



## 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: 20 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](mailto:erecruithelp@tshwane.gov.za).  
Do not submit your application to this email address – it will not be accepted.



monitor compliance to same as dictated by Group policy. Principles and practices of project management. Healthy person – ability to work long hours and meet deadlines  
 Must be able to visit outside workplace when needed or attend meetings after hours  
 Ability to develops communications geared for various audiences; Ability to read situations and interest positions and to respond appropriately; Communicates sensitive or controversial information effectively; Communicates effectively at senior levels; Ability to handles sensitive one-on-one discussions effectively. Anticipates organizational problems and strategizes to counteract potential impact. Grasp and articulates municipality’s vision and mission and its implications; Maintains a clear focus on the long-term goals and considers alternatives; and is forward thinking and produces innovative ideas in the professionalisation of local government.

**Primary functions**

To partner with departments to provide a client centric professional training value adding service that directly contributes to service delivery performance improvement results.  
 Identifies and acts on opportunities to partner with other departments in the municipality and external partners to achieve desired results by working transversally  
 Ensures sustainability of HR capacity building practices within the municipality and maintains a strong client centric approach in ways of working.  
 Develops and ensures that the HR Strategy for WSP skills planning and implementation is aligned to the municipality’s objective  
 Develops policy and conducts regular policy reviews to remain local government context relevant and responsive to municipal needs.  
 Provides strategic direction and measurements of training impact assessments for strategic innovation and sustainable people practices; Analyses the internal and external socio-economic environment and provide proactive people related business solutions; Increases the probability and impact of positive events and decrease the probability and impact of negative events caused by human factors on the achievement of organizational objectives; and Aligns HR and people management practices within the governance, risk and compliance framework  
 Develops communications geared to various audiences  
 Anticipates organizational problems and strategies to counteract potential impact  
 Grasp and articulates municipality’s vision and mission and its implications to maintains a clear focus on the long-term goals and considers alternatives

**SAP**

S70016343

**New/natural attrition**

Natural attrition

**Enquiries**

Charmaine de Villiers (012 358 4345) or Shanaaz Majiet (012 358 3995)



Maintaining a course catalogue that is responsive to the WSP and skills audit results.  
Apply Human Resources Development interventions in compliance with the Skills plan for CoT.  
Oversee the workplace skills plan and annual training report for CoT.  
Implementing the quality management system for CoT as per legislative requirements.  
Developing and managing skills development monitoring and reporting systems for CoT.  
Assisting in the development and applying an effective interface system between government, education, industrial sector and the SETA forums and templates.  
Manage the administration of skills development levies and grants as per legislative requirement  
Manage the section's budget expenditure and income monitor and report deviations and ensure compliance to applicable legislation

<b>SAP</b>	S70016344
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345) or Khabonina Dlamini (012 358 0078)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Learning and Development**

**Section: Competency Development and Training**

**Location: Tshwane Leadership and Management Academy, Pretoria West**

<b>Reference number</b>	<b>CSHS419-2025</b>				
<b>Position</b>	<b>DEPUTY DIRECTOR: MANAGEMENT COMPETENCY DEVELOPMENT AND TRAINING</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<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
<b>Job level</b>	T17				
<b>Scale</b>	R791 352,00 – R1 099 056,00 per annum				
<b>Estimated remuneration package</b>	R1 178 103,00 – R1 569 752,00 per annum				
<b>Job purpose</b>	To manage the rendering of a professional training provision service in line with the core competency focus areas and functional responsibilities of the position as per the approved organisational structure				
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources, Training or any other study filed related to the position</p> <p>At least eight years' relevant working experience in organisational development and local government training</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>				
<b>Personal attributes and/or competencies</b>	Service delivery and client orientation, integrity; ability to pay attention to detail; emotional intelligence, calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility and work collaboratively.				
<b>Primary functions</b>	<p>To provide a departmental, client centric professional training service that directly contributes to service delivery performance improvement results</p> <p>To execute generic management functions</p> <p>To execute generic financial management functions</p> <p>To manage training interventions in implementing the Workplace Skills Plan.</p> <p>Managing training projects and conducting impact assessments for municipal performance improvement outcomes</p>				

To provide professional advice on training matters and research appropriate learning programs relevant to a modern and future fit municipal environment  
Managing the implementation of online, blended and in person learning programs,  
Managing the learner management system: learners records and ensure the capturing of learner attendance on the SAP system

**SAP** S70016317

**New/natural attrition** Natural attrition

**Enquiries** Charmaine de Villiers (012 358 4345) or Thabang Moloji (012 358 8052)



Conduct RPL for municipal staff in the various technical trades

<b>SAP</b>	S70016325
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345) or Magomarela Ramaube (012 358 0111)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Learning and Development**

**Section: Stakeholder Management**

**Location: Tshwane Leadership and Management Academy, Pretoria West**

<b>Reference number</b>	<b>CSHS421-2025</b>										
<b>Position</b>	<b>DRIVER MESSENGER</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T5										
<b>Scale</b>	R203 136,00 – R282 120,00 per annum										
<b>Estimated remuneration package</b>	R291 521,00 – R392 053,00 per annum										
<b>Job purpose</b>	To render a professional corporate driver messenger service to our clients to ensure an effective, efficient and sustainable administration										
<b>Appointment requirements</b>	<p>Grade 10</p> <p>Relevant working experience</p> <p>Physical fitness and health with the ability to walk great distances, handle trolleys and carry documentation</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>										
<b>Personal attributes and/or competencies</b>	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; emotionally intelligence; intellectual and cognitive ability										
<b>Primary functions</b>	<p>Execute driving functions between buildings and depots</p> <p>Report accidents immediately or losses on vehicles for insurance and repair purposes</p> <p>Collect and deliver post at various buildings and depots and be available whenever there is a need to deliver goods and documents to various regions in Tshwane</p> <p>Deliver documents after normal working hours and over weekends</p> <p>Transport goods and documents to various events hosted by the office</p> <p>Maintain municipal vehicles and complete accident procedures</p> <p>Check vehicle daily (water, oil and petrol) and report problems for repair purposes</p> <p>Complete kilometres driven and fuel intake daily on log sheets for inspection</p> <p>Comply with corporate fleet policies and procedures within the City of Tshwane</p> <p>Assist with moving furniture and equipment when necessary</p> <p>Make copies</p>										

Perform duties as requested by the supervisor

**SAP** S70094483

**New/natural attrition** Natural attrition

**Enquiries** Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Learning and Development**

**Section: Stakeholder Management**

**Location: Tshwane Leadership and Management Academy, Pretoria West**

<b>Reference number</b>	<b>CSHS422-2025</b>				
<b>Position</b>	<b>DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<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
<b>Job level</b>	T17				
<b>Scale</b>	R791 352,00 – R1 099 056,00 per annum				
<b>Estimated remuneration package</b>	R1 178 103,00 – R1 569 752,00 per annum				
<b>Job purpose</b>	To ensure the effective delivering of administration management, <del>and</del> financial support and resources management support services to the Tshwane Learning Development				
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources, Training and Development or any other study field related to the position</p> <p>At least eight years' relevant working experience in stakeholder management preferably in a training and development 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>				
<b>Personal attributes and/or competencies</b>	Integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility				
<b>Primary functions</b>	<p>To manage and oversee the administration support services of the division</p> <p>To manage the academy facilities mainly: the operations of the restaurant, reception services, lodging facilities, workshops and venue hire etc</p> <p>To manage and oversee the effective and efficient operations of the financial resources support services of the division</p> <p>To manage the human resources support functions of the division</p> <p>To manage the budget implementation according to the approved business plan of the division</p> <p>To manage the compilation, coordination, monitoring of reports</p> <p>Render an overall stakeholder management support function to the division</p>				

To execute generic planning functions for the subdivision stakeholder management  
To provide a support function to the management of the academy

**SAP** S70016358

**New/natural attrition** Natural attrition

**Enquiries** Khabonina Dlamini (012 358 0078) or Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Learning and Development**

**Section: Competency Development and Training**

**Location: Tshwane Leadership and Management Academy, Pretoria West**

<b>Reference number</b>	<b>CSHS423-2025</b>										
<b>Position</b>	<b>COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – FITTING AND TURNING</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T12										
<b>Scale</b>	R449 040,00 – R623 664,00 per annum										
<b>Estimated remuneration package</b>	R604 511,00 – R826 774,00 per annum										
<b>Job purpose</b>	To provide competency training to apprentice artisans to enable them to become fully qualified in a for fitting and turning trade										
<b>Appointment requirements</b>	<p>An appropriate career-related qualification (N5/N6) or equivalent qualification Trade certificate as a Fitter and Turner (red seal) Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage At least three years' relevant working experience in a technical training environment Supervisory experience can be an added advantage 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</p>										
<b>Personal attributes and/or competencies</b>	Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; ability to operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and										

responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions

**Primary functions**  
Conduct operational staff skills development  
Conduct operational staff capacity development  
Provide operational job-related technical training  
Provide operational VEM (vehicle, equipment and machinery) training  
Provide course content development and maintenance

**SAP** S70016340

**New/natural attrition** Natural attrition

**Enquiries** Magomarela Ramaube (012 358 0111) or Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Learning and Development**

**Section: Competency Development and Training**

**Location: Tshwane Leadership and Management Academy, Pretoria West**

**Re-advertisement**

<b>Reference number</b>	<b>CSHS424-2025</b>				
<b>Position</b>	<b>COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – MOTOR MECHANIC</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<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
<b>Job level</b>	T12				
<b>Scale</b>	R449 040,00 – R623 664,00 per annum				
<b>Estimated remuneration package</b>	R604 511,00 – R826 774,00 per annum				
<b>Job purpose</b>	To provide competency training to apprentice artisans to enable them to become fully qualified in a motor mechanic trade				
<b>Appointment requirements</b>	<p>An appropriate career-related qualification (N5/N6) or equivalent qualification          Trade certificate as a Motor Mechanic (petrol and diesel) (red seal)          Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage          At least three years' relevant working experience in a technical training environment          Supervisory experience will be an added advantage          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</p>				
<b>Personal attributes and/or competencies</b>	<p>Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; ability to operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and</p>				

responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions

**Primary functions**  
Conduct operational staff skills development  
Conduct operational staff capacity development  
Provide operational job-related technical training  
Provide operational VEM (vehicle, equipment and machinery) training  
Provide course content development and maintenance

**SAP** S70016331

**New/natural attrition** Natural attrition

**Enquiries** Magomarela Ramaube (012 358 0111) or Charmaine de Villiers (012 358 4345)

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