



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: 30 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: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Tshwane House

Reference number	CSHS425-2025				
Position	OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE OFFICER				
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	T12				
Scale	R449 040,00 – R623 664,00 per annum				
Estimated remuneration package	R604 511,00 – R826 774,00 per annum				
Job purpose	To ensure compliance by the City of Tshwane with the legal requirements pertaining to safety in the workplace by assisting in preventing accidents and safeguarding against safety hazards, which may arise out of work-related activities				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Occupational Health and Safety or any other study field related to the position</p> <p>Professional certifications such as NEBOSH, SAMTRAC, ISO 45001 or Lead Auditor will be an added advantage</p> <p>At least three years' relevant working experience in an occupational health and safety environment</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>				
Personal attributes and/or competencies	Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability; ability to conduct oneself ethically; problem-solving and analysis skills				
Primary functions	<p>Ensure compliance with occupational health and safety-related policies, procedures, standards and guidelines</p> <p>Conduct occupational health and safety audits in departments and regions</p> <p>Conduct incident and accident investigations</p> <p>Conduct occupational health and safety-related awareness sessions</p> <p>Conduct workplace inspections</p> <p>Render advocacy and consultations internally</p>				

Render consultations externally
Assist the department in the identification of possible hazards
Provide reports or feedback
Provide input related to the budget

SAP S70016186

New/natural attrition Natural attrition

Enquiries Lehlohonolo Tamela (012 358 5841) 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: Labour Relations Management

Section: Office of the Divisional Head: Labour Relations

Location: Tshwane House

Reference number	CSHS426-2025										
Position	SENIOR SECRETARY										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </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	T10										
Scale	R357 972,00 – R497 184,00 per annum										
Estimated remuneration package	R488 598,00 – R665 789,00 per annum										
Job purpose	To render an executive secretarial and administrative support service to the Office of the Divisional Head: Labour Relations										
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least two years' relevant secretarial experience</p> <p>A valid Code B driving licence will be an added advantage</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>										
Personal attributes and/or competencies	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; ability to maintain confidential and sensitive information										
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	S70016272										
New/natural attrition	New										
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: Labour Relations Management

Section: Discipline Management

Location: Tshwane House

Reference number	CSHS427-2025				
Position	ADMINISTRATIVE OFFICER				
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	T7				
Scale	R254 808,00 – R353 892,00 per annum				
Estimated remuneration package	R357 290,00 – R483 405,00 per annum				
Job purpose	To provide efficient and effective administrative support services to the Discipline Management Section				
Appointment requirements	Grade 12 At least six months' relevant working experience in a labour relations management support environment Computer literacy Experience working with the SAP system will be 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 communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to work with stress; ability to carry out duties and responsibilities with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability				
Primary functions	Perform administrative functions related to the work in an office environment Ensure effective and efficient logistical support services Administer and monitor financial management support Provide an administrative service Manage day-to-day disciplinary and arbitration equipment and resources				
SAP	S70016311				
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: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Tshwane House

Reference number	CSHS429-2025				
Position	DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM POLICY DEVELOPMENT, ENHANCEMENT AND COMPLIANCE MANAGEMENT				
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 ensure the development, implementation, maintenance, promotion and review of occupational health and safety systems within the City of Tshwane				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Occupational Health and Safety or any other study field related to the position</p> <p>At least eight years' relevant working experience in an occupational health and safety compliance 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>				
Personal attributes and/or competencies	Having integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility				
Primary functions	<p>Identify and act on opportunities to partner with other departments</p> <p>Develop partnership agreements that ensure positive outcomes for all parties</p> <p>Project and forecast short-, medium- and long-term needs for the City of Tshwane</p> <p>Ensure sustainability of human resources practices and plans and implement human resources service delivery in line with the City's internal and external operating environment, business and capability needs for today and the future</p> <p>Oversee and implement health and safety programmes</p>				

Ensure legal compliance, manage resources and promote employee well-being in the City

Provide supervision to occupational health and safety officials

Align the City's policies with the National Occupational Health and Safety Framework, and identify and analyse challenges with health and safety implementation and address these challenges appropriately

Develop communication geared for various audiences

Read situations, understand interests and positions taken and respond appropriately

Communicate sensitive or controversial information effectively

Communicate effectively at senior level

Handle sensitive one-on-one discussions effectively and use appropriate language and style to capture the attention of the audience

Anticipate organisational problems and strategies to counteract potential impact

Grasp and articulate the City's vision and mission and its implications

Maintain a clear focus on long-term goals and consider alternatives, and be forward thinking and produce innovative ideas

Ensure and monitor the promotion, implementation and maintenance of the Occupational Health and Safety Management System

Determine, monitor and report on the effectiveness and compliance regarding the Occupational Health and Safety Management System

Ensure the development of occupational health and safety-related policies, procedures, standards and other procedural documents

Report on Section 24 incidents

Ensure Hazard Identification and Risk Assessment (HIRA) implementation progress

SAP	S70016182
New/natural attrition	Natural attrition
Enquiries	Lehlohonolo Tamela (012 358 5841) 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: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Tshwane House

Reference number **CSHS430-2025**

Position **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OPERATIONS MANAGEMENT**

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 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 and render a comprehensive occupational health service, including limited medical services, to the City of Tshwane and on request to certain contractors of the City

Appointment requirements Bachelor of Medicine and Bachelor of Surgery (MBCHB) Degree and Occupational Health Diploma (DOH)
Registration with the Health Professions Council of South Africa (HPCSA)
Registration with the South African Society of Occupational Medicine (SASOM)
At least eight years' relevant working experience in an occupational health and safety 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

Personal attributes and/or competencies Having integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions Identify and act on opportunities to partner with other departments
Develop partnership agreements that ensure positive outcomes for all parties
Project and forecast short-, medium- and long-term needs for the City of Tshwane
Align the City's policies with the National Occupational Health and Safety Framework, and identify and analyse challenges with health and safety implementation and address these challenges appropriately
Develop communication geared for various audiences

Read situations, understand interests and positions taken and respond appropriately
Communicate sensitive or controversial information effectively
Communicate effectively at senior level
Handle sensitive one-on-one discussions effectively and use appropriate language and style to capture the attention of the audience
Anticipate organisational problems and strategies to counteract potential impact
Grasp and articulate the City's vision and mission and its implications
Maintain a clear focus on long-term goals and consider alternatives, and be forward thinking and produce innovative ideas

SAP	S70016197
New/natural attrition	Natural attrition
Enquiries	Lehlohonolo Tamela (012 358 5841) 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: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Middestad Building (Pretoria Central)

Reference number	CSHS431-2025				
Position	FUNCTIONAL HEAD: HUMAN CAPITAL REGISTRATION AND ARCHIVE OPERATIONS				
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	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum				
Job purpose	To implement and render document registration and archiving services to the City				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position</p> <p>At least six years' relevant working experience in a human resources management, registration and archiving services environment</p> <p>Supervisory experience will be an added advantage</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>				
Personal attributes and/or competencies	Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; problem-solving and analysis skills				
Primary functions	<p>Execute generic personnel management functions</p> <p>Draft and manage the City's filing, general administration and archiving plan according to National Archivist standards</p> <p>Manage the processing of all received records and documentation for archiving and record-keeping purposes</p> <p>Manage the scanning of documents</p> <p>Manage the retrieval of records and documents when requested</p>				
SAP	S70016109				
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: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Middestad Building (Pretoria Central)

Reference number	CSHS432-2025				
Position	FUNCTIONAL HEAD: EMPLOYEE WELLNESS				
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	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum				
Job purpose	To render a professional Employee Assistance Programme service to troubled City of Tshwane employees and their immediate families and to develop human development programmes to assist in enhancing the productivity of all City employees				
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) in Social Work or any other study field related to the position Registration with the South African Council for Social Service Professions (SACSSP) At least six years' relevant working experience in an employee assistance programme or employee wellness field Supervisory experience will be an added advantage 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	Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; problem-solving and analysis skills				
Primary functions	Supervise employee wellness officers Ensure that professional employee assistance assessments are delivered to all clients after reacting to a self-referral or referral by management through the early identification and evaluation of employees' problem areas with a view to finding a solution effective for a normal return to productive functioning Provide support, guidance and containment to employees through individual and group counselling, crisis intervention, debriefing and trauma services, including outreach services and on-site debriefing sessions should the need arise Educate management and employees about various human psycho-social conditions and related behaviour according to needs identified by the presentation of needs-based				

psycho-social education and human development programmes and other proactive programmes that focus on the promotion of a healthy lifestyle. including, but not limited to, financial life skills, stress management and life skill programmes
Assist the senior employee wellness specialist to formulate policies and procedures relating to the Employee Assistance Programme

SAP S70016236

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: Human Capital Recruitment and Administration Management

Section: Human Capital Strategic and Operational Support Services

(Human Capital Interaction Centre)

Location: Middestad Building (Pretoria Central)

Reference number **CSHS433-2025**

Position **HUMAN CAPITAL PROCESSOR (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 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 a walk-in or call centre human resources and payroll information service, advisory service and enquiry service at human resources and payroll centres to City of Tshwane employees, other internal customers, as well as external customers, and to represent the City of Tshwane during telephonic interactions with customers to ensure that the services offered meet expectations

Appointment requirements Grade 12
At least two years' relevant experience in a human resources advisory environment
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 Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability; ability to conduct oneself ethically; problem-solving and analysis skills

Primary functions Analyse, process and resolve human resources queries
Analyse, process and resolve customer care and account-related information requests
Provide related information and process general customer requests
Participate in and initiate continuous improvement and corrective actions
S70016104; S70016106

SAP S70016104; S70016106

New/natural attrition Natural attrition

Enquiries Avhashavhi Singo (012 358 3889) 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: Office of the Group Head: Group Human Capital Management
Section: N/A
Location: Tshwane House (Pretoria Central)

Reference number **CSHS434-2025**

Position **SENIOR STRATEGIC SUPPORT SPECIALIST**

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 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 conduct performance planning, monitoring and evaluation

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources, Management or any other study field related to the position
At least eight years' relevant working experience in a strategic support environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Having integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility

Primary functions Assist with performance reporting and monitoring for the department
Assist with developing and rolling out performance procedures, controls and protocols within the department
Conduct performance reviews and audits
Verify performance reported on projects and plans
Assist with departmental risk management and risk oversight
Assist in conducting the individual performance function for the department
Assist the department in addressing audit findings and putting in place mechanisms to prevent future audit findings

SAP S70094435

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345)

Ensure that standard procedures and City of Tshwane policies are adhered to
Provide a Human Capital Interaction Centre of excellence to employees regarding
general human capital and payroll issues
Ensure the smooth running of the Human Capital Interaction Centre
Manage staff within the Human Capital Interaction Centre

SAP	S70016097
New/natural attrition	Natural attrition
Enquiries	Avhashavhi Singo (012 358 3889) 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: Human Capital Recruitment and Administration Management

Section: Human Capital Strategic and Operational Support Services

Location: Tshwane House (but functioning in all regions of Tshwane)

Reference number	CSHS436-2025				
Position	SENIOR ADMINISTRATIVE OFFICER (2 POSTS)				
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	T11				
Scale	R400 944,00 – R556 836,00 per annum				
Estimated remuneration package	R543 294,00 – R741 715,00 per annum				
Job purpose	To provide an effective and efficient administrative human capital operational support service to client departments and to supervise administrative officers				
Appointment requirements	<p>Grade 12</p> <p>At least two years' relevant experience in administrative support services</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p> <p>SAP proficiency will be an 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	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	<p>Execute supervision duties</p> <p>Conduct remuneration and benefit administration</p> <p>Perform recruitment and selection functions</p> <p>Perform labour relations functions</p> <p>Conduct skills development and training</p> <p>Perform occupational health and safety functions</p> <p>Conduct individual performance management</p>				
SAP	S70008277; S70001741				
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: Human Capital Recruitment and Administration Management

Section: Human Capital Strategic and Operational Support Services

Location: Tshwane House (but functioning in all regions of Tshwane)

Reference number	CSHS437-2025				
Position	ADMINISTRATIVE OFFICER (3 POSTS)				
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	T7				
Scale	R254 808,00 – R353 892,00 per annum				
Estimated remuneration package	R357 290,00 – R483 405,00 per annum				
Job purpose	To provide an effective and efficient administrative human capital operational support service to client departments				
Appointment requirements	Grade 12 At least six months' relevant working experience in administrative support services Computer literacy Experience working with the SAP system will be 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 communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to work with stress; ability to carry out duties and responsibilities with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability				
Primary functions	Conduct remuneration and benefit administration Perform recruitment and selection functions Perform labour relations functions Conduct skills development and training Perform occupational health and safety functions Conduct individual performance management				
SAP	S70015576; S70094465; S70094466				
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: Office of the Group Head: Group Human Capital Management
Section: N/A
Location: Tshwane House (Pretoria Central)

Reference number	CSHS438-2025				
Position	MANAGEMENT SUPPORT OFFICER				
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	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum				
Job purpose	To execute a departmental strategic managerial support service function on an operational matrix basis				
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position</p> <p>At least six years' applicable experience in an administrative and support 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>				
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; having integrity; decisiveness				
Primary functions	<p>Execute departmental managerial support services</p> <p>Execute departmental financial support services</p> <p>Deliver Integrated Development Plan and Service Delivery and Budget Implementation Plan support services</p> <p>Deliver business plan information and coordination operations services</p> <p>Deliver Service Delivery and Budget Implementation Plan technical guidance operations</p>				

Deliver quarterly performance reporting
Deliver strategic managerial support
Ensure ISO quality compliance

SAP S70017091

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: Human Capital Recruitment and Administration Management
Section: Human Capital Strategic and Operational Support Services
Location: Tshwane House (but functioning in all regions of Tshwane)

Reference number	CSHS439-2025				
Position	FUNCTIONAL HEAD: HUMAN CAPITAL OPERATIONS SUPPORT SERVICES (2 POSTS)				
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	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum				
Job purpose	To provide end-to-end human resources strategic operations support for client departments in support of the City of Tshwane’s strategic objectives				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position</p> <p>At least six years’ relevant working experience in a human resources support management environment</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy</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>				
Personal attributes and/or competencies	Good knowledge of City of Tshwane human resources policies and procedures; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills				
Primary functions	<p>Execute generic personnel management functions</p> <p>Manage, coordinate and implement staffing processes</p> <p>Ensure effective implementation of and adherence to human resources plans, policies, procedures and legislation</p> <p>Ensure effective implementation and coordination of human resources processes, practices, systems and solutions aimed at improving human resources service delivery</p> <p>Develop and maintain productive relationships with line management, employees and centres of excellence</p> <p>Manage the administration of employee benefits and conditions of service</p>				

Ensure human resources data integrity

SAP

S70019825; S70094451

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: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Tshwane House (Pretoria Central)

Reference number	CSHS440-2025										
Position	FUNCTIONAL HEAD: INDIVIDUAL PERFORMANCE MANAGEMENT										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal		External							
Internal		External									
This position seeks to attract	<table border="0" style="width:100%; background-color:#cccccc;"> <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	R630 852,00 – R876 180,00 per annum										
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum										
Job purpose	To ensure the rendering of an individual performance management enabling and implementation service, as well as individual performance management adjudication and reward operations										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resource Management, Public Management, Administration or any other study field related to the position</p> <p>At least six years' relevant working experience in a human resources support environment with specific experience in individual performance management</p> <p>Supervisory experience will be an added advantage</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>										
Personal attributes and/or competencies	Having integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility										
Primary functions	<p>Monitor the management of multiple tasks and balance priorities and conflicts between tasks</p> <p>Move others to action by translating objectives and goals into day-to-day activities</p> <p>Present ideas and beliefs in a manner which is consistent with the rules and regulations of the organisation</p> <p>Facilitate the implementation of an appropriate performance management system</p> <p>Ensure that the performance management system is integrated with other human resources policies and practices</p> <p>Prepare documents in accordance with approved methodology, format and standards</p>										

Adequately review, analyse and conduct quality control
Accurately report back on approved templates for reporting information required with regard to financial processes
Set up feedback mechanisms to monitor work in progress
Read situations, understand interests and positions taken and respond appropriately
Secure, manage and design large-scale interventions
Execute personnel management functions
Execute policy operations
Execute planning operations
Coordinate coaching operations
Manage and oversee reviewing operations
Coordinate individual performance management and the reward and recognition programme for permanent employees
Facilitate individual performance management advocacy programmes
Execute administrator functions for employee performance management on SAP SuccessFactors

SAP S70016421

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345) or Themba Shabane (012 358 3523)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Office of the Group Head: Group Human Capital Management
Section: N/A
Location: Tshwane House (Pretoria Central)

Reference number	CSHS441-2025										
Position	DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT										
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	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 render management and strategic support services to the unit										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources, Management or any other study field related to the position</p> <p>At least eight years' relevant working experience in a strategic support environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Having integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility										
Primary functions	<p>Manage and ensure strategic support services</p> <p>Render management support services</p> <p>Execute generic planning functions</p> <p>Execute generic management functions</p>										
SAP	S70017089										
New/natural attrition	Natural attrition										
Enquiries	Charmaine de Villiers (012 358 4345) or David Dladla (012 358 7271)										

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Pretoria Central

Reference number	CSHS442-2025				
Position	INDIVIDUAL PERFORMANCE MANAGEMENT OFFICER				
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	T12				
Scale	R427 608,00 – R593 904,00 per annum				
Estimated remuneration package	R576 199,00 – R787 863,00 per annum				
Job purpose	To deliver support to ensure that individual performance management services are rendered throughout the City				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources Management, Public Management, Administration or any other study field related to the position</p> <p>At least three years' relevant working experience in an individual performance 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>				
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills				
Primary functions	<p>Assist with policy operations</p> <p>Deliver support services with planning operations</p> <p>Deliver support services with coaching operations</p> <p>Assist with reviewing operations</p> <p>Assist with secretariat functions during moderations</p> <p>Deliver support services in performance management and the reward and recognition programme for permanent employees</p> <p>Coordinate individual performance management information sessions and advocacy programmes</p>				

Administer the SAP SuccessFactors performance management system

SAP

S70016429

New/natural attrition

Natural attrition

Enquiries

Charmaine de Villiers (012 358 4345) or Kerotse Nthutang (012 358 5349)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Organisational Development and Efficiency

Location: Pretoria Central

Reference number	CSHS443-2025
Position	ORGANISATIONAL DESIGN 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	R427 608,00 – R593 904,00 per annum
Estimated remuneration package	R576 199,00 – R787 863,00 per annum
Job purpose	To conduct organisational design investigations and assessments by applying best practice methodologies in compliance with the Local Government: Municipal Staff Regulations
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) in Operations Management, Industrial Engineering, Management Services or any other study field related to the position At least three years' relevant working experience in an organisational development environment Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy and Visio application design skills 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; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills; gap analysis skills; presentation skills
Primary functions	Conduct business process improvement initiatives Conduct work study investigations and workload analysis Analyse the Integrated Development Plan and departmental business plans for structural design purposes Inform process automation, form design and standard operating procedures Conduct productivity improvement investigations Drive operational efficiency and effectiveness Conduct business modelling and service delivery mechanisms investigations

SAP	S70016458
New/natural attrition	Natural attrition
Enquiries	Charmaine De Villiers (012 358 4345) or Rose Senona (012 358 4094)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Employment Equity

Location: Tshwane House (Pretoria Central)

Reference number	CSHS444-2025				
Position	SENIOR SPECIALIST: EMPLOYMENT EQUITY				
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 ensure that strategic employment equity services are rendered throughout the City of Tshwane				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources, Management or any other study field related to the position</p> <p>At least eight years' relevant working experience in an employment equity environment</p> <p>Supervisory experience will be an added advantage</p> <p>Physical fitness and health with the ability to work long hours, meet deadlines and visit outside workplaces if and when needed or to attend meetings after hours</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Having integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility				
Primary functions	<p>Execute generic management and financial management functions</p> <p>Establish and monitor the Employment Equity Strategy of the City</p> <p>Establish and maintain a job evaluation stakeholder management system at national, provincial and local government level</p> <p>Ensure and monitor the preparation of the Employment Equity Plan</p> <p>Oversee the execution of the Employment Equity Plan</p> <p>Monitor the execution of the Employment Equity Plan and ensure efficient coaching</p> <p>Oversee the execution of employment equity reporting and evaluation</p>				
SAP	S70016477				

New/natural attrition Natural attrition

Enquiries Charmaine De Villiers (012 358 4345) or Izzy Maboja (012 358 4100)

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