



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: 16 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: Health Services

Section: Primary Healthcare Management – Clinic Operations

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE335-2025				
Position	AUXILIARY NURSE				
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	T6				
Scale	R216 648,00 – R300 900,00 per annum				
Estimated remuneration package	R307 686,00 – R414 924,00 per annum				
Job purpose	To render basic nursing care in primary healthcare services				
Appointment requirements	<p>Grade 12 An Auxiliary Nurse certificate or equivalent qualification At least one year’s relevant experience in primary healthcare Registration with the South African Nursing Council 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	Effective communication skills; good interpersonal skills; innovative thinking skills; dedicated; self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; responsibility; integrity; patience; decisiveness; ability to go the extra mile; ability to work as part of a team; ability to multitask				
Primary function	Render basic nursing care services in primary healthcare facilities Render operational logistical services to ensure effective service delivery Render a patient record service Render a health-related information service				
SAP	S70023039				
New/natural attrition	Natural attrition				
Enquiries	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: Primary Healthcare Management – Clinic Operations

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE336-2025				
Position	GENERAL WORKER (4 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	T1				
Scale	R152 304,00 – R178 008,00 per annum				
Estimated remuneration package	R225 789,00 – R258 505,00 per annum				
Job purpose	To render a cleaning and support service to primary healthcare facilities and related structures				
Appointment requirements	Ability to perform duties Basic literacy Related general worker experience in the health sector will be an added advantage Physical fitness and health Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost) Must be willing 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	Good interpersonal relationship skills; ability to accept and embrace change; intelligence; innovative thinking skills; integrity; flexibility; decisiveness; willingness to accept responsibility; adaptability; good organisational skills; accountability; being self-empowered; good communication skills				
Primary functions	Render a cleaning service Render a general safety and security service Perform general <i>ad hoc</i> tasks as requested by supervisor				
SAP	S70026529; S70023026; S70023070; S70023088				
New/natural attrition	Natural attrition				
Enquiries	S Pilusa (012 358 0422)				

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	HSDE337-2025				
Position	GENERAL WORKER (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	T1				
Scale	R152 304,00 – R178 008,00 per annum				
Estimated remuneration package	R225 789,00 – R258 505,00 per annum				
Job purpose	To assist with collection, delivery and maintenance services to the Health Department				
Appointment requirements	<p>Ability to perform duties Basic literacy Related general worker experience in the health sector will be an added advantage Physical fitness and health 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.</p>				
Personal attributes and/or competencies	Good interpersonal relationship skills; ability to accept and embrace change; intelligence; innovative thinking skills; integrity; flexibility; decisiveness; willingness to accept responsibility; adaptability; good organisational skills; accountability; being self-empowered; good communication skills				
Primary functions	Assist with the collection and delivery of various goods to the clinics and to clean official motor vehicles in the Health Department				
SAP	S70003051; S70003049				
New/natural attrition	Natural attrition				
Enquiries	Hester Prinsloo (012 358 8613)				

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	HSDE338-2025				
Position	COMPUTER 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 a data capturing, information dissemination and report production service				
Appointment requirements	Grade 12 At least six months' relevant working experience in an administrative or data capturing service environment Computer literacy Knowledge of Rxsolution computer program will be an advantage Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)				
Personal attributes and/or competencies	Administrative 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	Render a data capturing service for the procurement of medicine Render a data capturing service to report on stock availability in the City of Tshwane Render a clinic dispensary requisition processing service Render information dissemination and reporting services Render an administrative service Render a printing service for orders				
SAP	S70003165				
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: N/A

Section: Management and Administrative Support

Location: Sammy Marks Building

Reference number	HSDE339-2025										
Position	HANDYMAN										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>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	T7										
Scale	R242 640,00 – R337 008,00 per annum										
Estimated remuneration package	R340 769,00 – R460 882,00 per annum										
Job purpose	To repair and maintain all Health Department buildings										
Appointment requirements	<p>Grade 12 At least one year's relevant experience in building maintenance Experience of maintenance in health facilities will be an added advantage A valid Code C1 driving licence with a valid PrDP Physical fitness and health 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.</p>										
Personal attributes and/or competencies	Leadership skills; technical knowledge; communication skills; integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; positive attitude										
Primary functions	<p>Make basic repairs Perform simple installations Replace light fixtures Troubleshoot problems</p>										
SAP	S70073221										
New/natural attrition	New										
Enquiries	Hester Prinsloo (012 358 8613)										

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	HSDE340-2025				
Position	TRAINING COORDINATION OFFICER (HEALTH)				
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	T12				
Scale	R427 608,00 – R593 904,00 per annum				
Estimated remuneration package	R576 199,00 – R787 863,00 per annum				
Job purpose	To coordinate and render a personnel training service to ensure that all personnel stay skilled to be able to render an optimal primary healthcare service and to accompany students to all health services to assist them in attaining their learning objectives				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Health Studies or any other study field related to the position</p> <p>Diploma in Primary Care</p> <p>Registered as Nurse Educator at South African Nursing Council</p> <p>At least three years' relevant working experience in a primary healthcare environment</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>				
Personal attributes and/or competencies	Effective communication skills; good interpersonal skills; ability to work under pressure; conflict management skills; facilitation skills				
Primary functions	<p>Coordinate and present skill development programmes</p> <p>Coordinate and supervise practical training of students from tertiary institutions</p> <p>Coordinate information sessions to professional personnel</p> <p>Orientate new professional personnel</p> <p>Facilitate career management programmes</p> <p>Coordinate and update authorisation of nurses</p> <p>Provide minimal administrative, regulative and operational logistics</p> <p>Provide an advisory service</p>				

SAP	S70003436
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: Sammy Marks Building

Reference number **HSDE341-2025**

Position **DIRECTOR: PRIMARY HEALTHCARE MANAGEMENT**

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 T18

Scale R844 008,00 – R1 172 220,00 per annum

Estimated remuneration package R1 245 291,00 – R1 663 044,00 per annum

Job purpose To manage the rendering of a personal primary healthcare service in Tshwane and to optimise the quality of healthcare service delivery by engaging in effective and efficient management and primary healthcare service delivery principles

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science
A diploma in Community Health Nursing and Nursing Management will be an added advantage
Registration with the South African Nursing Council
At least nine years' applicable experience in the primary healthcare sector with at least four years at managerial level
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
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 Effective communication skills; good interpersonal skills; analytical thinking ability; decision-making skills; having a track record of successful deliverables in the health environment; ability to motivate people to follow initiatives; networking skills; ability to draw operational and strategic business plans; project management experience; decisiveness; knowledge of governance legislation; experience in transformational and change management; financial and human resources management skills; crisis and stress management skills

Primary functions Manage primary healthcare services, including operational management, financial management, human resources management, administration and logistical

management, personal development, communication and information management, and liaison with stakeholders
Optimise the delivery of primary healthcare services through the strategic management of the section
Oversee the execution of all generic management functions
Ensure effective and efficient primary healthcare service delivery
Ensure service output and performance

SAP S70003152

New/natural attrition Natural attrition

Enquiries Pearl Sekgoela (012 358 2191)

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: Pretoria Central

Reference number **HSDE342-2025**

Position **DIRECTOR: MULTISECTORAL AIDS RESPONSE MANAGEMENT**

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 T18

Scale R844 008,00 – R1 172 220,00 per annum

Estimated remuneration package R1 245 291,00 – R1 663 044,00 per annum

Job purpose To manage the development and implementation of multisectoral HIV, TB and STIs and drug and substance abuse response programmes, as well as the development and implementation of a comprehensive integrated community-based health programme for Tshwane

Appointment requirements A three-year career-related tertiary qualification (national diploma or degree) in Health Sciences, Social Sciences, Development Studies, Public Administration or any other study field related to the position
Management training and/or qualification will be an added advantage
At least nine years' applicable experience in the field of multisectoral response to HIV, TB and STIs and drug and substance abuse and/or comprehensive integrated community-based health programmes, with at least four years at managerial level
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 Knowledge of the applicable laws, regulations, policies and strategies; strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills; organisational, coordination, leadership and control skills; innovation skills; knowledge and information management skills; being results orientated; interpersonal skills; strategic thinking and analysis skills; strategic management skills; risk management skills; strategic decision-making skills; planning skills; performance monitoring and evaluation skills; analytical thinking skills; conflict management skills; systems integration skills; communication skills; report writing skills; presentation skills; being customer orientated

Primary functions	<p>Manage the development, implementation, monitoring and evaluation of the multisectoral HIV, TB and STIs and drug and substance response programmes</p> <p>Manage the development of institutional capacity to respond to HIV, TB and STIs and drug and substance abuse within Tshwane</p> <p>Manage support, coordination and provision of secretarial services for the Local AIDS Council and the Local Drug Action Committee</p> <p>Manage research (obtaining and analysing information and knowledge on the local landscape of HIV, TB and STIs and drug and substance abuse and the implications for service delivery and governance) to inform programme planning and implementation for a multisectoral response</p> <p>Manage the strengthening of community systems to enable adequate responses to HIV, TB and STIs and drug and substance abuse</p> <p>Manage the development and strengthening of partnerships to enhance the multisectoral response to HIV, TB and STIs, drug and substance abuse and related social and structural drivers</p> <p>Streamline community services to enhance the multisectoral response to HIV, TB and STIs and drug and substance abuse</p> <p>Manage the development, implementation and strengthening of a comprehensive integrated community-based health programme</p>
SAP	S70003700
New/natural attrition	Natural attrition
Enquiries	Livhuwani Nemuthenga (012 358 3959)

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	HSDE343-2025				
Position	DIRECTOR: HEALTH INFORMATION AND SKILLS 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	T18				
Scale	R844 008,00 – R1 172 220,00 per annum				
Estimated remuneration package	R1 245 291,00 – R1 663 044,00 per annum				
Job purpose	To manage health data, the information management system and skills development for the Health Department				
Appointment requirements	<p>A three-year career-related tertiary qualification (national diploma or degree) in Health Sciences, Information Management, Information Technology, Development Studies, Public Administration or any other study field related to the position</p> <p>At least nine years' applicable experience in health, information management, skills development or information management systems, with at least four years at managerial 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>				
Personal attributes and/or competencies	Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills; organisational, coordination, leadership and control skills; innovation skills; knowledge and information management skills; being results orientated; interpersonal skills; strategic thinking and analysis skills; strategic management skills; risk management skills; strategic decision-making skills; planning skills; performance monitoring and evaluation skills; analytical thinking skills; conflict management skills; systems integration skills; communication skills; report writing skills; presentation skills; being customer orientated				
Primary functions	<p>Manage the implementation and maintenance of the National District Health Information System</p> <p>Manage the development and implementation of a data and information management system for the Health Department</p>				

Manage the collection, processing, safekeeping and analysis of data for the Health Department
Manage the compilation and implementation of the Workplace Skills Plan for the Health Department
Manage the continuous professional development of health professionals in line with statutory councils and national and provincial guidelines and policies
Manage the placement and mentoring of experiential learners and work-integrated learning candidates
Manage the continuous training of all staff in the Health Department
Manage the development and strengthening of partnerships to enhance data, information management and skills development
Manage the coordination and implementation of change management for the Health Department
Manage the coordination and implementation of culture change management for the Health Department

SAP S70003409

New/natural attrition Natural attrition

Enquiries Livhuwani Nemuthenga (012 358 3959)

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: City of Tshwane

Reference number **HSDE344-2025**

Position **DEPUTY DIRECTOR: MUNICIPAL HEALTH SERVICE PROGRAMMES**

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 T17

Scale R753 588,00 – R1 046 616,00 per annum

Estimated remuneration package R1 129 003,00 – R1 501 973,00 per annum

Job purpose To reduce detrimental environmental health factors in Tshwane through the rendering of a municipal health services programme service in the Municipal Health Services Section, including the strategic management of technical support, special services, compliance and law enforcement management services, and state-owned premises and special operations services

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Environmental Health or Public Health
Registration as Environmental Health Officer at the Health Professions Council of South Africa
At least eight years' working experience within environmental health, of which four years should be at management level
A valid 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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills: negotiation and conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Conduct strategic management of the municipal health services technical support service
Conduct strategic management of the compliance and law enforcement management service
Conduct strategic management of special municipal health services
Conduct strategic management of a state-owned premises and special operations service

Conduct personnel management
Conduct logistical management
Execute quality assurance
Conduct administrative management
Conduct financial management
Perform general duties

SAP S70003059

**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: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	HSDE345-2025										
Position	DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>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	T17										
Scale	R753 588,00 – R1 046 616,00 per annum										
Estimated remuneration package	R1 129 003,00 – R1 501 973,00 per annum										
Job purpose	To provide strategic and administrative support to the management of the Health Department										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Management Science or in a study field related to the position</p> <p>At least eight years' working experience within a management administration support environment, of which four years should be at management level</p> <p>A valid 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	Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills: negotiation and conflict-handling skills; planning and organising skills; good verbal and written communication skills										
Primary functions	<p>Ensure optimal performance of employees at sectional and departmental level using individual performance management and service delivery and business implementation plan instruments and systems</p> <p>Provide strategic support to senior management</p> <p>Manage strategic forum systems in the department, including but not limited to occupational health and safety, departmental employment equity forum, department management labour forum, disciplinary and grievances, risk, etc</p>										
SAP	S70003006										
New/natural attrition	Natural attrition										
Enquiries	Sydney Makulubane (012 358 4734)										

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Special Programmes: Food Security and Drug and Substance Abuse
Location: Pretoria Central

Reference number **HSDE346-2025**

Position **DEPUTY DIRECTOR: DRUG AND SUBSTANCE ABUSE**

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 T17

Scale R753 588,00 – R1 046 616,00 per annum

Estimated remuneration package R1 129 003,00 – R1 501 973,00 per annum

Job purpose To develop and implement a comprehensive drug and substance abuse response programme in line with the requirements of the Prevention of and Treatment for Substance Abuse Act, 2008 (Act 70 of 2008), National Drug Master Plan, Health Sector Drug Master Plan, National Strategic Plan for HIV, TB and STIs and the Gauteng Provincial Multisectoral Implementation Plan for HIV, TB and STIs

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Health Sciences, Social Sciences, Development Studies, Public Administration or any other study field related to the position
At least eight years' working experience within the field of multisectoral response to drug and substance abuse and related social and structural drivers, of which four years should be at management level
A valid 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 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, 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 functions

- Manage the development and implementation of programmes aimed at reducing the prevalence of (need for) drug and substance abuse and the development of drug dependence
- Manage the development and implementation of demand reduction initiatives through the prevention and treatment of substance use and abuse
- Manage the development and implementation of a substance use disorder treatment programme to reduce the harms of drug use in communities
- Promote governance, leadership and accountability for an effective response to drug and substance abuse and related social and structural drivers
- Strengthen data collection, monitoring, evaluation and research evidence to achieve goals
- Develop and implement a Tshwane Substance Abuse Response Service Delivery Plan (Tshwane Drug Master Plan)
- Develop institutional capacity to respond to drug and substance abuse and related social and structural drivers within Tshwane
- Provide secretarial services for the Local Drug Action Committee
- Support and coordinate the Local Drug Action Committee
- Plan for, mobilise resources and implement, monitor and evaluate the drug and substance abuse response programme
- Strengthen community systems and community services to enable adequate response to drug and substance abuse and related social and structural drivers
- Develop and strengthen partnerships to enhance the multisectoral response to substance abuse and related social and structural drivers
- Contribute to the development and implementation of an effective referral system

SAP S70073114

New/natural attrition Natural attrition

Enquiries Livhuwani Nemuthenga (012 358 3959)

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: Pretoria Central

Reference number HSDE347-2025

Position **DEPUTY DIRECTOR: QUALITY ASSURANCE, MONITORING AND COMPLIANCE**

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 T17

Scale R753 588,00 – R1 046 616,00 per annum

Estimated remuneration package R1 129 003,00 – R1 501 973,00 per annum

Job purpose To ensure effective primary healthcare service delivery through quality management and planning, policy and programme development and the implementation, monitoring and evaluation of recommendations

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Health Sciences or any other study field related to the position
A qualification in Quality Management will be an added advantage
Proof of registration with relevant professional body
At least eight years' working experience within primary healthcare, of which four years should be directly related to quality assurance management
A valid driving licence with own transport
Computer literacy
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)
Must be willing to work shifts

Personal attributes and/or competencies Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation and conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Execute generic management functions
Execute generic financial functions
Oversee and manage compliance and monitoring
Develop quality assurance plans and quality improvement plans
Achieve primary healthcare operational objectives
Keep abreast of current health trends

SAP S70003108

**New/natural
attrition**

Natural attrition

Enquiries

Melanie Langeveldt (012 358 8698)

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 **HSDE348-2025**

Position **DRIVER**

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 T6

Scale R216 648,00 – R300 900,00 per annum

Estimated remuneration package
R307 686,00 – R414 924,00 per annum

Job purpose To render a transport, collection and delivery service to the Health Department

Appointment requirements
Grade 10
At least six months' relevant driving experience in the health sector
A valid Code C1 driving licence with a valid PrDP
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
Being healthy; integrity; patience; willingness to accept responsibility; ability to carry heavy items; ability to meet strict deadlines; ability to tolerate extensive travelling; ability to handle exposure to physical strain

Primary functions
Prepare vehicle by conducting operator maintenance
Plan route and requirements by studying schedule or *ad hoc* requests by the office
Deliver a transport service
Conduct maintenance of vehicles
Perform collection and delivery services
Perform any other tasks as assigned

SAP S70003038

New/natural attrition Natural attrition

Enquiries Hester Prinsloo (012 358 8613)

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: City of Tshwane

Reference number **HSDE349-2025**

Position **SECRETARY**

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 T9

Scale R304 368,00 – R422 736,00 per annum

Estimated remuneration package
R419 338,00 – R569 998,00 per annum

Job purpose To render effective and efficient secretarial, clerical and other administrative tasks in support of the Director: Municipal Health Services

Appointment requirements
Grade 12 plus a secretarial qualification or training
At least one year's relevant experience
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
Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Perform secretarial, clerical and other administrative tasks in support of the director
Respond to telephonic and electronic enquiries and forward such to the appropriate person
Greet and receive clients and visitors
File and process mail
Screen requests for meetings or appointments and help to organise meetings
Execute diverse official secretarial duties

SAP S70003057
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: Health Services

Section: Office of the Divisional Head: Health Services

Location: City of Tshwane

Reference number	HSDE350-2025										
Position	SENIOR SECRETARY										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>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	T10										
Scale	R340 884,00 – R473 460,00 per annum										
Estimated remuneration package	R465 816,00 – R634 560,00 per annum										
Job purpose	To provide effective secretarial support to the Divisional Head: Health Services										
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least two years' relevant secretarial experience</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	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills										
Primary functions	<p>Render a secretarial and administrative support service function to the Divisional Head: Health Services</p> <p>Render telephone and reception services</p> <p>Provide a typing and computer operating service</p> <p>Management the divisional head's diary</p> <p>Provide an operational logistics service</p> <p>Prepare meetings and take minutes</p> <p>File documents on the shared drive or online system</p>										
SAP	S70003055										
New/natural attrition	Natural attrition										
Enquiries	Pearl Sekgoela (012 358 2191)										

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 **HSDE351-2025**

Position **ENVIRONMENTAL HEALTH PRACTITIONER (5 POSTS)**

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 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 an environmental health service in local communities and to internal and external clients in order to prevent the compromise of those factors or aspects of human health, including quality of life, that are determined by physical, chemical, biological, social and psycho-social factors in the environment

Appointment requirements

A relevant three-year tertiary qualification (degree or national diploma) in Environmental Health or Public Health
Registration as Environmental Health Officer at the Health Professions Council of South Africa
At least two years' relevant working experience in environmental health and/or municipal health services
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 Environmental health background; effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined; ability to perform work under pressure

Primary functions Coordinate, investigate, inspect, monitor, evaluate, report and ensure compliance with procedures related to the environment
Distribute information, educate people and advise on practices that affect the environment negatively

Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in Tshwane

SAP S70028650; S70030687; S70020459; S70022050; S70026574

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: Multisectoral AIDS Response Management
Location: Sammy Marks Building

Reference number	HSDE352-2025				
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 a general administrative, operational, logistical, financial and personnel support service to ensure the effective functioning of the Multisectoral HIV, TB and STI Response Programme				
Appointment requirements	Grade 12 At least six months' relevant working experience in the health or multisectoral AIDS response sector 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	Discharge administrative support to the Multisectoral AIDS Response Management Unit Receive, record and supply HIV, TB and STIs materials for and to the Multisectoral AIDS Response Management Unit Communicate and liaise with internal and external stakeholders Conduct records management Provide operational and logistical support to the unit Update the inventory of the Multisectoral AIDS Response Management Unit				
SAP	S70044093				
New/natural attrition	Natural attrition				
Enquiries	Oniah Tsheole-Nkosi (012 358 8603)				

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: Pretoria Central

Reference number **HSDE353-2025**

Position **SUPPORT SERVICE OFFICER**

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 T12

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

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

Job purpose To perform construction project planning, implementation and related tasks inherent to projects

Appointment requirements
An appropriate three-year career-related tertiary qualification (degree or national diploma) in Built Environment, Engineering, Construction Project Management, Construction Management or any other study field related to the position
At least three years' relevant working experience in construction projects support environment
Valid Code B driving license
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; 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
Support construction project planning and implementation for renovation, upgrade and new construction projects for the department
Monitor the progress of work performed by professional service providers and contractors
Assist with analysis, defining project scope, writing specifications and budgeting for assigned capital projects
Set up and hold meetings with consultants and/or contractors
Review plans, specifications and construction cost estimates prepared by outside consultants, including reviews with various City departments, where appropriate or necessary

Assist in the bidding process, which includes tracking the advertising of bids, evaluation and adjudication, including recommendations for award and issuing notices of award to consultants and contractors
Facilitate the contracting process for the appointment of service providers
Assist with the development of a schedule for the construction project as a whole and in relation to specific job tasks
Ensure contractor compliance with established schedules accordingly
Conduct periodic site inspections to ensure contractual compliance with established contract specifications, construction plans and applicable regulatory standards
Monitor and review construction activities, including additional activities such as variation orders and payment estimates within the scope of authority
Monitor consultant and/or contractor contracts to ensure adherence to scope and resolution of design conflicts
Review and prepare records and reports on project operations and activities
Perform any other related tasks as required

SAP

S70003432

**New/natural
attrition**

Natural attrition

Enquiries

Justice Rathupetsane (012 358 4864)

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