



INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level positions in this job forum. Appointment in the positions will be on a permanent basis and will be subject to signing employment contracts and performance agreements, as well as disclosing financial interests.

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: 6 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 erecruithelp@tshwane.gov.za.
Do not submit your application to this email address – it will not be accepted.

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.

GROUP HEAD: SHARED SERVICES
DEPARTMENT: SHARED SERVICES
Reference number: SSDD041-2025

Location: To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

Job level: T22

Scale: R1 394 592,00 – R1 936 932,00 per annum

Estimated remuneration package: R1 948 315,00 – R2 647 012,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

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

Appointment requirements

- A relevant bachelor's degree in Public Management, Political Science, Social Science, Law or any other study field related to the position
- A master's degree in a study field related to the position will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience in local government, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- 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, but the incumbent must comply within the prescribed 18-month period
- No criminal record (excluding previous conviction(s) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations)

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To exercise control over the shared services function with the aim of maintaining impartial, accountable, transparent and efficient shared services, subject to legislated context responsibilities, national standards and the directives of the Governance and Support Officer. The incumbent will be responsible and accountable for the following key performance areas or departments:

- ICT governance, application and infrastructure management
- Corporate fleet management
- Corporate administration and information management (GIS)
- Management and administrative support

Enquiries: Faith Mangwegape (012 358 5350)

**DIVISIONAL HEAD: STRATEGIC COMMUNICATION
DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS
(RE-ADVERTISEMENT)**

Reference number: CMED071-2025

Location: To be stationed at Tshwane House, but functioning in the whole municipal area of the City of Tshwane

Job level: T21

Scale: R1 245 180,00 – R1 729 392,00 per annum

Estimated remuneration package: R1 758 141,00 – R2 374 452,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

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

Appointment requirements

- A relevant bachelor's degree in Journalism, Communication or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a communication environment, of which at least five years must be at senior management level, preferably in local government
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- 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
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To exercise control over the strategic communication function with the aim to maintain an impartial, accountable, transparent and efficient strategic communication service in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Communication, Marketing and Events. The incumbent will be responsible and accountable for the following key performance areas:

- Corporate communication
- Languages services
- Media liaison services

Enquiries: Faith Mangwegape (012 358 5350)

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