



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: 23 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.

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: Support and Administration
Section: Administration Bureau
Location: Tshwane Metro Police Department Headquarters (Region 3)

Reference number **COSA161-2025**

Position **FUNCTIONAL HEAD: TRANSGRESSION MANAGEMENT
(REGIONAL) (2 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 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 manage all activities related to transgression management in the Administrative Bureau Section

Appointment requirements

A three-year career-related tertiary qualification (degree or diploma) in a study field related to the position
At least six years' applicable experience in an administration and support environment, of which three years should be at supervisory 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 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; physical and mental fitness; integrity; decisiveness

Primary functions	Execute generic managerial functions Manage transgression management data capturing activities Manage the transgression management cashier service
SAP	S70014923; S70014926
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: Management and Administrative Support
Location: Tshwane Metro Police Department Headquarters (Region 3)

Reference number	COSA162-2025										
Position	FUNCTIONAL HEAD: FINANCE SUPPORT (2 POSTS)										
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	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 a financial administrative support service in an effective, efficient and economical manner										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or diploma) in Accounting of Financial Management or any other study field related to the position</p> <p>At least six years' applicable experience in a financial environment, of which three years should be at supervisory 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>										
Personal attributes and/or competencies	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; physical and mental fitness; integrity; decisiveness										
Primary functions	<p>Execute generic personnel management functions</p> <p>Manage a financial support function</p> <p>Provide a financial advisory service</p>										

SAP S70016000; S70016001

**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: Management and Administrative Support
Location: Tshwane Metro Police Department Headquarters (Region 3)

Reference number **COSA163-2025**

Position **MANAGEMENT SUPPORT OFFICER (2 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 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 execute a departmental strategic managerial support service function on an operational matrix basis

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position
At least six years' applicable experience in an administrative and support environment, of which three years should be at supervisory 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 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; physical and mental fitness; integrity; decisiveness

Primary functions Assist in the execution of a departmental managerial support service
Facilitate the development, review and updating of the legislated five-year departmental Integrated Development Plan

Facilitate and coordinate the development of business plans
Be responsible for business plan information and coordination operations
Be responsible for Service Delivery and Budget Implementation Plan technical guidance operations
Be responsible for the risk register and gap analysis of the Tshwane Metro Police Department
Be responsible for departmental performance review and monitoring management
Be responsible for annual departmental performance reporting management

SAP

S70015563; S70015564

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: Generic

Section: Generic

Location: All regions

Reference number **COSA164-2025**

Position **SENIOR ADMINISTRATIVE OFFICER (20 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 T11

Scale R381 804,00 – R530 268,00 per annum

Estimated remuneration package R517 899,00 – R706 866,00 per annum

Job purpose To monitor and manage administrative support services

Appointment requirements

Grade 12
At least two years' relevant experience in an administrative environment
Supervisory experience will be an added advantage
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
Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management

Personal attributes and/or competencies 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; decisiveness

Primary functions

- Ensure effective personnel management
- Ensure effective and efficient financial management
- Provide efficient administration management
- Ensure proper supervision of staff

SAP S70015566; S70016023; S70016007; S70016012; S70016015; S70015622;
S70015631; S70015632; S70015665; S70014931; S70014936; S70014940;
S70014942; S70014943; S70015065; S70011793; S70011794; S70014886;
S70015087; S70015504

**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: Training and Innovation

Section: N/A

Location: Region 3

Reference number	COSA167-2025										
Position	SENIOR SECRETARY										
To be advertised	Internal										
This position seeks to attract	<table border="0"> <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
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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 render an executive secretarial and administrative support service to the office of the Deputy Chief: Training and Innovation										
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training in office management</p> <p>At least two years' relevant secretarial experience</p> <p>Computer literacy (Word, Excel and PowerPoint)</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>										
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>Provide a reception and secretarial service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer-operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse administrative and secretarial duties</p> <p>Organise diaries</p> <p>Ensure meeting arrangements</p> <p>Render general office management services</p>										

SAP S70011631

**New/natural
attrition** Natural attrition

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

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