



INTERNAL/EXTERNAL JOB FORUM

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 also 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.

The City of Tshwane seeks to fill the positions as indicated in this job forum.

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 on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (*not to be confused with e-Tshwane*)
(e-Recruitment is also located under both the *E-services* and the *Careers* links)

Closing date: 15 April 2025
(Online applications will 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 erecruit@tshwane.gov.za.
Do not submit your application here – it will not be accepted.

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support (Finance Support Services)

Location: Pretoria Central

Reference number **HSDE319-2025**

Position **FINANCE SUPPORT OFFICER**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T12

Scale R427 608,00 – R593 904,00 per annum

Estimated remuneration package
R576 199,00 – R787 863,00 per annum

Job purpose To render a financial support service to the Health Department

Appointment requirements
An appropriate three-year tertiary career-related qualification (degree or national diploma) in Accounting, Financial Management or any other study field related to the position
At least three years' relevant working experience in a financial support environment, of which at least one year should be at supervisory level
A valid Code B driving licence
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)
Computer literacy
Knowledge of SAP S/4 HANA system and SAP Budget Planning and Consolidation (BPC) system will be an added advantage

Personal attributes and/or competencies
Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to work under pressure and independently

Primary functions
Conduct monthly vendor reconciliations
Monitor document flow of finance functions and workflows
Manage tender processes
Conduct budget monitoring and reporting

SAP S70003014

New/natural attrition Natural attrition

Enquiries CR Freeman (012 358 4462) or M Botha (012 358 4485)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management – Clinic Operations

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE320-2025										
Position	COMMUNITY HEALTH NURSE (8 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T12										
Scale	R427 608,00 – R593 904,00 per annum										
Estimated remuneration package	R576 199,00 – R787 863,00 per annum										
Job purpose	To render a primary healthcare service at primary healthcare mobile clinics and facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community										
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science Diploma in Primary Healthcare will be an added advantage Registration as a Nurse with the South African Nursing Council and possession of a current South African Nursing Council receipt At least three years' relevant working experience in primary healthcare Supervisory experience will be an added advantage Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to pay attention to detail; ability to work under pressure; ability to work independently; computer literacy										
Primary functions	<p>Render basic functional primary healthcare services within the statutory scope of practice parameters Render operational logistical services to ensure effective service delivery Render a client record service Render a health-related information service</p>										

SAP	S70023091; S70027757; S70026543; S70023128; S70023129; S70023110; S70020441; S70020443
New/natural attrition	Natural attrition
Enquiries	Nadine Roberts (012 358 8644), Steve Pilusa (012 385 0422) or Maria Khobo (012 358 1582)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Health Services
Section: Pharmaceutical Services
Location: All regions

Reference number **HSDE321-2025**

Position **AREA PHARMACIST (2 POSTS)**

To be advertised	Internal	External
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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

Job level T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To render a comprehensive professional pharmaceutical service in the medicine store and to City of Tshwane clinics

Appointment requirements

A Bachelor of Pharmacy degree
Registration with the South African Pharmacy Council as a Pharmacist
At least six years' experience as a practising pharmacist (after completion of pharmacist community service) of which at least three years should be at supervisory level
A valid Code B driving licence with own vehicle
Computer literacy
Knowledge of the Rxsolution computer program and National Core Standards for Health Establishments will be an advantage
Willingness and ability to work shifts and to work beyond normal office hours as and when required
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.

Personal attributes and/or competencies

Integrity; emotional intelligence; patience; ability to work under pressure; flexibility; innovative thinking skills; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to communicate with colleagues and superiors; interpersonal skills; good eyesight; physical fitness; ability to work for long hours on the computer; self-driven; motivated

Primary functions

Ensure that systems comply with legal requirements and policies as well as good pharmacy practices
Work with health information systems

Ensure the availability of current reports as required by pharmaceutical and primary healthcare management
Represent the Pharmaceutical Services Section in external committees and meetings
Render a procurement, storage, distribution and stock control service
Render a professional pharmaceutical service
Render a human resources supervisory and development service
Provide training on pharmacy issues
Render an administrative service
Ensure the availability of safe and effective medicine
Ensure the safe, optimal and correct use of medicine
Execute pharmaceutical financial management and control
Conduct regular audits
Implement national statutory regulations and internal policies and procedures

SAP S70003197; S70003169

New/natural attrition Natural attrition

Enquiries Lecia Ramphele (012 358 1919)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Operations Support
Section: Health Information and Skills Development
Location: Pretoria Central

Reference number **HSDE322-2025**

Position **FUNCTIONAL HEAD: HEALTH SKILLS DEVELOPMENT:
EXPERIENTIAL**

To be advertised **Internal** **External**

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**

Job level T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To ensure the rendering of a training programme to all staff in the Health Department

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science or an equivalent qualification majoring in Education
A postgraduate qualification in Public Health will be an advantage
A diploma in Clinical Nursing Science Health Assessment Treatment and Care
A Facilitation Skills, Assessor and Moderator Master trainer in APC/PC 101/RTQII
IMCI supervisory course will be an advantage
Registration as a Professional Nurse with the South African Nursing Council
At least six years' experience with three years' teaching experience
A valid Code B driving licence
Computer literacy
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)
Willingness and ability to work shifts
Willingness and ability to work beyond normal office hours as and when required
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.

Personal attributes and/or competencies Strategic thinking skills; analytical thinking skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills

Primary functions Manage the learner management system
Compile a career management process, policy and procedure

Manage and assure the quality of all training interventions and coordinate external training
Manage and implement continuous professional development interventions for health professionals in the Health Department
Manage, compile and implement a workplace skills plan
Implement learnership and internship programmes in the Health Department
Manage the budget and all resources related to the function
Compile monthly, quarterly and annual reports

SAP S70003441

New/natural attrition Natural attrition

Enquiries Nonhlanhla Pitsoane (012 358 2752)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management – Clinic Operations

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE323-2025				
Position	STAFF NURSE (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R242 640,00 – R337 008,00 per annum				
Estimated remuneration package	R340 769,00 – R460 882,00 per annum				
Job purpose	To render primary healthcare services at primary healthcare facilities and in local communities outside of institutional settings to promote, preserve and improve the health of the community				
Appointment requirements	<p>At least a two-year Staff Nursing certificate Registration with the South African Nursing Council At least six months' relevant working experience in rendering primary healthcare services at primary healthcare facilities Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Healthcare background; effective communication skills; good interpersonal skills; innovative thinking skills; dedication; self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; being responsible; integrity; patience; decisiveness; ability to go the extra mile; ability to be a team player; computer literacy				
Primary function	Render basic nursing care in primary healthcare services				
SAP	S70023054; S70020429				
New/natural attrition	Natural attrition				
Enquiries	Nadine Roberts (012 358 8644), Steve Pilusa (012 385 0422) or Maria Khobo (012 358 1582)				

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Operations Support
Section: Health Information and Skills Development
Location: Sammy Marks Building

Reference number	HSDE324-2025										
Position	FUNCTIONAL HEAD: HEALTH SKILLS DEVELOPMENT: CPD										
To be advertised	<table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 50%; text-align: center;">Internal</td> <td style="width: 50%; text-align: center;">External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	T15										
Scale	R600 744,00 – R834 372,00 per annum										
Estimated remuneration package	R796 569,00 – R1 093 934,00 per annum										
Job purpose	To ensure the rendering of a training programme to all staff in the Health Department										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Environmental Health or any other study filed related to the position</p> <p>Facilitation skills, assessor and moderator training qualification</p> <p>Management or supervisor course</p> <p>Proof of registration with the Health Professions Council of South Africa</p> <p>At least six years' relevant working experience in the field of skills development within the health sector, of which at least three years should be at supervisor or coordinator level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Strategic thinking skills; analytical thinking skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills										
Primary function	<p>Manage the learner management system</p> <p>Compile a career management process, policy and procedure</p> <p>Manage and assure the quality of all training interventions and coordinate external training</p>										

Manage and implement continuous professional development interventions for health professionals in the Health Department
Manage, compile and implement a workplace skills plan
Implement learnership and internship programmes in the Health Department
Manage the budget and all resources related to the functions
Compile monthly, quarterly and annual reports

SAP S70003434

New/natural attrition Natural attrition

Enquiries Nonhlanhla Pitsoane (012 358 2752)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: Operations Support

Section: Health Information and Skills Development – Health Information Management

Location: Sammy Marks Building

Reference number **HSDE325-2025**

Position **FUNCTIONAL HEAD: INFORMATION AND KNOWLEDGE MANAGEMENT (PRIMARY HEALTHCARE)**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To render a mandatory comprehensive primary healthcare medical surveillance programme in line with national health indicators datasets to monitor and evaluate the Tshwane district communicable and non-communicable disease burden in line with the District Health Management Information System Policy, 2011, standard operating procedures and health programmes, policies and guidelines

Appointment requirements An appropriate three-year tertiary qualification (degree or national diploma) in Nursing Science or any other study field related to the position
 A postgraduate qualification in Public Health will be an advantage
 At least six years’ relevant working experience in primary healthcare and health programmes, policies and guidelines for communicable and non-communicable diseases (HAST, EPI, IMCI, BANC Plus, etc)
 Experience in District Health Information System and TB and ART Tier.net system
 Supervisory experience will be an added advantage
 A valid Code B driving licence
 Computer literacy
 Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant’s own cost)
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.

Personal attributes and/or competencies Strategic thinking skills; analytical thinking skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills

Primary function	<p>Provide management information for the performance measuring of all health management indicators and use information to better services</p> <p>Collect, collate and interpret routine health programme data that include primary healthcare, in line with national health programme policies and guidelines</p> <p>Design, provide and maintain systems for workflow and data flow</p> <p>Report to and advise management on corrective measures, red flags and best practices</p> <p>Validate data on the District Health Information System prior to submission and sign off to district level</p> <p>Provide health facility support visits and health data audit support</p> <p>Communicate management and performance feedback to stakeholders</p> <p>Plan and budget for information systems supporting hardware and District Health Information System, Tier.Net software and internal operational needs of section</p> <p>Participate in e-health project for the development of a departmental integrated electronic solution</p>
SAP	S70003415
New/natural attrition	Natural attrition
Enquiries	Zachariah Molefi (012 358 8831)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Operations Support
Section: Multisectoral AIDS Response Management
Location: Sammy Marks Building

Reference number	HSDE326-6025				
Position	FUNCTIONAL HEAD: MONITORING AND EVALUATION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R600 744,00 – R834 372,00 per annum				
Estimated remuneration package	R796 569,00 – R1 093 934,00 per annum				
Job purpose	To coordinate and support the planning, implementation, monitoring and evaluation of the Multisectoral District Implementation Plan for HIV, TB and STIs as well as managing institutional arrangements for multisectoral HIV, TB and STI response in the City of Tshwane				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Monitoring and Evaluation, Health Sciences, Social Sciences, Behavioural Sciences, Development Studies, Public Administration or Management, Economics or any other study field related to the position</p> <p>A postgraduate qualification in Monitoring and Evaluation, Health Sciences, Social Sciences, Development Studies, Behavioural Sciences, Public Administration or Management, Economics or any other study field related to the position will be an advantage</p> <p>At least six years' relevant working experience in implementing social development programmes and/or HIV, TB and STI planning, monitoring and evaluation systems</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Advance knowledge of Microsoft Office software packages</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Strategic thinking skills; analytical thinking skills; integrity; decision-making skills; emotional intelligence; ability to pay attention to detail; diligence, patience; innovative thinking skills; negotiating skills; report writing skills; ability to deliver presentations; leadership skills; project management skills; monitoring, evaluation and reporting skills; communication skills; planning and organising skills; financial management				

skills; interpersonal skills, conflict management skills; data, information and knowledge management skills; data analytics skills; interpretation and presentation skills; being deadline orientated; time management skills; being results orientated; being customer orientated; ability to be a proactive team player; stakeholder coordination skills; risk management skills, monitoring and evaluation training and systems thinking skills

Primary function	<p>Coordinate and support the development and implementation of a monitoring and evaluation framework for multisectoral HIV, TB and STI response</p> <p>Render support for the planning, implementation, monitoring and evaluation of the City's Multisectoral District Implementation Sectoral Plans for HIV, TB and STIs</p> <p>Work with the District AIDS Council, stakeholders and other implementing partners to ensure that activities related to HIV, TB and STI programmes and projects are carried out and monitored at all levels across the City according to agreed upon work plans</p> <p>Collect, consolidate, analyse and report on multisectoral HIV, TB and STI response programme data to the District AIDS Council and other stakeholders</p> <p>Build capacity of the District AIDS Council and other stakeholders in planning, implementation, monitoring and evaluation methodologies, and analysis and use of data</p> <p>Coordinate and support the development and implementation of data management systems to enable effective tracking of key monitoring and evaluation activities undertaken</p> <p>Provide technical support and assistance to the District AIDS Council in developing a multisectoral research agenda</p> <p>Coordinate the development of a district stakeholder database contributing to the HIV, TB and STI response that is continuously updated</p> <p>Coordinate and support institutional arrangements and supporting community resources and systems for multisectoral HIV, TB and STI response programme implementation</p> <p>Perform other duties as required</p>
SAP	S70094671
New/natural attrition	New
Enquiries	Oniah Tsheole-Nkosi (012 358 8653)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Operations Support
Section: Programme Management
Location: Sammy Marks Building

Reference number	HSDE327-2025				
Position	FUNCTIONAL HEAD: RESEARCH, STRATEGY AND POLICY DEVELOPMENT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R600 744,00 – R834 372,00 per annum				
Estimated remuneration package	R796 569,00 – R1 093 934,00 per annum				
Job purpose	To plan, lead and direct research initiatives in the City of Tshwane, focusing on conducting and facilitating research and policy analysis to inform decision-making and drive strategic outcomes				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Health and Social Science or any other study field related to the position</p> <p>A postgraduate qualification in Public Health or Health Policy, certification or training in research methodologies, data analysis, policy development and project management will be an advantage</p> <p>At least six years' relevant working experience in managing and leading research teams, including coordinating cross-functional research projects</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Strategic thinking skills; analytical thinking skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills				
Primary function	Conduct research by planning, designing, collecting and analysing data Write proposals and follow internal protocols				

Identify trends and gaps in health policy research through literature reviews
Conduct project management by developing and implementing research plans and ensuring data accuracy
Analyse, review and recommend changes to health policies
Communicate and engage with stakeholders
Prepare reports and policy briefs
Document projects
Develop and maintain accessible knowledge products
Oversee the research application process
Manage and organise research data and documents (repository)

SAP S70011072

New/natural attrition New

Enquiries Justice Rathupetsane (012 358 4864)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Programmes
Location: Sammy Marks Building

Reference number	HSDE328-2025				
Position	FUNCTIONAL HEAD: TUBERCULOSIS CONTROL PROGRAMME				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R600 744,00 – R834 372,00 per annum				
Estimated remuneration package	R796 569,00 – R1 093 934,00 per annum				
Job purpose	To coordinate uniform, efficient and effective tuberculosis (TB) control services in Tshwane in line with health programmes, policies and guidelines				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Nursing Science or any other study field related to the position</p> <p>Proof of registration as a Registered Nurse with the South African Nursing Council</p> <p>At least six years' relevant working experience in a primary healthcare setting advising healthcare workers on detailed TB programmes, of which at least one year should be direct clinical experience of TB</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence and own transport</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Detailed knowledge of health policies and systems; ability to advise healthcare workers on details of programmes; specialist knowledge of TB services in a primary healthcare setting; strategic thinking skills; analytical thinking skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills; computer literacy				
Primary function	<p>Monitor, oversee and coordinate the implementation of the National Tuberculosis Control Programme in City of Tshwane facilities</p> <p>Manage logistical, personnel and administrative functions in the functional unit</p>				

Represent the Primary Healthcare Programmes Section at relevant committees, meetings and workshops
Evaluate and supervise the outcome of TB and TB/HIV collaboration services
Manage day-to-day activities

SAP S70003134

New/natural attrition Natural attrition

Enquiries Lovey Pule (012 358 6425)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support

Location: Sammy Marks Building

Reference number	HSDE329-2025										
Position	FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT SERVICES										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T15										
Scale	R600 744,00 – R834 372,00 per annum										
Estimated remuneration package	R796 569,00 – R1 093 934,00 per annum										
Job purpose	To provide administrative support and logistics services to enhance the performance of service delivery of the Health Department										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Administrative Management, Financial Accounting or Management, Human Resources Management, Logistics Management or Project Management</p> <p>At least six years' relevant working experience in management support services with at least three years' supervisory experience</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p>										
Personal attributes and/or competencies	Negotiating skills; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; integrity; patience; decisiveness; ability to pay attention to detail; innovative thinking skills; flexibility; willingness to accept responsibility; ability to meet strict deadlines										
Primary functions	<p>Provide registry and archive services</p> <p>Conduct document flow operations</p> <p>Provide administrative support</p> <p>Provide auxiliary and logistics support</p> <p>Provide asset and inventory services</p> <p>Ensure messenger and kitchen support</p> <p>Ensure office occupancy, building repair and maintenance</p> <p>Provide fleet management and insurance management support</p> <p>Provide meetings and events support</p> <p>Execute a daily office administration support function</p>										
SAP	S70003022										

New/natural attrition Natural attrition

Enquiries Hester Prinsloo (012 358 8613)

disease control, vector control, disposal of the dead, environmental pollution control and chemical safety

Conduct operational management, financial management, logistics management, administrative management, personnel management, communication, coordination and continuous professional development

SAP S70027813

New/natural attrition Natural attrition

Enquiries Jerry Motsamai (012 358 8609)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Operations Support
Section: Programme Management
Location: Sammy Marks Building

Reference number **HSDE331-2025**

Position **FUNCTIONAL HEAD: PROJECT IMPLEMENTATION**

To be advertised **Internal** **External**

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**

Job level T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To coordinate construction project planning and implementation, including related management and administrative tasks inherent to projects

Appointment requirements An appropriate three-year tertiary qualification (degree or national diploma) in Built Environment, Engineering, Construction Project Management, Construction or Development Management or any study field related to the position
At least six years' relevant working experience in a construction project management environment
A valid Code B driving licence
Computer literacy
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)

Personal attributes and/or competencies Leadership skills; construction project management skills; good interpersonal skills; ability to work under pressure; ability to handle difficult clients; good verbal and written communication skills; analytical thinking skills; organisational skills

Primary functions Coordinate project planning work for renovation, upgrades and new construction projects for the department
Assist in developing specifications for construction, repair and upgrade projects as assigned for planning purposes
Assist with analysis, defining the project scope, writing specifications and budgeting for assigned capital projects
Review plans, specifications and construction cost estimates
Participate in the bidding process for the appointment of service providers
Prepare a plan, budget and schedule of all activities required for the execution of the project
Monitor project activities (costs, time, materials, schedules, budgets, change orders, etc) to ensure that City objectives are achieved within the budget and time frames, and in compliance with established requirements

Conduct periodic site inspections to ensure contractual compliance with established contract specifications, construction plans and applicable regulatory standards
Manage consultant contracts to ensure adherence to scope and resolution of design conflicts
Review and prepare records, reports and filing on project operations and activities
Interact and consult with all role players continuously
Perform any other related duties as assigned to ensure the efficient and effective functioning of the work unit

SAP S70003737

New/natural attrition New

Enquiries Justice Rathupetsane (012 358 4864)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH
Division: Health Services
Section: Municipal Health Services
Location: All regions

Reference number **HSDE332-2025**

Position **ADMINISTRATIVE OFFICER (3 POSTS)**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T7

Scale R242 640,00 – R337 008,00 per annum

Estimated remuneration package R340 769,00 – R460 882,00 per annum

Job purpose To render a general administrative, operational, logistical, financial and personal support service to ensure the effective functioning of the Municipal Health Services Section

Appointment requirements Grade 12
At least six months' relevant working experience in administrative support services
Experience in a health-related environment will be an added advantage
Computer literacy
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)
Willingness and ability to work shifts
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.

Personal attributes and/or competencies Administrative officer background; sound knowledge of administrative work; effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure

Primary function Manage all incoming post
Order printing material
Assist subregions with matters relating to surveys and auditing where requested
Arrange venues for meetings
Send out invitations for meetings
Organise catering for meetings where required
Forward correspondence to internal departments or external organisations
Make photocopies where applicable and distribute to relevant people
Handle and organise letters, documents etc and distribute to relevant people

SAP S70030689; S70026577; S70028661

New/natural attrition New

Enquiries SJ Motsamai (012 358 8609)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management – Clinic Operations

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE333-2025				
Position	ADMINISTRATIVE OFFICER (6 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R242 640,00 – R337 008,00 per annum				
Estimated remuneration package	R340 769,00 – R460 882,00 per annum				
Job purpose	To render administrative support services in primary healthcare to ensure effective service delivery and record services				
Appointment requirements	<p>Grade 12 At least six months' relevant working experience in the health sector Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Administrative officer background; sound knowledge of administrative work; effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure; computer literacy				
Primary function	Render an administrative service Ensure an effective and efficient logistical support service, secretariat service and financial management support service				
SAP	S70023075; S70028564; S70023138; S70030689; S70023101; S70023122				
New/natural attrition	Natural attrition				
Enquiries	Nadine Roberts (012 358 8644), Steve Pilusa (012 385 0422) or Maria Khobo (012 358 1582)				

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support – Registration

Location: Sammy Marks Building

Reference number	HSDE334-2025				
Position	ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R242 640,00 – R337 008,00 per annum				
Estimated remuneration package	R340 769,00 – R460 882,00 per annum				
Job purpose	To render an administrative, reproduction, archive and registration service to the Health Department				
Appointment requirements	Grade 12 At least six months' relevant working experience in administrative support services Computer literacy Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)				
Personal attributes and/or competencies	Administrative officer background; sound knowledge of administrative work; effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure				
Primary function	Provide postal, reproduction and archive services Render an administrative service Compile control sheets Render document management and distribution services Manage the department's notice boards				
SAP	S70003030				
New/natural attrition	Natural attrition				
Enquiries	Hester Prinsloo (012 358 8613)				

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