



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, 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: 2 October 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 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: COMMUNICATION, MARKETING AND EVENTS

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central (Tshwane House)

Reference number	CMED065-2025										
Position	FINANCE SUPPORT OFFICER										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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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	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 a financial support service to the Communication, Marketing and Events Department										
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 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> <p>Computer literacy</p> <p>Knowledge of SAP S/4 HANA system and SAP Budget Planning and Consolidation (BPC) system will be an added advantage</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>Conduct operational procurement administration above R30 000</p> <p>Process fund transfers and budget requests with motivations</p> <p>Request and obtain inputs for the operational procurement plan</p> <p>Conduct operational contract and tender management</p> <p>Facilitate the process of submitting approved specifications to the Supply Chain Management Division</p> <p>Monitor processes related to quotations above R30 000 and tenders</p> <p>Request Group Legal and Secretariat Services to compile service-level agreements with external service providers on operational tenders</p>										

Provide general administrative and support services
Conduct logistics services and machinery management
Manage the administration of all photocopiers and fax machines of the department
Handle petty cash requests and payments for the department
Compile and process journals
Draw all relevant operational financial reports
Draft operational financial reports and memorandums
Execute filing for record-keeping purposes
Follow up on outstanding issues
Attend all relevant meetings and workshops
Take minutes
Handle all relevant enquiries
Assist with financial audit queries

SAP S70001936

New/natural attrition New

Enquiries Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Language Services

Location: Pretoria Central (Tshwane House)

Reference number CMED066-2025

Position LANGUAGE PRACTITIONER (isiNdebele/English)

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 R449 040,00 – R623 664,00 per annum

Estimated remuneration package R604 511,00 – R826 774,00 per annum

Job purpose To provide a functional translation and editing service for all departments (internal clients) and residents (external clients) of the City of Tshwane in order to give them full and equal access to information and municipal services

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) majoring in isiNdebele
Relevant working experience in translating and editing documents will be an added advantage
Computer literacy is essential
Passing an in-house language competency test
Membership of a professional language association, such as the South African Translators' Institute or South African Language Practitioners' Council, will be an added advantage
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 Excellent eye for detail; ability to work under pressure; ability to meet deadlines; good organising skills; ability to cope with stress; good writing skills; analytical thinking skills; general passion for languages

Primary functions Translate municipal documents from English into isiNdebele and vice versa
Edit at micro (language) and macro (meaning) levels according to the standards of isiNdebele orthography rules and standards to produce reader-friendly documents that provide clear access to information and facilitate communication (includes copy, substantive and comparative editing)

Proofread municipal documents in isiNdebele according to standard proofreading practices to provide error-free documents that enhance the image of the City of Tshwane

Develop terminology in isiNdebele in liaison with internal and external language practitioners

Advise clients (colleagues and officials of the City of Tshwane) by answering their language queries on the basis of own experience and grammar, spelling and in-house style rules to help them produce quality documents

Carry out administrative tasks that include updating the internal language register by recording completed work and saving final versions of documents on the internal server

SAP

S70001990

New/natural attrition

Natural attrition

Enquiries

Moses Gamede (012 358 6583) or Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Corporate Communication

Location: Pretoria Central (Tshwane House)

Reference number CMED067-2025

Position COMMUNICATION 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 T12

Scale R449 040,00 – R623 664,00 per annum

Estimated remuneration package R604 511,00 – R826 774,00 per annum

Job purpose To provide internal communication support services aimed at promoting effective employee communication Citywide

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Journalism, Communication, Marketing or any other study field related to the position
At least three years' relevant working experience in corporate communication
A valid Code B 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 Excellent oral, written and interpersonal skills; time management skills; presentation skills; initiative; creativity; planning and organising skills; cognitive ability; excellent eye for detail; ability to work under pressure; ability to meet deadlines; ability to cope with stress; analytical thinking skills; general passion for languages

Primary functions **Content development and contribution**

- Contribute to and develop content for all internal communication channels, such as the intranet, corporate communication messages, internal newsletter (Ignite), posters, flyers and other requests as determined by the supervisor
- Implement approved projects following supervisor sign-off
- Issue corporate communication messages to relevant audiences
- Assist departments with the correct format of corporate messages
- Liaise with the Language Services Section for content editing and translation
- Ensure adherence to standard operating procedures for issuing messages

- Maintain records (evidence) for reporting purposes
- Report challenges and issues related to corporate communication to management

Intranet management support

- Assist in updating the intranet, including uploading new and current information to specific sites and the landing page
- Ensure factual accuracy and editing of all intranet material (where feasible)
- Verify approval of all captions, photographs and other content prior to uploading

Internal communication campaigns (project lead)

- Lead internal communication campaigns as requested
- Liaise with departments to understand specific communication needs and advise on channel selection
- Draft and implement communication plans
- Provide editorial and project support to departments and regions for communication campaigns

Additional responsibilities

- Research and leverage internal feedback mechanisms to initiate and develop new internal communication channels
- Participate in government forums aimed at advancing communication practices across all spheres of government

SAP	S70001952
New/natural attrition	Natural attrition
Enquiries	Moses Gamede (012 358 6583) or Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Events Management

Section: Events Compliance

Location: Pretoria Central (Tshwane House)

Reference number	CMED068-2025										
Position	DEPUTY DIRECTOR: EVENTS COMPLIANCE										
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
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This position seeks to attract											
Job level	T17										
Scale	R791 352,00 – R1 099 056,00 per annum										
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum										
Job purpose	To ensure and deliver support to the Events Compliance Section in the City of Tshwane										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Safety Management, Events Management, Marketing or any other study field related to the position</p> <p>At least eight years' relevant working experience in an events management 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 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>										
Competency requirements of the post	Excellent oral, written and interpersonal skills; time management skills; presentation skills; initiative; creativity; planning and organising skills; cognitive ability; excellent eye for detail; ability to work under pressure; ability to meet deadlines; ability to cope with stress; good writing skills; analytical thinking skills										
Primary functions	<p>Monitor and control the section budget so that income and expenditure are in line with Council requirements</p> <p>Implement and coordinate strategic events in line with the approved Events Evaluation Framework</p> <p>Ensure that the City hosts high-impact events that are in line with the City of Tshwane positioning of igniting excellence</p> <p>Assist the Director: Events Compliance to implement strategic events to assist in building the City's brand</p>										

Implement and coordinate identified strategic events at national, regional and global scale
Identify and leverage key events, properties and platforms to position the City and ensure maximum return on investment for the City
Assist in providing strategic guidance to the events industry in order for them to identify with and stage events that are aligned to igniting excellence
Develop and implement a comprehensive events calendar aligned to industry-related bodies, including but not limited to Brand South Africa, South African Tourism, the Department of Sport, Arts and Culture, etc and the international events calendar
Apply international best practices and benchmarking in staging events in order to showcase Tshwane as Africa's capital city
Build and maintain solid external stakeholder networks that benefit the City

SAP

S70002082

New/natural attrition

New

Enquiries

Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Marketing

Section: Brand Management and Advertising

Location: Pretoria Central (Tshwane House)

Reference number	CMED069-2025										
Position	DEPUTY DIRECTOR: BRAND MANAGEMENT POLICY AND DEVELOPMENT										
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Indian male	White female	White male	Person with disability	All categories							
Job level	T17										
Scale	R791 352,00 – R1 099 056,00 per annum										
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum										
Job purpose	To manage the daily operations of the design studio, ensuring the efficient delivery of high-quality creative work in line with the City of Tshwane Brand Management Policy										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Graphic Design and/or Visual Communication or any other study field related to the position</p> <p>At least eight years' relevant working experience in a graphic design and/or visual communication environment</p> <p>Supervisory experience will be an added advantage</p> <p>Familiarity with motion design processes will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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>										
Competency requirements of the post	Organisational awareness; conceptual thinking skills; project management skills; information measuring and monitoring skills; direction setting skills; excellent oral, written and interpersonal skills; time management skills; presentation skills; initiative; creativity; planning and organising skills; cognitive ability; excellent eye for detail; ability to work under pressure; ability to meet deadlines; analytical thinking skills; general passion for visual communication										
Primary functions	<p>Balance creative and administrative functions</p> <p>Oversee workflows, resources and deadlines while supporting the graphic design team and aligning outputs with broader strategic goals</p> <p>Develop, maintain and ensure the implementation of the City of Tshwane Brand Management Policy</p>										

Oversee the day-to-day operations of the graphic design studio
 Manage creative projects for print and digital platforms
 Allocate projects to graphic designers based on skill set, workload and deadlines
 Monitor project timelines and ensure the on-time delivery of high-quality design outputs
 Manage, mentor and support the graphic design team to ensure performance and professional growth
 Ensure that all creative work complies with brand guidelines, meets quality standards and aligns with client expectations
 Review and approve final designs, ensuring quality assurance before release or publication
 Serve as the primary liaison between the design team, clients and other departments
 Lead and facilitate creative briefings to ensure clear communication and alignment on project goals
 Identify training needs and plan for staff development to support continuous improvement
 Monitor and control the section budget so that income and expenditure are in line with Council requirements, which includes software and hardware procurement
 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 subsection

SAP S70002024

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Media Liaison

Location: Pretoria Central (Tshwane House)

Reference number	CMED070-2025				
Position	DEPUTY DIRECTOR: MEDIA LIAISON				
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	T17				
Scale	R791 352,00 – R1 099 056,00 per annum				
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum				
Job purpose	To deliver a media liaison operational support service to the City of Tshwane				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Journalism or any other study field related to the position</p> <p>At least eight years' relevant working experience, preferably in the local government sphere within a media liaison or communication environment</p> <p>Managerial and/or supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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>				
Competency requirements of the post	<p>Organisational awareness; conceptual thinking skills; project management skills; information measuring and monitoring skills; direction setting skills; excellent oral, written and interpersonal skills; time management skills; presentation skills; initiative; creativity; planning and organising skills; cognitive ability; excellent eye for detail; ability to work under pressure; ability to meet deadlines; ability to cope with stress; good writing skills; analytical thinking skills</p>				
Primary functions	<p>Ensure the compilation of a media relations development support plan to departments and the City of Tshwane</p> <p>Be responsible for overall media liaison activities</p> <p>Facilitate timely response to planned activities</p> <p>Arrange interviews and assist during such interviews</p> <p>Assist the media during Council meetings</p> <p>Compile or prepare professional media releases</p> <p>Regularly update the media database to ensure accurate data and information at all times</p>				

Assist in the compilation of a media policy and provide relevant advice
Manage the compilation of media plans for various campaigns
Assist in the monitoring and analysis of media coverage
Facilitate responses to articles that may have a negative impact or have impacted on the image of the City
Arrange media conferences and briefings for the executive

SAP S70002000

New/natural attrition New

Enquiries Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: Corporate Fleet Management

Subsection: Fleet Support Office

Location: Region 3

Reference number SSDD040-2025

Position SENIOR 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

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

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

Job purpose To render general administration services to the section

Appointment requirements Grade 12
At least two years' relevant experience in an administrative services environment
Supervisory experience will be an added advantage
A valid Code B driving licence will be an added advantage
Computer literacy
SAP proficiency will be an advantage
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 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

Primary functions Follow up on reports to ensure a timeous result
Compile reports and submissions on behalf of the section
Provide efficient administrative support
Coordinate operational projects
Ensure effective communication with relevant stakeholders
Manage filing and record-keeping
Disseminate relevant information and documents upon request from stakeholders
Ensure proper supervision of staff and interns
Support management on the control of transport, vehicle fleet and typing reports

Manage the circulation of information
Organise training courses for staff and administration on personnel and salary matters
Maintain a leave register and ensure that all leave taken is recorded and checked and that leave application forms are submitted to human resources for capturing

SAP S70094542

New/natural attrition Natural attrition

Enquiries Susan Tabane (012 358 0852) or Faith Mangwegape (012 358 5350)

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