



## INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level positions in this job forum. Appointment in these positions will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then *Job Forums*.

**PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE  
AND CLICKING THE *E-RECRUITMENT LINK*  
(LOCATED UNDER BOTH THE *E-SERVICES* AND THE *CAREERS LINK*)**

**Closing date: 13 February 2025**  
**(Online applications close at midnight.)**

General enquiries: LJ Moleli (012 358 4346)  
Recruitment Centre  
Upper Ground Level, Middestad Building  
252 Thabo Sehume Street  
Pretoria CBD

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to [erecruithelp@tshwane.gov.za](mailto:erecruithelp@tshwane.gov.za).  
Do not submit your application here – it will not be accepted.

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, they may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

**GROUP HEAD: GROUP LEGAL AND SECRETARIAT SERVICES  
DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES**

**Reference number: LESE085-2025**

**Location:** To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

**Job level:** T22

**Scale:** R1 252 068,00 – R1 738 992,00 per annum

**Estimated remuneration package:** R1 784 387,88 – R2 404 136,63 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

**This position seeks to attract:**

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

**Appointment requirements**

- An LLB and admission to the High Court of South Africa as an Attorney or Advocate
- A postgraduate degree will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience in a legal environment, of which at least five years must be at senior management level
- Experience in local government law will be an added advantage
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations)**

**Core professional competencies:** Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

**Functional competencies:** Business processes; use of technology; data processing and analysis

**Public service orientation competencies:** Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

**Personal competencies:** Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

**Management or leadership competencies:** Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

**Primary function:** To exercise control over the legal and secretariat function with the aim of maintaining an impartial, accountable, transparent and efficient legal and secretariat service, subject to legislated context responsibilities, national standards and the directives of the Governance and Support Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Contract management
- Litigation management and claims
- Municipal courts
- Legal counsel
- Secretariat services
- Institutional compliance and monitoring
- Management and administrative support

**Enquiries:** Christo Geldenhuys (012 358 8446)

**DEPUTY CHIEF OF POLICE: SPECIALISED POLICING  
DEPARTMENT: TSHWANE METRO POLICE**

**Reference number: COSA155-2025**

**Location:** Tshwane Metro Police Department Head Office, Pretoria West

**Job level:** T21

**Scale:** R1 168 236,00 – R1 622 532,00 per annum

**Estimated remuneration package:** R1 667 573,00 – R2 245 807,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

**This position seeks to attract:**

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

**Appointment requirements**

- A bachelor's degree or BTech in Policing or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official in a semi-military environment, with in-depth knowledge in the field of operational policing as well as leading competencies
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all short-listed candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 to 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge and experience of performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

**Additional requirements**

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
- Successful candidates for appointment will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act 38 of 2005) or the National Sex Offenders Register (Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.
- A candidate is expected to disclose if they are a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or the Protection from Harassment Act, 2011 (Act 17 of 2011) and may be disqualified from appointment to the post.
- The appointment of the successful candidate will be conditional and the successful candidate will be required to undergo security vetting to the level of top secret and obtain a security clearance of top secret within six months after appointment (if not already in possession of such a valid security clearance).
- All successful candidates will be subjected to an assessment process in compliance with City of Tshwane directives and standards, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):**

**Core professional competencies:** Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

**Functional competencies:** Business processes; use of technology; data processing and analysis

**Public service orientation competencies:** Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

**Personal competencies:** Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

**Management or leadership competencies:** Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

**Primary functions:** To exercise control over the specialised policing service function with the aim to maintain an impartial, accountable, transparent and efficient specialised policing service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Tactical policing operations
- Road policing
- By-law policing
- Crime prevention
- Protection services

**Enquiries:** Nadia Cilliers (012 358 8878)

**DIVISIONAL HEAD: REGIONAL TECHNICAL OPERATIONS COORDINATION  
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

**Reference number: SDTM1182-2025**

**Location:** To be stationed at Middestad Building, but functioning in the whole municipal area of the City of Tshwane

**Job level:** T21

**Scale:** R1 168 236,00 – R1 622 532,00 per annum

**Estimated remuneration package:** R1 667 573,00 – R2 245 807,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

**This position seeks to attract:**

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

**Appointment requirements**

- A relevant bachelor's degree in Engineering, Town Planning, Quantity Surveying, Building and/or Construction Management, or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a local government environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage, **but the incumbent must comply within the prescribed 18-month period**
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):**

**Core professional competencies:** Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

**Functional competencies:** Business processes; use of technology; data processing and analysis

**Public service orientation competencies:** Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

**Personal competencies:** Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

**Management or leadership competencies:** Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

**Primary function:** To exercise control over the regional technical operations function with the aim to maintain an impartial, accountable, transparent and efficient regional technical operations in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Regional Operations and Coordination. The incumbent will be responsible and accountable for the following key performance areas:

- Energy and electricity technical services
- Road and storm water infrastructure maintenance management
- Roads and storm water asset management

**Enquiries:** Lerato Malatsi (012 358 1568)

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