



INTERNAL/EXTERNAL JOB FORUM

ERRATUM – COMMITTEE SECRETARY POSTS (page 3)

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, 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: 20 August 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 to this email address – it will not be accepted.

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Litigation Management

Location: Pretoria Central (Tshwane House)

Re-advertisement

Reference number **LESE086-2025**

Position **ASSESSOR**

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 T11

Scale R400 944,00 – R556 836,00 per annum

Estimated remuneration package R543 294,00 – R741 715,00 per annum

Job purpose To render an assessor and general office administration support service to legal advisors to enable them to finalise claims and litigation for and against the City of Tshwane

Appointment requirements Grade 12 with Mathematics as subject
Any career-related qualification relevant to the assessment of damages will be an added advantage
At least three years' relevant working experience in the assessment of vehicle damage, building damage, road services damage, water damage and electricity damage
A valid driving licence
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good written and verbal communication skills; flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions

Primary function Evaluate damages
Render a support service to legal advisors
Render general office administration services

SAP S70017186

New/natural attrition Natural attrition

Enquiries J Malobola (012 358 7392) or C Geldenhuys (012 358 8446)

SAP S70000396; S70000399

**New/natural
attrition** Natural attrition

Enquiries N Manake (012 358 6385), F Alexander (012 358 6069) or C Geldenhuys
(012 358 8446)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	LESE088-2025										
Position	FINANCE SUPPORT OFFICER										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female Indian male</td> <td>African male White female</td> <td>Coloured female White male</td> <td>Coloured male Person with disability</td> <td>Indian female All categories</td> </tr> </table>	Internal	External				African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
This position seeks to attract											
Job level	T12										
Scale	R449 040,00 – R623 664,00 per annum										
Estimated remuneration package	R604 511,00 – R826 774,00 per annum										
Job purpose	To render financial support services to Group Legal and Secretariat Services										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Accounting, Financial Management or any other study field related to the position</p> <p>At least three years' relevant working experience in a financial support environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)</p> <p>Computer literacy</p> <p>Knowledge of the SAP S/4 HANA system and SAP Budget Planning and Consolidation (BPC) system will be an added advantage</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
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	<p>Render supervision and management</p> <p>Conduct budget compilation and control</p> <p>Provide creditor and debtor services</p> <p>Render auxiliary management</p> <p>Provide capital project services</p> <p>Provide administrative services</p>										
SAP	S70017378										
New/natural attrition	Natural attrition										
Enquiries	S Mabena (012 358 3656) or C Geldenhuis (012 358 8446)										

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Legal Counsel

Location: Pretoria Central

Reference number **LESE089-2025**

Position **LEGAL ADMINISTRATIVE OFFICER**

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 – T12

Scale

T11: R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package

T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To provide corporate litigation support

Appointment requirements

T11: Grade 12 and studying towards a career-related tertiary qualification
T12: An appropriate three-year career-related tertiary qualification (degree or national diploma) in Law or any other study field related to the position
A postgraduate qualification in Law will be an advantage
At least two years' relevant working experience in an administrative, constitutional, local government and civil procedure law environment
A valid Code B driving licence
Computer literacy and being conversant in Microsoft Word, Excel, Project and PowerPoint
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies

Advanced linguistic proficiency; negotiating skills; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills

Primary functions

Provide professional litigation support to the City
Evaluate court processes, motion applications and summons against and for the City and decide whether the matter is to be opposed, defended or initiated
Evaluate the facts and advise if it is in the interest of the City to sue or not
Manage allocated litigated matters in the office by advising on the appointment of attorneys and attending consultations and court on behalf of the City
Attend to the execution of court orders and follow up on the payment of all fees and costs incurred
Attend to the collection of cost orders, if applicable
Ensure that departments are informed of cases against them and advise on proactive measures to limit avoidable litigation

Ensure that legal documents and other contractual documents are effectively drafted, reviewed, interpreted and vetted

SAP

S70017220

New/natural attrition

Natural attrition

Enquiries

J Malobola (012 358 7392) or C Geldenhuys (012 358 8446)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: N/A

Section: Office of the Group Head

Location: Tshwane House

Reference number	LESE090-2025																		
Position	EXECUTIVE SECRETARY TO THE GROUP HEAD: GROUP LEGAL AND SECRETARIAT SERVICES																		
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> <td></td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> <td></td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
Internal	External																		
African female	African male	Coloured female	Coloured male	Indian female															
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This position seeks to attract																			
Job level	T11																		
Scale	R400 944,00 – R556 836,00 per annum																		
Estimated remuneration package	R543 294,00 – R741 715,00 per annum																		
Job purpose	To render an executive secretarial and administrative support service to the Group Head: Group Legal and Secretariat Services																		
Appointment requirements	Grade 12 plus a secretarial qualification or training At least two years' relevant secretarial experience Computer literacy																		
Personal attributes and/or competencies	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities accordingly</p> <p>Use of technology: Ability to use technology in the workplace to optimise the functioning of the City</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p> <p>Resilience: Ability to respond constructively to pressure and stressful situations and to persist with goals despite obstacles and setbacks</p>																		
Primary functions	<p>Provide a reception 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 official secretarial duties</p>																		
SAP	S70017123																		
New/natural attrition	Natural attrition																		
Enquiries	S Mabena (012 358 3656) or C Geldenhuys (012 358 8446)																		

Render opinions and comments on contracts and legislative interpretation, where necessary

SAP S70017167

New/natural attrition Natural attrition

Enquiries E Kgatla (012 358 2382) or C Geldenhuys (012 358 8446)

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