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, physical 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.

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*) located under both the *E-SERVICES* and the *CAREERS* links.

Closing date:20 November 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

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Provision
Section: Project Implementation Support
Location: Pretoria Central

Reference number **HOSD119-2025**

Position **SECRETARY**

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 T9

Scale R319 620,00 – R443 916,00 per annum

Estimated remuneration package R439 783,00 – R597 989,00 per annum

Job purpose To render effective and efficient secretarial support to the Director: Project Implementation Support

Appointment requirements
Grade 12 plus a secretarial qualification or training
At least one year's relevant secretarial experience
Computer literacy (knowledge of SAP system 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 Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Perform secretarial, clerical and other administrative tasks in support of the director
Respond to telephonic and electronic enquiries and forward such to the appropriate person
Greet and receive clients and visitors
File and process mail
Screen requests for meetings or appointments and help to organise meetings
Execute diverse official secretarial duties

SAP S70029293
New/natural attrition Natural attrition
Enquiries Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Beneficiary Administration and Conveyancing
Location: Pretoria Central

Reference number **HOSD120-2025**

Position **DEPUTY DIRECTOR: BENEFICIARY ADMINISTRATION AND CONVEYANCING**

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 R753 588,00 – R1 046 616,00 per annum

Estimated remuneration package R1 129 003,00 – R1 501 973,00 per annum

Job purpose

To oversee the opening of the township register and proclamation process of human settlement townships (greenfield and brownfield projects) and ensure the effective and efficient management of beneficiary administration through the National Housing Needs Register, Informal Settlements Database and conveyancing, including the implementation of housing consumer education programmes in Tshwane

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Town and Regional Planning or Urban Planning or Development Planning or Law or any other study field related to the position
Registration with the appropriate professional council will be an added advantage
At least eight years' relevant working experience in land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying, opening of township register, proclamation of human settlement townships and conveyancing
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
Must be able to visit outside the workplace if and when needed or attend meetings after hours and on weekends

Personal attributes and/or competencies

Being ethical; good communication skills; excellent writing skills; good general administrative skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility;

	ability to meet given deadlines; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees
Primary functions	Oversee the implementation of all township register openings, including proclamation of townships and registration of title deeds for beneficiaries Develop and manage the execution of implementation plans for the National Housing Needs Register, beneficiary administration and housing consumer education and support services Establish and manage the integrated beneficiary management list comprising the National Housing Needs Register, Informal Settlements Beneficiary List, Hostel Beneficiary list and Rental Waiting List Coordinate different authorities to provide required certificates for the proclamation of townships (Sections 82, 101, 110 and 113) Develop operational policies and ensure implementation and compliance Interface with other departments and other spheres of government to ensure speedy resolution on the proclamation of townships and registration of title deeds Oversee the procurement process, project management, contract management, financial management and human resources management of the subsection Deal amicably with enquiries and complaints from the public Coordinate the implementation of Council resolutions effectively Prepare reports for Council and its committees Coordinate the implementation of the phasing out programme of the housing subsidies after sales administrative function Check and sign powers of attorney for correctness Facilitate applications for the waiving of the pre-emptive condition in terms of the Housing Act, 1997 (Act 107 of 1997) Obtain subdivision consent for Regulation 38 endorsements for transfer purposes, where necessary Notify departments of transfers and registrations Liaise with appointed consultants and attorneys, where required Interact with all project stakeholders (departments, provinces, councillors, communities, etc) Convene Dispute Resolution Committee and Dispute Resolution Appeals Committee meetings for all City-owned housing-related disputes Monitor and control the progress of transfers Prepare monthly, quarterly and annual reporting templates on the registration and issuing of title deeds Optimise performance through communication and stakeholder participation Assist the director to set up a performance management system for the unit Collate operating and capital budget information and prepare a budget for the section Organise, motivate and manage personnel and resources Regularly engage in operations and technical decision-making and facilitation of projects and staff meetings Coordinate and facilitate project team meetings, internally and externally Write reports Comply with the performance management system and departmental scorecards Identify and manage risk Conduct personnel skills development
SAP	S70031700
New/natural attrition	Natural attrition

Enquiries Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Office of the Group Head
Section: Management and Administrative Support
Location: Pretoria Central

Reference number **HOSD121-2025**

Position **FUNCTIONAL HEAD: FINANCE SUPPORT SERVICES**

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 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 departmental financial management and compliance with policy and procedures

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Financial Management, Accounting or any other study field related to the position
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
At least six years' relevant experience in a local government financial management and administration 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 Being ethical; good communication skills; good general administrative skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees

Primary functions
Ensure the effective and efficient management of the section
Conduct departmental financial management and ensure compliance with policy and procedures
Conduct departmental financial administration and financial record-keeping
Conduct departmental accounts payable and creditor administration

	Compile the departmental opex and capex budget and provide inputs into business planning, Integrated Development Plan and Service Delivery and Budget Implementation Plan processes, together with specialist management and strategic support Conduct departmental financial-related SAP administration and transaction processing (reservations, requisitions, service entries, goods receipts, etc) Conduct departmental petty cash administration Ensure departmental MFMA compliance and support Ensure insurance claim operational administration, support and compliance Provide departmental supply chain management, procurement advice and support Conduct departmental contract management and administration Provide departmental subsistence and travel coordination, compliance, payment, arrangements and support
SAP	S70009734
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Housing Rental Management
Location: Pretoria Central

Reference number **HOSD122-2025**

Position **HOUSING POLICY AND STANDARDS MONITORING 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 manage and administrate the designed housing schemes for the lower income group of Tshwane residents according to the Housing Act, 1997 (Act 107 of 1997), the Rental Housing Act, 1999 (Act 50 of 1999) and the Housing Code

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Public Administration or any other study field related to the position
At least three years' relevant working experience in a housing and/or rental environment
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

Being ethical; good communication skills; good general administrative skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees

Primary function

Conduct financial management of designated housing schemes
Verify the correctness of invoices from the service provider before sending to finance for payment processing
Facilitate the collection of affordability assessments of residents, either through personal visits or coordination of tenant committees
Inform residents in writing of rental adjustments
Monitor the correctness of tenant accounts

Manage maintenance
Identify maintenance requirements
Investigate the merits of complaints received
Keep record of received complaints
Submit complaints to the landlord
Inspect sites where maintenance work was done to evaluate if the legal requirements are met and to determine if tenants are satisfied
Report and communicate queries and dissatisfaction with maintenance work to the management of the relevant department in order to render a better service to residents
Tend to public enquiries and provide an information service
Deal with enquiries from the public, applicants, welfare organisations, employers, politicians and ward councillors regarding the waiting list and the availability of housing in order to render an information service to them
Render a guidance service to the general public through interviews and consultation sessions to identify possible solutions to address their housing needs
Manage applications and new placements
Screen housing application forms of residents to assess if the needs of applicants are compatible with the prescribed profile of different housing units
Select and interview prospective tenants in order to allocate the relevant tenants to the correct unit
Facilitate the signing of tripartite agreements
Manage tenants
Deal with enquiries from residents concerning transfers, adding dependents, swapping, problems experienced, etc
Conduct inspections at designated housing schemes and compile inspection reports
Intervene in tenant-related problems, such as misconduct, right sizing, child abuse and neglect, substance abuse, alcohol and self-sufficiency through individual counselling, and hold meetings with all involved to prevent the deterioration of the quality of life of the rest of the tenants in the specific scheme
Implement Council resolutions regarding tenant-related matters, such as subletting rental units
Develop and maintain a sustainable housing scheme
Facilitate the process of establishing a residents committee with an elected chairperson and other members to provide leadership and motivate the tenants to be involved in addressing their needs and problems, thus empowering themselves
Act as a mentor to the residents committee to ensure their effective functioning
Conduct research
Analyse changing needs, determine new work procedures and assess and adjust these from time to time in order to keep up with new trends and more effective working procedures
Collect housing-related information and statistics on tenants or the physical condition of the units in designated housing schemes in order to make a valuable contribution towards policy making or make informed decisions on specific rental issues

SAP S70025858

New/natural attrition Natural attrition

Enquiries Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Office of the Group Head
Section: Management and Administrative Support
Location: Pretoria Central

Reference number **HOSD123-2025**

Position **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 female	Person with disability	**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 render an administrative, reproduction, archive and registration service to the department

Appointment requirements
Grade 12
At least six months' experience in an administrative support service 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 Being ethical; good communication skills; good general administrative skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees

Primary functions
Provide a registry support function
Retrieve files for various sections
Collect files from different offices
Provide a reproduction service
Make photocopies for the department
Arrange the printing of documents
Provide an archive service
Maintain an approved filing system
File documents according to the National Archives and Record Service of South Africa Act, 1996 (Act 43 of 1996)
Locate documents and handle enquiries
Search for lost files and call for their return within a specified period

	Render an administrative service Receive all internal and external incoming postal articles and correspondence Dispatch all outgoing correspondence Compile control sheets Ensure that all documents are recorded on the control sheet Diarise the control sheet Ensure that all documents are completely dealt with and filed Provide a distribution service Manage the division's notice boards Provide relief in the absence of other personnel Help the support service with typing
SAP	S70051676
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 1
Section: Community Services: Human Settlements – Rental Housing
Location: Region 1

Reference number **SDTM1266-1-2025**

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 female	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 provide an administrative support service to the Rental Administration Section

Appointment requirements
Grade 12
At least two years' experience in a rental environment
Supervisory experience will be an added advantage
SAP financial knowledge and 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 Being ethical; good communication skills; good general administrative skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees

Primary functions
Provide administrative assistance in the administration of housing schemes
Prepare contracts for signing by housing officers and tenants
Handle public enquiries and complaints, which cannot be dealt with by administrative officers
Render a filing service
Provide administrative assistance in the financial management of housing schemes
Provide personnel support
Provide administrative support regarding the delivery of documents
Be responsible for maintaining the waiting list
Render an enquiry service

	Provide monthly and quarterly reports
SAP	S70021527
New/natural attrition	Natural attrition
Enquiries	Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations
Section: Community Services
Location: Region 6

Re-advertisement

Reference number **SDTM1268-6-2026**

Position **RELATION 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 T6

Scale R227 508,00 – R315 984,00 per annum

Estimated remuneration package R322 542,00 – R435 155,00 per annum

Job purpose To conduct access control, allocate residents and ensure cleanliness of the hostel

Appointment requirements
Grade 10
At least six months' relevant experience in a human settlements environment
Physical fitness and health
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 Being ethical; good communication skills; good interpersonal relations; ability to be a good team member; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Conduct access control
Conduct physical allocations
Conduct patrols
Enforce by-laws
Report maintenance faults
Provide liaising functions
Supervise general workers and residents

SAP S70030175

New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4971) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 2
Section: Roads and Transport
Location: Bon Accord Roads Depot

Reference number **SDTM1261-2-2025**

Position **GENERAL WORKER**

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 T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To function as a physical support service for a team to execute maintenance and road building work required for the construction of roads, storm water and related services

Appointment requirements
Ability to perform duties
Basic literacy
Relevant general experience in roads maintenance will be an added advantage
Physical fitness and health
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
Willingness and ability to work overtime

Personal attributes and/or competencies Good verbal communication skills; being hard-working; technical skills; ability to do physical work related to operational and maintenance activities; ability to understand basic verbal instructions from supervisors and colleagues; ability to check own understanding of tasks and expectations to avoid making mistakes; understanding of basic technical jargon; ability to translate technical information into terms that are understandable; ability to respond to questions with accurate and complete answers; ability to cooperate and work well with others; ability to show consideration towards others; being reliable and dependable; ability to show initiative and confidence in dealing with others; ability to participate actively as a member of a team

Primary functions
Assist the artisan (road builder or mason), senior operator, operator and assistant operator in executing their daily tasks
Comply with occupational health and safety regulations

SAP S70022806
New/natural attrition Natural attrition
Enquiries Anna Tsoai (012 358 4113) or Jack Mokwena (012 358 2995)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 7
Section: Roads and Transport
Location: Bronkhorstspruit

Reference number **SDTM1262-7-2025**

Position **GENERAL WORKER (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 T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To function as a physical support service for a team during construction and maintenance of roads, storm water and related services

Appointment requirements
Ability to perform duties
Basic literacy
Relevant general experience in roads maintenance will be an added advantage
Physical fitness and health
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
Willingness and ability to work overtime

Personal attributes and/or competencies Good verbal communication skills; being hard-working; technical skills; ability to do physical work related to operational and maintenance activities; ability to understand basic verbal instructions from supervisors and colleagues; ability to check own understanding of tasks and expectations to avoid making mistakes; understanding of basic technical jargon; ability to translate technical information into terms that are understandable; ability to respond to questions with accurate and complete answers; ability to cooperate and work well with others; ability to show consideration towards others; being reliable and dependable; ability to show initiative and confidence in dealing with others; ability to participate actively as a member of a team

Primary functions
Perform routine work
Follow basic instructions
Perform digging, sweeping, lifting, packing and cleaning
Operate levers and basic implements
Comply with occupational health and safety regulations

SAP S70031271; S70031268

New/natural attrition	Natural attrition
Enquiries	Johan Louw (012 358 4330)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 7
Section: Community Services: Parks, Horticulture and Cemetery Services
Location: Bronkhorstspruit

Reference number **SDTM1263-7-2025**

Position **GENERAL WORKER**

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 T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To render general maintenance work on developed and undeveloped open spaces and at natural resources and facilities to improve the quality of the environment

Appointment requirements
Ability to perform duties
Basic literacy
Relevant general horticultural maintenance experience will be an added advantage
Physical fitness and health with the ability to walk far distances, lift heavy plant material and dig holes and trenches
Willingness to work in extreme weather conditions
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 Ability to understand and follow given instructions; willingness to accept responsibility; ability to work as a team member or independently; good communication and listening skills; ability to make real-time work-related decisions

Primary functions
Conduct general horticultural maintenance in public open spaces and at facilities and depots
Clean open spaces in remote areas
Cut and remove invaders and alien plant material
Clean parks and traffic islands
Remove weeds
Pick up litter
Comply with occupational health and safety regulations

SAP S70030954
New/natural attrition Natural attrition
Enquiries Johan Louw (012 358 4330)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 7
Section: Waste Water Collection and Water Distribution
Location: Bronkhorstspruit

Reference number **SDTM1264-7-2025**

Position **GENERAL WORKER**

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 T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To maintain a clean and hygienic workplace and assist in operations and maintaining the waste water treatment plant

Appointment requirements
Ability to perform duties
Basic literacy
Relevant experience at a waste water treatment plant will be an added advantage
Physical fitness and health with the mobility to carry out physical hard labour tasks
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
Willingness and ability to work shifts as and when required

Personal attributes and/or competencies Ability to understand and follow instructions; willingness to accept responsibility; ability to work as a team member or independently; good communication and listening skills; ability to make real-time work-related decisions

Primary functions
Maintain a clean and hygienic workplace
Load and unload material and equipment
Perform *ad hoc* tasks as given by the supervisor
Perform general work at the waste water treatment works
Ensure that working areas are kept clean and hygienic
Comply with occupational health and safety regulations

SAP S70031465

New/natural attrition Natural attrition

Enquiries Johan Louw (012 358 4330)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 7
Section: Water and Sanitation: Water Distribution
Location: Bronkhorstspruit

Reference number **SDTM1265-7-2025**

Position **ARTISAN (PLUMBER)**

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 T10

Scale R357 972,00 – R497 184,00 per annum

Estimated remuneration package R488 598,00 – R665 789,00 per annum

Job purpose To repair and maintain all the components of the water network, such as pipelines, valves, air valves, water meters and fire hydrants, and to upgrade the water reticulation system

Appointment requirements
An appropriate trade certificate as Plumber (red seal)
At least two years' relevant experience in a municipal water network maintenance environment
A valid Code C1 driving licence with a valid PrDP
Physical fitness and good health
Ability to do physical work related to operation and maintenance activities for continuous periods
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
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Good communication skills; ability to be creative; problem-solving skills; ability to work under pressure; willingness and ability to work as part of a team; ability to work in confined spaces, at high altitudes and below ground level in trenches; ability to work under an extreme workload and to deliver work within the required time planned; ability to plan effectively and to work with minimum supervision and assistance

Primary functions
Repair water leaks, including locating services and pipelines
Conduct maintenance on water meters
Upgrade the water network
Excavate identified areas by making use of workers or mechanical equipment
Repair leaks that are located, backfill trenches to set standards and clean the site
Conduct general administrative tasks, which include the completion of time sheets

SAP S70031541

New/natural attrition	Natural attrition
Enquiries	Johan Louw (012 358 4330) or Linos Mashile (012 358 6901)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Storm Water Infrastructure Maintenance Management: Construction, Maintenance and Quarry Operations
Location: Belle Ombre Depot

Re-advertisement

Reference number **SDTM1267-2025**

Position **SENIOR OPERATOR**

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	[redacted]	[redacted]

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 assist the artisan in providing a physical support service in supervising and organising an operational team in the execution of operations maintenance and road building work by ensuring that all day-to-day operation tasks are executed effectively and cost-efficiently

Appointment requirements
Grade 10
Relevant experience and competence in operating all road construction machinery and equipment, using various types of material for maintenance and road building, as well as in road safety measures on work sites, reading road marking plans, and mapping out islands and related markings on the road surface
Supervisory experience will be an added advantage
First aid and occupational health and safety courses will be an added advantage
A valid Code C1 driving licence with a valid PrDP
Must undergo vetting and the applicant shall allow their fingerprints to be taken (at applicant's own cost)

Personal attributes and/or competencies Good communication and interpersonal skills; negotiation skills; responsibility and reliability; leadership qualities; physical strength to perform work outside on construction sites; being a good team worker

Primary functions
Supervise teams
Set out tasks for the team
Assign work to each member of the team
Enforce occupational health and safety standards on-site
Set programme activities and goals for the team

	Complete daily time sheets Set and build structures for traffic signs and poles Conduct concrete work Construct storm water systems Conduct tar patching Conduct road building Conduct site supervision Handle vehicles and equipment
SAP	S70020202
New/natural attrition	Natural attrition
Enquiries	Johan Marx (012 358 0652)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES
Division: Sports, Recreation and Infrastructure Development
Section: Sport Stadium and Facilities Development
Location: Pretoria Central

Re-advertisement

Reference number **CSDS064-2025**

Position **SENIOR SPECIALIST: SPORTS DEVELOPMENT**

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, oversee, coordinate, control, plan, monitor and report on all sport stadiums within the department

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Sport and Recreation or any other study field related to the position
At least eight years' relevant working experience in a sport and recreation 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 Communication skills; organisational awareness; conceptual thinking skills; project management skills; information measuring and monitoring skills; direction setting skills; excellent oral, written and interpersonal skills; time management and organisational skills; presentation skills; initiative and creative skills; planning skills; cognitive ability; excellent eye for detail; ability to work under pressure; ability to meet deadlines; ability to cope with stress; analytical thinking skills

Primary functions
Develop, maintain and implement a business plan for stadium management
Develop, implement and revise policies and procedures for stadium management
Oversee the development of norms and standards for stadium management
Coordinate and manage annual planning of all activities comprising service delivery
Manage the service delivery plan with external stakeholders
Manage the needs assessment of clients and implement actions to satisfy the need for better service delivery
Manage outside stakeholder involvement in stadium management processes

	Organise formal partnerships with all levels of government, external organisations and communities, where possible Liaise with all the necessary professional bodies
SAP	S70002183
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4971)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transportation Planning
Section: Intelligent Transport Systems and Traffic Engineering
Location: Belle Ombre Roads and Storm Water Depot

Re-advertisement

Reference number	**TRRO545-2025**
Position	**TRAFFIC SIGNAL TECHNICIAN (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 maintain the optimum functionality of signalised intersections in Tshwane
Appointment requirements	An appropriate trade certificate as Electrician (red seal) At least two year's relevant experience in the maintenance, repair and construction of traffic signals Physical fitness and health A valid Code EC1 driving licence with a valid PrDP or to be submitted within 12 months after assumption of duty 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 **Willingness and ability to work shifts and after hours as requested**
Personal attributes and/or competencies	Good knowledge of Auto motor and Syntell controllers, both electrical and mechanical; being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability
Primary functions	Conduct maintenance, repair and construction of traffic signals, including wiring, electronics controllers, fault finding, PLCs, cable jointing and reticulation Operate the cherry picker machine Repair accident damage at intersections

	Organise, control and use material, personnel and machinery to perform operational services efficiently
SAP	S70094953; S70094954
New/natural attrition	Natural attrition
Enquiries	G Rivers (012 358 0720), P Jacobs (012 358 0721) or M Mphahlele (012 358 1018)

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