



## 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 in this job forum on a permanent basis.

**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: 22 April 2025**  
**(Online applications close at midnight.)**

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

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to [erecruithelp@tshwane.gov.za](mailto:erecruithelp@tshwane.gov.za).

Do not submit your application here – it will not be accepted.

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**

**Division: Training and Innovation**

**Section: Police Training Academy**

**Location: Region 3**

**Reference number**      **COSA156-2025**

**Position**                      **BRIGADIER: POLICE TRAINING (ACADEMY)**

**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 oversee, coordinate and manage various types of training as it relates to the strategic priorities of the Tshwane Metro Police Department in addition to that of the City of Tshwane

**Appointment requirements**              A three-year career-related tertiary qualification (degree or diploma) in Policing or in a study field related to the position  
 Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) as amended  
 Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)  
 Registration with the Safety and Security Sector Education and Training Authority (SASSETA) will be an added advantage  
 At least nine years' applicable experience as a senior official in a metro police environment, of which four years should be at managerial level  
 A valid Code B driving licence  
 No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)  
 The applicant's name should also not appear on the register for sexual offenders  
 Must be willing to undergo a vetting process as determined by the Tshwane Metro Police Department  
 Must pass a medical and mental examination as per occupational health procedures  
 Must be prepared to take the Oath of Office of the Tshwane Metro Police Department

<b>Personal attributes and/or competencies</b>	Strategic thinking skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency
<b>Primary functions</b>	Oversee, manage and coordinate all internal training activities of the Tshwane Metro Police Department Oversee the coordination of training programmes presented by external service providers Oversee the coordination of training programmes presented to external clients Apply sound financial management principles to promote financial stability Provide strategic and innovative direction to develop and enhance training within the Tshwane Metro Police Department Oversee the day-to-day activities of the Tshwane Metro Police Department Academy Ensure compliance with all relevant legislation, standards and organisational directives
<b>SAP</b>	S70096184
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**

**Division: Generic**

**Section: Generic**

**Location: All Tshwane regions**

**Reference number**      **COSA157-2025**

**Position**                      **MAJOR (PREVIOUS - SUPERINTENDENT) (40 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 provide effective shift management and supervision to ensure the appropriate execution of law enforcement duties, operations and interventions in order to sustain efficient policing services in the City of Tshwane metropolitan area

**Appointment requirements**

A three-year career-related tertiary qualification (degree or diploma) in Policing or any other study field related to the position  
Registration as a Traffic Officer in terms of the National Road Act, 1996 (Act 93 of 1996)  
Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)  
At least five years’ relevant working experience in an operational environment, of which at least two years should be at supervisory level  
Must possess a valid Code B or EB driving licence  
No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant’s own cost)  
The applicant’s name should also not appear on the register for sexual offenders  
Must pass a medical and mental examination as per occupational health procedures (must be declared fit for operational duty)  
Must pass a physical assessment as determined by departmental requirements  
Must be prepared to take the Oath of Office of the Tshwane Metro Police Department  
**Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management**

<b>Personal attributes and/or competencies</b>	Good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency; physical and mental fitness; physical capability to operate under operational requirements and external conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness
<b>Primary functions</b>	Manage organisational and administrative functions Supervise and manage shifts and/or assigned sections Plan and administer law enforcement actions Plan and administer crime prevention interventions Plan and administer by-law enforcement actions Oversee the attendance of vehicle accidents Plan and administer escorting duties Supervise the processing of complaints from the community Supervise personnel Ensure policy compliance Perform <i>ad hoc</i> duties when requested
<b>SAP</b>	S70011818; S70011819; S70011820; S70011821; S70012199; S70012203; S70012204; S70012208; S70014309; S70013917; S70013918; S70013919; S70013920; S70014098; S70014099; S70014100; S70014101; S70012623; S70013623; S70013451; S70013448; S70013043; S70013044; S70015518; S70015548; S70015513; S70014571; S70015427; S70015452; S70015151; S70015347; S70014645; S70014833; S70014644; S70013454; S70013455; S70096189; S70096190; S70014543; S70014480
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**

**Division: Support and Administration**

**Section: Administration Bureau**

**Location: All Tshwane regions**

**Reference number**      **COSA158-2025**

**Position**                      **DIRECTOR: ADMINISTRATION BUREAU**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	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 oversee the activities within the Administration Bureau Section

**Appointment requirements**

A three-year career-related tertiary qualification (degree or diploma) in a study field related to the position

At least nine years' applicable experience in an administrative and support services environment, of which four years should be at managerial level

A valid Code B driving licence

Computer literacy

No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)

The applicant's name should also not appear on the register for sexual offenders

Must be willing to undergo a vetting process as determined by the Tshwane Metro Police Department

**Personal attributes and/or competencies**                      Strategic thinking skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency

**Primary functions**

Execute generic management functions

Execute generic financial functions

Ensure the analysis and reconciliation of revenue collected

Ensure the effective delivery of transgression services

Ensure the effective delivery of tracing services  
Ensure the effective delivery of front and back office administration

**SAP**

S70096246

**New/natural  
attrition**

Natural attrition

**Enquiries**

Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**

**Division: Support and Administration**

**Section: Policing Logistics Support**

**Location: All Tshwane regions**

**Reference number**      **COSA159-2025**

**Position**                      **DIRECTOR: POLICING LOGISTICS SUPPORT**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	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 and oversee the execution of a building infrastructure management service, marking, distributing and allocating assets, the maintenance of the departmental asset register, the management of all registered departmental insurance claims, an information communication technology service, depot management and a fleet management service in an efficient and economical manner, enabling the Tshwane Metro Police Department to execute its operational responsibilities

**Appointment requirements**      A three-year career-related tertiary qualification (degree or diploma) in a study field related to the position  
 At least nine years' applicable experience in asset management and logistic support services, of which four years should be at managerial level  
 A valid Code B driving licence  
 Computer literacy  
 No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)  
 The applicant's name should also not appear on the register for sexual offenders  
 Must be willing to undergo a vetting process as determined by the Tshwane Metro Police Department

**Personal attributes and/or competencies**      Strategic thinking skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency



<b>Primary functions</b>	Execute generic management functions Execute generic financial functions Identify and define immediate, short- and long-term objectives Oversee effectively policing logistical support operations
<b>SAP</b>	S70015616
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**  
**Division: Support and Administration**  
**Section: Management and Administrative Support**  
**Location: Tshwane Metro Police Department Headquarters (Region 3)**

<b>Reference number</b>	<b>COSA160-2025</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: ADMINISTRATION AND AUXILIARY SUPPORT</b>										
<b>To be advertised</b>	<table border="0" style="width: 100%; background-color: #f2f2f2;"> <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										
<b>This position seeks to attract</b>	<table border="0" style="width: 100%; background-color: #f2f2f2;"> <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							
<b>Job level</b>	T17										
<b>Scale</b>	R753 588,00 – R1 046 616,00 per annum										
<b>Estimated remuneration package</b>	R1 129 003,00 – R1 501 973,00 per annum										
<b>Job purpose</b>	To ensure and manage administrative and auxiliary support services to the Tshwane Metro Police Department										
<b>Appointment requirements</b>	<p>A three-year career-related tertiary qualification (degree or diploma) in a study field related to the position</p> <p>At least eight years' applicable experience in an administration and support services environment, of which four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>The applicant's name should also not appear on the register for sexual offenders</p> <p>Must be willing to undergo a vetting process as determined by the Tshwane Metro Police Department</p>										
<b>Personal attributes and/or competencies</b>	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 skills; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										

<b>Primary functions</b>	Execute generic management functions Execute generic financial functions Ensure and manage administrative and auxiliary support services
<b>SAP</b>	S70096186
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

**DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT**

**Division: Generic**

**Section: Generic**

**Location: All regions**

**Re-advertisement**

**Reference number**      **COSA168-2025**

**Position**                      **BRIGADIER (6 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**                      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 and oversee all activities, operations and interventions related to crime prevention, road policing and by-law enforcement, as well as information management, diverse and support services in order to ensure the delivery of effective and efficient policing services in the metropolitan police regions

**Appointment requirements**              A three-year career-related tertiary qualification (degree or diploma) in Policing or in a study field related to the position  
 Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) as amended  
 Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)  
 At least nine years' applicable experience as a senior official in a metro police environment, of which four years should be at managerial level  
 A Code B driving licence  
 No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)  
 The applicant's name should also not appear on the register for sexual offenders  
 Must be willing to undergo a vetting process as determined by the Tshwane Metro Police Department  
 Must pass a medical and mental examination as per occupational health procedures (must be declared fit for operation duty)  
 Must be prepared to take the Oath of Office of the Tshwane Metro Police Department

**Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management**

<b>Personal attributes and/or competencies</b>	Strategic thinking skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency
<b>Primary functions</b>	Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the Tshwane Metro Police Department and approve and control project-related expenditure against budget allocations Identify and define immediate, short- and long-term objectives by keeping abreast of trends, theories and practices underlying the rendering of services Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans Monitor the progress of specific key performance indicators and measures Ensure that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented Analyse and align requirements with operating capacity and capability Oversee the management of crime prevention, road policing and by-law policing functions
<b>SAP</b>	S70011810; S70012419; S70013327; S70013617; S70013731; S70012739
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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