field. OR Bachelor's degree in engineering. 4. Trade-tested artisan in the civil construction and/or building field. 5. Code EC1 driver's licence and PRPD. 6. Competency in the operation of truck-mounted cranes. 7. Basic first aid (to be obtained within six months of appointment).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Operations integration officer	<p>The operations integration officer manages and coordinates the teams responsible for the design, construction and maintenance of roads and storm water infrastructure.</p>	<ol style="list-style-type: none"> 1. BSc degree in civil engineering. 2. Management abilities. 3. Strong interpersonal skills. 4. Technical aptitude. 5. Planning skills. 6. Excellent verbal and written communication skills.
 Fleet management manager or supervisor	<ul style="list-style-type: none"> • Ensuring service delivery. • Selecting and procuring vehicles. • Managing maintenance and relevant systems. • Monitoring and evaluating the performance of fleets. • Managing accidents. • Creating reports and planning operations. 	<ol style="list-style-type: none"> 1. BCom degree or national diploma in logistics and SCM. 2. Strong practical administrative and management skills. 3. Technical aptitude. 4. Data handling skills. 5. Computer literacy. 6. Good interpersonal skills.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS/PERSONAL CHARACTERISTICS REQUIRED
 Transport compliance officer	<ul style="list-style-type: none"> • Ensures the efficient use, maintenance and tracking of fleet vehicles. • Liaises with licensing authorities and other relevant authorities to maintain compliance of vehicles. • Writes up accident and incident reports. • Keeps records of all necessary documentation relating to fleet vehicles and personnel. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Degree or national diploma in project management and/or administration. 3. Excellent verbal and written communication skills in at least two official South African languages. 4. Good interpersonal skills. 5. Computer literacy. 6. Meticulous and adaptable. 7. Able to work in a team.



WATER AND WASTE SERVICES DIRECTORATE



The Constitution stipulates that municipalities have the responsibility of giving citizens access to basic services. As such, the Water and Waste Services Directorate provides effective and reliable water, sanitation and solid waste management services to all residents of Cape Town and strives to make access to these services as equitable as possible.

THE WATER AND WASTE SERVICES DIRECTORATE IS MADE UP OF THE SOLID WASTE MANAGEMENT AND WATER AND SANITATION DEPARTMENTS.



SOLID WASTE MANAGEMENT DEPARTMENT

The Solid Waste Management Department is responsible for collecting and disposing waste, cleaning areas, preventing waste and pollution and minimising waste in the city. A combination of engineering, scientific, professional, technical, management and core operational skills are harnessed within this department to ensure that a clean and healthy environment is sustained and protected for the benefit of future generations.



PROFESSIONS LINKED TO SOLID WASTE MANAGEMENT JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Engineer	<ul style="list-style-type: none"> • Designing and developing infrastructure, landfills and transfer stations. • Undertaking civil and chemical engineering services at waste landfill sites. • Modelling landfill airspace. • Collaborating in cross-functional teams to plan and implement environmental rehabilitation programmes at disposal sites. • Engineering and capping of landfills. 	BSc or BEng degree in civil, mechanical or chemical engineering.
 Scientist	<ul style="list-style-type: none"> • Developing waste to energy processes. • Monitoring air quality and gas. • Managing effluent at landfill sites, leachate and reverse osmosis operations. • Managing ground water and controlling odour. • Classifying and categorising waste. • Collaborating in cross-functional teams to plan and implement environmental rehabilitation programmes at disposal sites. 	BSc (or higher) degree in science.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Environmental impact and environmental management	<ul style="list-style-type: none"> • Developing waste minimisation initiatives. • Providing specialist, technical and engineering support to implement and optimise the treatment and disposal operations of general and hazardous waste. • Implementing systems and processes to manage hazardous waste and materials. • Collaborating in cross-functional teams to plan and implement environmental rehabilitation programmes at disposal sites. • Providing technical and specialist advice and support on waste operations (e.g. waste reception, waste classification, hazardous chemical management, waste landfill management, waste compaction etc.). • Collaborating with relevant subject experts on the scientific review and management of ground water and leachate at waste disposal facilities. • Providing input on industrial and provision-integrated waste management initiatives, pollution control and waste profiling. • Managing statutory compliance with 'historic waste facility' requirements. • Reducing the environmental risk of historical and operational landfill sites. • Monitoring and reviewing landfill compaction methodology and airspace utilisation. • Ensuring that permit and licensing conditions for waste management sites and facilities are met. 	BTech, BSc or diploma in environmental management or natural sciences.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Management information systems (MIS) specialist	<ul style="list-style-type: none"> • Utilising, implementing, improving and sourcing of MIS in support of services and operations. • Providing MIS solutions (e.g. weighbridge systems, container management databases and/or intelligence and operations systems integration). • Processing records and analysing business-specific information. • Managing the development of solid waste database structures and warehousing facilities as platform for spatial working memory (SWM) information systems. • Managing data integration and integrity. • Developing and implementing knowledge management strategies related to waste. • Coordinating statistical reporting services and business intelligence. 	BCom, BA or BTech degree in management information systems or computer science.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 GIS specialist	<ul style="list-style-type: none"> • Utilising, implementing, improving and sourcing of GIS in support of services and operations. • Proving GIS solutions. • Capturing SWM spatial elements to inform business intelligence (e.g. location of facilities, refuse beat or schedule programmes, illegal dumping etc.). • Supplying geographic maps (e.g. locality maps, map analysis indicating waste-related trends, development maps indicating urban growth etc.). • Providing CAD and graphic design functions to assist solid waste operations. • Designing technical engineering programmes. • Coordinating statistical reporting services and business intelligence. 	<p>BA or BSc degree in geography, archaeology and environmental studies.</p>
 Waste management operations	<ul style="list-style-type: none"> • Manages waste operations (including scheduled waste collection and waste disposal operations). • Operates community waste drop-off facilities. • Arranges contracted community services. • Provides waste management support at events. 	<ol style="list-style-type: none"> 1. Grade 12. 2. Waste management courses at a tertiary institution.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Landscape architect	<ul style="list-style-type: none"> • Plans, designs and manages maintenance of functional and aesthetic layouts of rehabilitated, historical, closed and operational waste disposal facilities. • Contributes to the planning, aesthetic and functional design, location, management and maintenance of infrastructure. • Undertakes landscape assessments (including environmental and visual impact assessments) to prepare policies or inform new developments. • Inspects sites and analyses factors such as climate, soil, flora, fauna, surface and subsurface water and drainage. • Advises on methods of work and sequence of operations. 	Degree in landscape architecture.
 Environmental education	<ul style="list-style-type: none"> • Develops and implements public awareness and education programmes. • Facilitates communication channels to residents, commerce, industry and government departments. • Markets good waste management and waste minimisation campaigns to change behaviour and encourage people to preserve and improve of their physical environments. • Develops and facilitates innovative public awareness and education programmes for waste management. • Designs and implements education and awareness programmes (including toolkits, booklets, posters and participatory initiatives to reach all sectors of society). 	Bachelor's or BTech degree in environmental science, environmental studies, geography, ecology or a related area. Ideally coupled with a certificate or diploma in education or adult education.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Waste management research and development specialist	<ul style="list-style-type: none"> • Manages waste to energy technology. • Ensures waste management complies with service standards and norms. • Assesses waste processes and processing systems. • Investigates alternative waste management technologies. • Researches and explores refuse-derived fuel, pyrolysis, waste processing and mechanical biological treatment systems. • Integrates radio frequency identification devices with service and operations components. 	Bachelor's degree in science or engineering coupled with a research-focused postgraduate qualification.
 Logistics and transport management	<ul style="list-style-type: none"> • Researches, establishes and enhances fleet management smart systems (technological innovations and advancements). • Develops and improves indicators for vehicle fleets to enable real-time desktop monitoring of operational vehicles. • Establishes and validates system platforms to integrate data of implemented engine management systems (recording accurate mileage) with computer-based vehicle and asset monitoring systems. • Establishes, customises and analyses on board computer and satellite tracking systems. • Manages the life cycle, composition, condition, age and utilisation of the existing fleet and plant. • Manages the fleet and plant. • Undertakes vehicle maintenance. 	Bachelor's degree in transport economics or logistics management.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Business process re-engineering (BPR) and optimisation	<ul style="list-style-type: none"> • Provides strategic business analyst services to solid waste operations. • Evaluates, reviews and implements BPR and ERP systems and interventions. • Develops, reviews, updates and implements processes, systems, procedures and standards. • Recommends areas of improvement to ensure the promotion of effectiveness and efficiency. • Creates, develops and introduces process maps and standard operating procedures in line with operational requirements. • Manages the promotion of benchmarking and best practices. • Evaluates statistical and operational data for performance improvement purposes (through the evaluation and measuring of outputs and data). 	Bachelor's degree or national diploma in industrial engineering or BPR.
 Artisans	<ul style="list-style-type: none"> • Performs specialised functions within an engineering trade that involves construction, repairing, fault finding and diagnostics (i.e. bricklayer, carpenter, electrician, plumber etc.). • Undertakes the maintenance and upgrade of departmental facilities. 	Relevant certified trade test certificate.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Diesel mechanics	<ul style="list-style-type: none"> • Test drives vehicles to diagnose malfunctions. • Reads and interprets diagnostic test results from diagnostic equipment such as an oscilloscope, which is used to measure the voltage produced by electronic components. • Inspects brake systems, steering mechanisms, transmissions, engines and other parts of vehicles. • Does routine maintenance. • Repairs or replaces malfunctioning components, mechanical parts and electrical equipment. 	Relevant certified trade test certificate.
 Heavy vehicle drivers (code C and EC)	<ul style="list-style-type: none"> • Performs activities associated with the collection, transporting and disposal of waste. • Uses heavy duty, specialised vehicles and plant equipment. 	Code C or EC driver's licence.

WATER AND SANITATION DEPARTMENT

The Water and Sanitation Department is responsible for providing clean, safe drinking water to all residents, businesses and industries in Cape Town. This department is also responsible for treating wastewater to ensure it can be disposed without doing environmental damage.



THE WATER AND SANITATION DEPARTMENT IS INVOLVED IN THE FOLLOWING FUNCTIONAL AREAS:

- ✓ water demand management;
- ✓ reticulation;
- ✓ scientific services;
- ✓ wastewater;
- ✓ water, catchment and storm water;
- ✓ engineering and asset management;
- ✓ finance and commercial (water-related); and
- ✓ bulk water.



PROFESSIONS LINKED TO WATER AND SANITATION JOB OPPORTUNITIES:

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
WATER DEMAND MANAGEMENT		
 Water pollution control inspector	<ul style="list-style-type: none"> • Ensuring compliance with the water services policy, regulations, strategy and standards by implementing: <ul style="list-style-type: none"> - the wastewater and industrial effluent by-law; - the by-law relating to storm water management; and - the treated effluent by-law. • Implementing and improving quality management within the section. • Undertaking water pollution control-related projects and programmes. • Increasing community awareness. • Participating in partnerships and cooperative governance. • Enhancing revenue recovery. • Performing ad-hoc duties as required. 	Degree or diploma in analytical chemistry, environmental health, environmental management or related field. OR Recognition of Prior Learning (RPL) qualification. OR At least 15 years' experience in pollution control enforcement.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Water conservation officer	<ul style="list-style-type: none"> • Effective implementation of all associated programmes and projects within the long-term Water Conservation Water Demand Management (WCWDM) strategy for the purpose of: <ul style="list-style-type: none"> - raising awareness; - encouraging behaviour change to all citizens of Cape Town; and - promoting all aspects of the WCWDM through various communication channels such as media, presentations and workshops. • Investigating innovative alternatives such as promotional items to enhance and further the awareness of water conservation within the city. • Liaising and partnering with all external stakeholders with the purpose of conforming to national requirements. • Participating in water efficiency events. • Monitoring and auditing the extent and impact of all awareness programmes and initiatives. 	Degree or equivalent qualification in public relations or communications.
 Technician	<ul style="list-style-type: none"> • Performs functions associated with investigation, analyses and short-term planning of operational activities that are meant to ensure minimisation of water loss in the water network. • Conducts leak detection and industrial meter audits. • Provides support to the WCWDM programme which is linked to water use efficiency. • Covers all the required site investigations and technical assessments. • Implements various planned programmes and pilot projects using technical judgment. 	National diploma or equivalent technical certification.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
RETICULATION		
 GIS technician	<ul style="list-style-type: none"> • Provides an efficient GIS support function to the department's regions. • Conducts thorough analyses of software and database-related problems. • Diagnoses and resolves software and database problems. • Ensures the optimum and uninterrupted functionality of GIS systems. • Presents information using database procedures, applications and tools to ensure the GIS system provides comprehensive and complete information that can be used for analyses, discussions, queries and decision-making processes. • Provides operational support. 	National diploma or equivalent technical certification.
 Principal GIS analyst	<ul style="list-style-type: none"> • Contributes to the GEO information service of the Planning and Building Development Management Department by coordinating and supervising the City-wide maintenance process of spatial data. • Ensures the availability of accurate and up to date information. 	Principal GIS analyst.



PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
SCIENTIFIC SERVICES		
Head of the analytical laboratory	Manages the monitoring of the water quality chemistry of waste water, industrial effluent, leachate and environmental waters by ensuring the City complies with national quality standards and the City's by-laws.	<ol style="list-style-type: none"> Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. MSc degree (preferable).
Head of air quality monitoring	<ul style="list-style-type: none"> Manages the provision of laboratory services and the City's air quality monitoring network utilising the ISO 17025 accreditation system. Manages the provision of information management services to internal and external clients utilising information systems such as the laboratory information management system (LIMS). Conceptualises, develops and manages the provision of training and mentoring staff. Researches and investigates projects. Evaluates findings and reports on the results. Shares knowledge and provides information. 	<ol style="list-style-type: none"> Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. MSc degree (preferable).
Head of the water laboratory	<ul style="list-style-type: none"> Manages the monitoring of chemical testing of potable water and assessing water quality. Assuring the sustainable supply of water to Cape Town's citizens. 	<ol style="list-style-type: none"> Four-year BSc degree. MSc degree (preferable).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Head of the biological science laboratory	<ul style="list-style-type: none"> • Manages the monitoring of the biological testing of drinking water, water, waste water, rivers and coastal water. • Ensures that the city's citizens and are safe-guarded from health hazards. 	<ol style="list-style-type: none"> 1. Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. 2. MSc degree (preferable).
 Head of quality assurance	<p>Ensures that a quality assurance management system is implemented and maintained to conserve the credibility of laboratory services.</p>	<ol style="list-style-type: none"> 1. Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. 2. MSc degree (preferable). 3. BTech degree in quality is an added advantage.
 Head of research and development	<ul style="list-style-type: none"> • Manages scientific research and business development initiatives to ensure that scientific services remain at the cutting edge of technology. • Promotes quality service delivery. 	<ol style="list-style-type: none"> 1. Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. 2. PhD degree (preferable).

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Sampling coordinator or officer	<ul style="list-style-type: none"> Responsible for water sampling services which include the supervision of overall sampling activities and sample receiving area (SRA) staff. Ensures that the laboratories are provided with timeous representative samples, accurately verified on site data and that they meet the requirements of the ISO 17025 quality management system (QMS). 	<ol style="list-style-type: none"> Three-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. Honours degree (preferable).
Sampler	Responsible for water sampling in support of laboratory services.	Grade 12 (with Mathematics and Science).
Research scientist	<ul style="list-style-type: none"> Performs routine physical, chemical, microbiological and hydro-biological analyses on water samples of different matrices. Assists in running the air quality monitoring network according to standard operating procedures and applicable national and international standard methods. 	<ol style="list-style-type: none"> Four-year BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater. MSc degree (preferable).
Laboratory technician	<ul style="list-style-type: none"> Performs routine physical, chemical, microbiological and hydro-biological analyses on water samples of different matrices. Assists in running the air quality monitoring network according to standard operating procedures and applicable national and international standard methods. 	BSc degree in water or environmental management – specifically water treatment, chemistry, biotechnology, microbiology, biology, atmospheric science or water and wastewater.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
 Statistician	Scientific data analysis using several statistical packages for various research purposes.	Bachelor's degree in statistics or mathematics.
 LIMS officer	LIMS coordination within the branch.	Bachelor's degree in IT or computer science.
 Laboratory technical attendant	<ul style="list-style-type: none"> • Supervises technical staff and assists professional staff perform laboratory functions. • Assists with cleaning duties within the laboratory. • Supervises the collection and distribution of samples from the SRA to various laboratories and the provision of clean sample bottles to SRA. • Performs and supervises basic chemical and physical analyses. • Assists in sample collection. • Assists with ensuring compliance of the requirements of accreditation as detailed by SANAS/ISO 17025. 	Grade 12 (with Mathematics and Science).
WASTEWATER		
 Wastewater treatment plant managers	<ul style="list-style-type: none"> • Ensures the effective management and operation of large wastewater treatment facilities. • Monitors processes and product quality. • Takes the necessary corrective action. • Applies financial control. • Provides effective leadership to treatment works staff. 	BEng degree in chemical engineering.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Technician	<ul style="list-style-type: none"> • Performs functions associated with wastewater treatment processes for the effective operation of the wastewater treatment plant. • Analyses and interprets requirements and the provision of guidelines. • Plans and implements process and maintenance interventions. • Investigates the applicability of changes, adjustments or the introduction of new approaches. • Communicates the outcome of reports to ensure that procedures have been followed and key service delivery objectives have been met. 	BTech degree in water care or chemical engineering.
WATER, CATCHMENT AND STORM WATER		
Technician	Coordinates, facilitates, monitors and assists in project management to facilitate storm water network, system and infrastructure planning.	BTech degree in civil engineering.
Catchment planning	<ul style="list-style-type: none"> • Leads, determines, plans, monitors, reviews and manages the provision of storm water planning and network-related services within the respective management region. • Ensures flood risk management is equitable and effective. • Protects inland and coastal waters from the impacts of water pollution through integrated catchment management and integrated water resource management. • Supports key corporate service delivery objectives with an emphasis on sustainable development. • Conducts storm water impact assessments. 	BTech or BSc degree in civil engineering.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
Hydrologist	<ul style="list-style-type: none"> Models and simulates rainfall or runoff. Models flood and storm water harvesting. Analyses data. 	BEng or BTech degree.
Hydraulic modeller	Models storm water systems using complex simulation software.	BEng or BTech degree.
Asset manager	Provides strategic, operational and specialist professional expertise with regard to the coordination, facilitation, monitoring and development of asset management infrastructure.	BEng, BTech or BSc degree.
Civil or hydraulic engineer	Designs, implements and project manages civil and hydraulic engineering projects and infrastructure.	BEng or BTech degree.
Freshwater ecologist	<ul style="list-style-type: none"> Provides specialist environmental expertise in integrated catchment management relating to aquatic ecology and water quality. Monitors, interprets and reports on water quality-related data. Guides and advises on issues regarding environmental legislation and compliance. 	BSc degree.



PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
ENGINEERING AND ASSET MANAGEMENT		
Specialist engineering artisan	<ul style="list-style-type: none"> Oversees all electrical repair operations within water services. Ensures the effective, safe operation and maintenance of all electrical equipment within water services. Seeks to improve the current business practices by implementing solutions that enhance productivity, reduce costs and improve services. 	Electrical trade certificate.
Senior artisan (construction)	<ul style="list-style-type: none"> Performs high-level tasks within the construction trade including designing, constructing, repairing, fabricating, fault finding and diagnostics. Uses the full range of appropriate tools and equipment. Works independently and could supervise staff. 	Trade certificate.
Instrumentation mechanic	<p>Assists with maintaining all telemetry systems throughout the Water Department in order to ensure continuous collection and treated wastewater that meet legal standards. This is achieved by:</p> <ul style="list-style-type: none"> maintaining timeous and cost-effective systems maintenance; implementing upgrades of all telemetry RTUs and instrumentation; and caring for tools and equipment. 	Electrical trade certificate.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
FINANCE AND COMMERCIAL		
 Capital and operating budgets	<p>Provides a financial budgeting service to the Water and Sanitation Services Department by formulating long-term financial strategies and planning.</p> <p>They also direct and execute accounting procedures and processes in relation to the capital and operating budgets and the overall monitoring of expenditure.</p>	Bachelor's degree in finance.
 Revenue management	<p>Manages the revenue stream of the electricity service by managing resources and implementing systems and processes relating to:</p> <ul style="list-style-type: none"> • invoicing electricity consumption; • revenue collection; • procedures where payments fall into arrears; • customer enquiries and complaints; • meter reading; • data validation and quality management; • prepayment meters; • sales bank reconciliation; and • other debtor administration. 	Bachelor's degree in finance.
 Water meter billing management	<p>Manages, coordinates and controls the City's internal and external billing for the Water and Sanitation Department by developing, drafting and implementing processes.</p>	Bachelor's degree in finance.

PROFESSION	SUMMARISED FUNCTIONS	QUALIFICATION(S)/SKILLS REQUIRED
BULK WATER		
 Bulk water engineer	<p>Manages the key performance areas and result indicators associated within a designated geographical area. These areas comprise of bulk water treatment plants, storage and conveyance reservoirs, catchments, depots and workshops.</p> <p>This management task is achieved through the investigation, analysis and interpretation of developmental requirements against the capacity and capability of the branch to accomplish immediate, short- and longer-term service delivery objectives.</p>	BSc degree in civil engineering.
 Storage and conveyance management	Provides specialised technical and civil support to the conveyance support section with the integration and optimisation of the bulk conveyance system.	BSc or BTech degree in the water sector.



LEARNING PROGRAMMES



The City offers a range of learning programmes and funding options for students to explore. These programmes range from short-term internships for existing students to full-length technical apprenticeships for those needing to complete the practical component of their trade.

MORE SPECIFICALLY, OUR LEARNING PROGRAMMES INCLUDE:

- ✓ the external financial support programme;
- ✓ the graduate internship programme;
- ✓ in-service training;
- ✓ the job skills readiness programme;
- ✓ job shadowing;
- ✓ learnerships; and
- ✓ apprenticeships.

This section of the booklet outlines each of these programmes and explains how you can go about applying for them.



EXTERNAL FINANCIAL SUPPORT PROGRAMME

The aim of the City's external financial support programme is to create opportunities for learners and unemployed youth to further their studies and gain qualifications in the scarce and critical skills identified by various departments. The financial support offered covers registration, tuition and examination fees at approved tertiary institutions and is awarded to 70 deserving students per annum.

Since this programme attempts to address scarce and critical skills needed within Cape Town, the City offers financial support for the following fields of study:

FIELDS OF STUDY
Accounting (CA and cost management)
Artisan training
Auditing (for registration purposes)
Economics
Engineering (various fields)
Environmental specialists (various fields)
Fleet management
Forensics
GIS
Heritage
Information Systems and Technology (specialisation)
Legal specialisation
Library sciences (collections and acquisitions)
Medical specialists
Payroll
Pharmaceutical
Project management
Renewable energy
SCM
Technical training or qualification in electricity, energy services, HVAC, refrigeration or electronic process control and operations
Urban design, landscape, planning, surveying and architecture
Valuation

SELECTION CRITERIA:

- financial circumstances (means test);
- latest academic report; and
- overall knowledge and interest in the chosen field of study.

WHAT YOU NEED TO APPLY:

- A completed external financial support application form.
- Certified copies of your South African ID, your latest academic record and confirmation of registration.
- Your parents' or legal guardian's proof of income.
- A rates account confirming your/your family's physical address.
- A comprehensive Curriculum Vitae (CV).

WHERE TO FIND LEARNERSHIPS:

Applications are open between August and September each year – look out for our external financial support advert in public libraries or local and community newspapers (e.g. Cape Times, Argus and City Vision).

APPLICATION PROCESS:

If you are a Grade 12 or tertiary institution student, you can complete the application form and send it to the City to apply for external financial support.

For further information, visit www.capetown.gov.za and click on:

City Connect → Apply → Jobs and opportunities
→ select **Apply for a bursary**

Alternatively you can visit the HR Employment Counter at the City of Cape Town.

Tel: 021 400 3619/360

KEY CONTACTS IN THE FINANCIAL SUPPORT OFFICE

Peter Adonis	Tel: 021 400 3601
Patrick Martinus	Tel: 021 400 3543
Tesseline Reynolds	Tel: 021 444 9783

6th Floor, Civic Centre, Cape Town

GRADUATE INTERNSHIP PROGRAMME

This is a structured learning programme offered to South African graduates who have successfully completed academic training in specific academic disciplines (usually linked to scarce and critical skills). The graduate internship provides formal industry-based experience. This programme is mutually beneficial as graduates gain valuable experience and exposure to the day-to-day operations in their chosen field whereas the City expands their pool of suitable applicants for professional vacancies.

THE GRADUATE INTERNSHIP ENTAILS:

- work experience after a tertiary qualification has been completed; and
- exposure to a job that is related to the qualification obtained (preferably under the supervision of a qualified practitioner).

APPLICATION PROCESS:

- SMS the word 'Grad' to 33002 and wait for a response.
- Send us a copy of your tertiary qualification, ID and CV when prompted.

IN-SERVICE TRAINING

The City offers in-service training to undergraduate students who require it in order to obtain a formal qualification or to obtain professional registration in their chosen field (e.g. social work or clinical psychology).

Your in-service training application must include your CV, a copy of your ID, proof that the curriculum requires the specific practical exposure you are seeking and an indication of the scope of experiential training you require. If your application is accepted, the host department will assign a mentor to you. This mentor will provide advice and guidance during the duration of your in-service training.

APPLICATION PROCESS:

- SMS the word 'Inservice' to 33002 and wait for a response.
- Send us your CV, a copy of your ID and a letter from the institution you studied at when prompted.



JOB READINESS SKILLS PROGRAMME

The job readiness skills programme provides an opportunity for unemployed individuals to obtain real work experience, develop capacity for lifelong learning and increase their awareness of the social contexts in which they will be working on once they enter industry.

This programme aims to provide people with a sound knowledge and understanding of the principles of local government and further equip them with the scarce skills that are key to the operational areas in various departments within the City.

Those who take part in this programme will gain practical experience, develop workplace readiness skills, and in turn, improve their future employment prospects.

APPLICATION PROCESS:

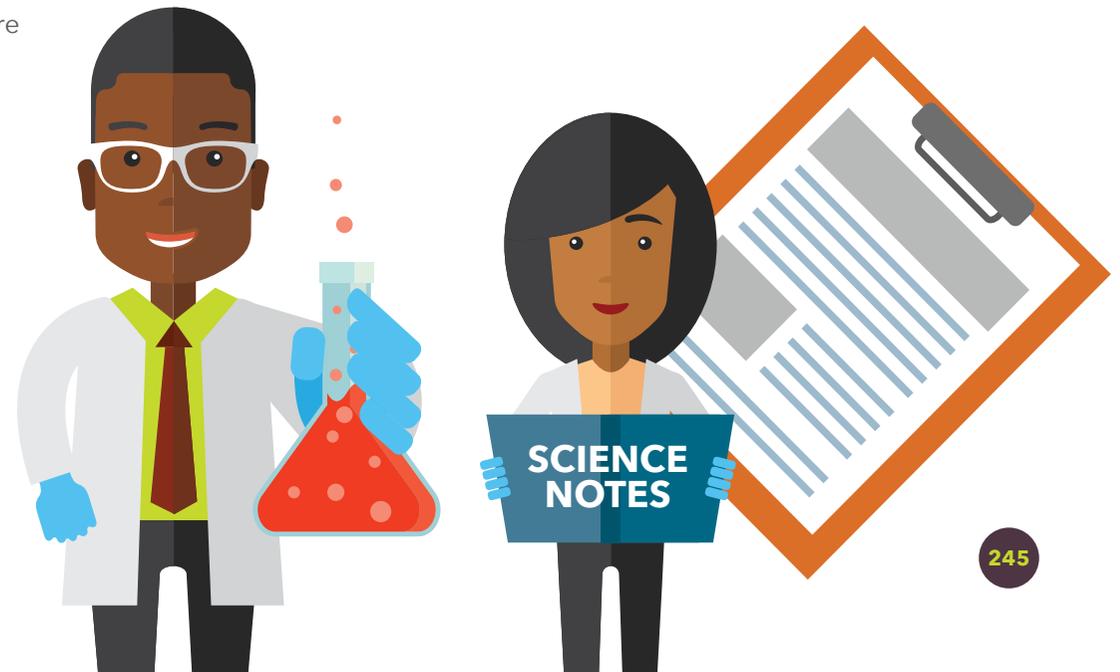
- SMS the word 'Skills' to 33002 and wait for a response.
- Follow the instructions that are sent to you.

JOB SHADOWING

Job shadowing is a programme which allows school students to gain exposure to and learn about what it is like to work in a certain role. Job shadowing can help students choose tertiary education courses or training programmes and guide them down the career path they would like to follow. Job shadowing can also be undertaken by college/ university students and non-student adults wanting to explore a particular profession. In both, the job shadower follows a City employee around and observes their daily work for a maximum of one week.

APPLICATION PROCESS:

E-mail a copy of your ID and a letter of request from your school (or in your personal capacity) that includes details of the area(s) of work you would like to be exposed to to hrservicedesk@capetown.gov.za (or the department in which you wish to job shadow).



LEARNERSHIPS

Learnerships are defined as work-based learning programmes that leads to an NQF registered qualification. Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hairdressing or project management and are managed by SETAs.

LEARNERSHIPS ARE:

- Structured programmes which combine practical and theoretical knowledge.
- Work-based training aimed at those who wish to improve their skills.
- A way to obtain a recognised qualification.

BENEFITS:

- A quality education.
- Getting practical experience to pair with theoretical knowledge.
- A learnership certificate, which is nationally recognised by employers and education authorities; this holds you in good stead when applying for jobs and improves your CV.
- The opportunity to improve competence and qualification levels, which in turn could lead to better employment.
- A potential opportunity for permanent employment.

DUTIES INVOLVED:

- Work for the City as part of the learning process.
- Be available and participate in all learning and work experience offered within the learnership.
- Comply with workplace policies and procedures.

- Complete all assessments.
- Attend all study periods and theoretical learning sessions with the training provider.

REQUIREMENTS:

Grade 12, a comprehensive CV and not formally employed by any organisation.

WHERE TO FIND LEARNERSHIPS:

Learnerships are advertised throughout the year depending on the directorate or department's needs. You can look out for learnerships on the 'Jobs and opportunities' tab on our website (www.capetown.gov.za). This tab can be found by clicking on 'City Connect' then 'Apply'. Alternatively, you can call 021 400 9852/1318/1319.

APPLICATION PROCESS:

If you have successfully completed Matric, and found a learnership you are interested in, you can send your application and all necessary documentation to the contact information provided alongside the listing.

KEY CONTACTS IN THE LEARNERSHIP OFFICE

Gary Peters	Tel: 021 400 9851
Nomava Nobatana	Tel: 021 400 9852
Aldridge Samuels	Tel: 021 400 1378

6th Floor, Civic Centre, Cape Town

APPRENTICESHIPS

An apprenticeship is a technical training system that includes practical and theoretical training in a designated trade (plumbing, wiring, printing etc.). After completing all theory and practical modules (usually over a span of three years), the apprentice takes a trade test and can qualify as an artisan. The duration and scope of an apprenticeship is determined by the trade and level of training.

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a combination of workplace experience and institutional learning that is directly related to an artisan trade. Once an apprenticeship is successfully completed (and you pass the national trade test), you will be a qualified artisan in your trade. Apprenticeships are funded by SETAs.

THE CURRENT PRIORITY TRADES IN SOUTH AFRICA ARE:

- ✓ electricians;
- ✓ millwright and mechatronics trade workers;
- ✓ motor mechanics (including diesel mechanics);
- ✓ carpenters and joiners;
- ✓ plumbers;
- ✓ bricklayers and stonemasons; and
- ✓ structural steel and welding trade workers (including boilermakers and welders).



RESPONSIBILITIES OF AN APPRENTICE:

The apprentice is expected to meet the demand side of the labour market, and use the training provided to become a skilled artisan or technician employed by government or an organisation in the private sector.

REQUIREMENTS:

Grade 12 with technical subjects, an N3 or NCV4 certificate in engineering or construction and a comprehensive CV.

WHERE TO FIND APPRENTICESHIPS:

Apprenticeships are advertised throughout the year depending on the directorate or department's needs. You can look out for apprenticeships on the 'Jobs and opportunities' tab on our website (www.capetown.gov.za). This tab can be found by clicking on 'City Connect' then 'Apply'. Alternatively, you can call 021 400 9852/1318/1319.

APPLICATION PROCESS:

If you have successfully completed your Grade 12, are studying towards obtaining a trade and have found an apprenticeship you are interested in, you can send your application and all necessary documentation to the contact information provided alongside the listing.

KEY CONTACTS IN THE APPRENTICESHIPS OFFICE

Gary Peters	Tel: 021 400 9851
Nomava Nobatana	Tel: 021 400 9852
Aldridge Samuels	Tel: 021 400 1378

6th Floor, Civic Centre, Cape Town

WHERE TO STUDY

The City recognises qualifications from the following Western Cape tertiary institutions:

UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY	CONTACT DETAILS	WEBSITE
University of Cape Town	021 650 2125	www.uct.ac.za
University of Stellenbosch	021 808 9111	www.sun.ac.za
University of the Western Cape	021 959 9753	www.uwc.ac.za
Cape Peninsula University of Technology	021 959 6594	www.cput.ac.za

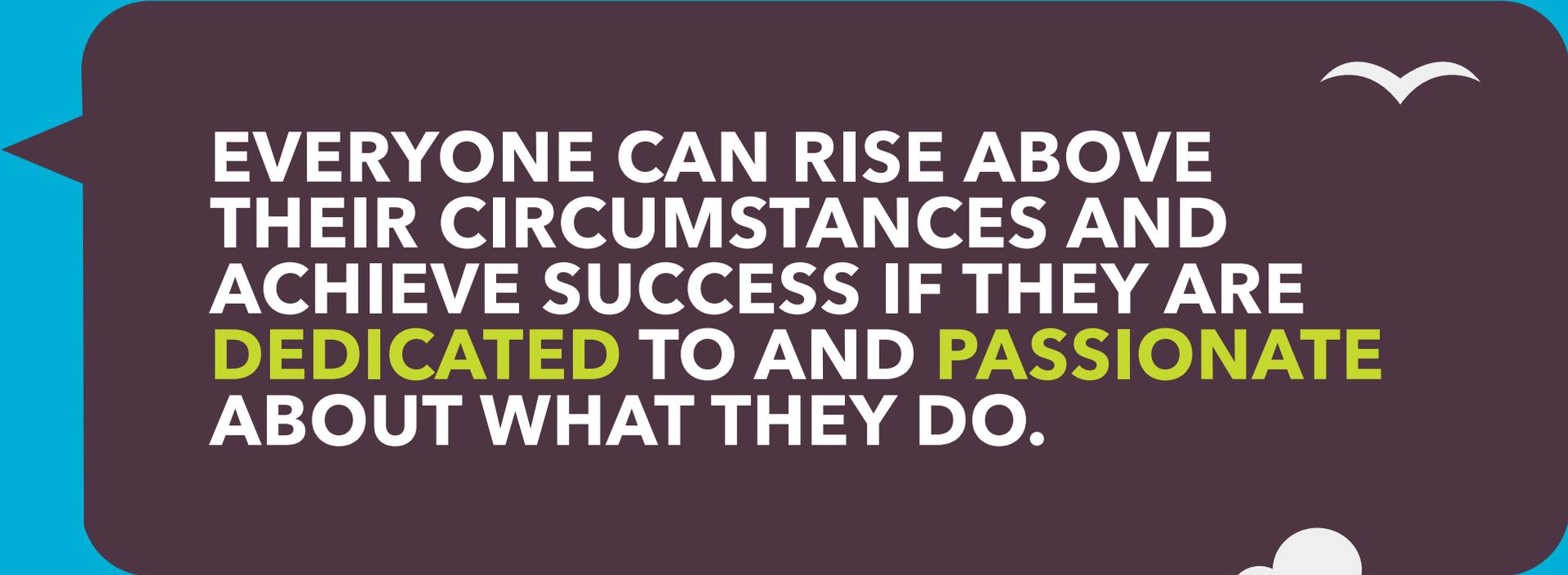
COLLEGES	CONTACT DETAILS	WEBSITE
College of Cape Town	086 010 3682	www.cct.edu.za
False Bay College	021 003 0600	www.falsebaycollege.co.za
Northlink College	086 006 5465	www.northlinkcollege.co.za
West Coast College	022 482 1143	www.westcoastcollege.co.za

PARTNERSHIP WITH SETA

The City is a proud partner of SETA, a vocational skills organisation in South Africa that offers funding, learnerships, internships, unit-based skills programmes and apprenticeships. For more information about SETA's bursaries and skill development programmes, contact:

PLEASE NOTE: YOU DO NOT HAVE TO STUDY IN THE WESTERN CAPE TO BE EMPLOYED BY THE CITY.

SETA DIVISION	CONTACT DETAILS	CONTACT PERSON	E-MAIL
Local Government Sector Education and Training Authority (LGSETA)	021 686 7081	Aneeka Jacobs	www.lgseta.co.za
Energy and Water Sector Education and Training Authority (EWSETA)	021 701 0582	Renecia Wilson	www.ewseta.co.za
Chemical Industries Education and Training Authority (CHIETA)	021 551 1113/4	Faith Nenembu	www.chieta.org.za
Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)	021 946 4022	Fikile Machimana	www.etdp.org.za



EVERYONE CAN RISE ABOVE
THEIR CIRCUMSTANCES AND
ACHIEVE SUCCESS IF THEY ARE
DEDICATED TO AND **PASSIONATE**
ABOUT WHAT THEY DO.



LIST OF ABBREVIATIONS

ALEO

auxiliary law enforcement officer

BA

Bachelor of Arts

BArch

Bachelor of Architecture

BBibI

Baccalaureus Bibliothecologiae
(Bachelor of Library Science)

BCM

business continuity management

BInf

Bachelor of Information Science

BCom

Bachelor of Commerce

BCur

Bachelor of Nursing

BEng

Bachelor of Engineering

BI

business intelligence

BLIS

Bachelor of Library and
Information Services

BPharm

Bachelor of Pharmacy

BPR

business process re-engineering

BProc

Baccalaureus Procurationis
(Bachelor of Administration [law])

BSc

Bachelor of Science

BSocSci

Bachelor of Social Science

BTech

Bachelor of Technology

BVSc

Bachelor of Veterinary Science

BW

business warehouse

CA

chartered accountant

CAD

computer-aided drawings

CAMA

computer-aided market analysis

CCTV

closed circuit television

CFL

compact fluorescent lamp

CHIETA

Chemical Industries Education
and Training Authority

CIA

certified internal auditor

CISA

certified information
systems auditor

CRU

camera response unit

CV

curriculum vitae

DHCP

domain host control protocol

DNS

domain name services

DP

distribution board

EAM

Enterprise Asset Management

EAP

employee
assistance programmes

ECD

Early Childhood Development

ECSA

Engineering Council of
South Africa

EG&D

Energy Generation and
Distribution

EGS

Economic Growth Strategy

EMT

Executive Management Team

EPWP

Expanded Public
Works Programme

ERP

enterprise resource planning

ETDP SETA

Education, Training and Development Practices Sector Education and Training Authority

EWSETA

Energy and Water Sector Education and Training Authority

FICA

Financial Intelligence Centre Act

FMMS

Facility Management and Maintenance Services

GAMAP

Generally Accepted Municipal Accounting Principles

GCC

Government Certificate of Competency

GIS

Geographical Information Systems

GRAP

Generally Recognised Accounting Practices

HANA

high-performance analytic appliance

HIV/Aids

human immunodeficiency virus, acquired immunodeficiency syndrome

HOTTS

Home Ownership Transfers, Tenancy Management and Staff Housing

HPCSA

Health Professions Council of South Africa

HR

human resources

HVAC

heating, ventilation and air-conditioning

ICT

information and communication technology

ID

identity document

IDP

Integrated Development Plan

IMCI

Integrated Management of Childhood Illness

IRT

integrated rapid transit

IT

information technology

ITO

Institute for Traffic Officers

LAN

local area network

LED

light-emitting diode

LEO

law enforcement officer

LGSETA

Local Government Sector Education and Training Authority

LIMS

laboratory information management system

LIS

Library and Information Services

LLB

Legum Baccalaureus (Bachelor of Law/s)

LLEO

learner law enforcement officer

MArch

Master of Architecture

Mayco

Mayoral Committee

MBChB

Medicinae Baccalaureus, Baccalaureus Chirurgiae (Bachelor of Medicine, Bachelor of Surgery)

MEng

Master of Engineering

MFMA

Municipal Finance Management Act

MIS

management information systems

MMC

Master of Mass Communication

MSc

Master of Science

MTech

Master of Technology degree

MTREF

Medium Term Revenue Expenditure Framework

N3 National Certificate, level 3	PECC Public Emergency Communication Centre	SANC South African Nursing Council	SMME small, medium and micro-sized enterprises
NCV4 National Certificate (vocational), level 4	PhD Doctor of Philosophy (doctoral degree)	SAPA South African Payroll Association	SPO Senior Professional Officer
NQF National Qualifications Framework	PO Professional Officer	SAPS South African Police Services	SRA sample receiving area
OHP occupational health practitioner	PRDP professional driving permit	SCADA supervisory control and data acquisition	SWM spatial working memory
OHS occupational health and safety	Pr Eng professional engineer	SCM supply chain management	TB tuberculosis
OMP occupational medicine practitioner	RPL Recognition of Prior Learning	SDECD Social Development and Early Childhood Development	TETRA telecommunications radio
OPM Organisational Performance Management	RTU remote terminal unit	SDS Social Development Strategy	TOGAF The Open Group Architecture Framework
OPP Organisational Policy and Planning	RTMC Road Traffic Management Corporation	SEM Sustainable Energy Markets	TRU tactical response unit
PABX private automatic branch exchange	QMS quality management system	SETA Sector Education and Training Authority	T-VET Technical and Vocational Education and Training
PBX private branch exchange	SABS South African Bureau of Standards	SFA strategic focus area	WAN wide area network
	SANAS South African National Accreditation System	SHEQ safety, health, environment and quality	WCWDM Water Conservation Water Demand Management



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

For more details about the vacancies currently available at the City of Cape Town, visit our website at

www.capetown.gov.za