



## 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 on a permanent basis.

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: 24 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

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](mailto:erecruit@tshwane.gov.za). Do not submit your application here – it will not be accepted.

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 3**

**Section: Water and Sanitation**

**Location: Johannes Ramokhoase Street Depot**

**Reference number**      **SDTM1284-3-2025**

**Position**                      **SENIOR ADMINISTRATIVE OFFICER**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	<b>All categories</b>

**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 effective administrative support to the Water and Sanitation Section

**Appointment requirements**      Grade 12  
 At least two years' relevant experience in operational administrative support, fleet and asset control services  
 Supervisory experience will be an added advantage  
 A valid Code B driving licence 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**      Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisation 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**      Render supervisory services for personnel and depot visits  
 Perform administrative services by managing the communication network, correspondence (internal and external) and monthly reports (standby, overtime, materials, stationery and cleaning material)  
 Provide injury on duty administration, including emergency plans and occupational safety structures, filing and data capturing  
 Assist management with personnel services, update personnel training records and manage queries  
 Provide financial support services within the section

**SAP**                                      S70026379

**New/natural attrition**                      Natural attrition

**Enquiries**                              CB Diale (012 358 8323) or BS Mashile (012 358 4694)



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 3**

**Section: Water and Sanitation: Water Distribution**

**Location: Johannes Ramokhoase Street Depot**

**Reference number**            **SDTM1286-3-2025**

**Position**                        **GENERAL WORKER**

<b>To be advertised</b>	<b>Internal</b>					<b>External</b>				
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<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	<b>All categories</b>

**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 maintenance work related to pipe maintenance

**Appointment requirements**

Ability to perform duties  
Basic literacy  
Relevant experience in the general maintenance of a water distribution network will be an added advantage  
Physical fitness and health with no back problems  
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, standby and overtime on request**

**Personal attributes and/or competencies**

Physical health, fitness and a strong physique; willingness to accept responsibility; ability to implement and uphold routine; ability to pay attention to detail; good communication skills; good interpersonal skills; having initiative; flexibility and adaptability; ability to work under pressure; being self-motivated; being hard-working; being punctual, responsible, accountable and reliable; having a basic understanding of pool maintenance

**Primary functions**

Dig and backfill trenches, break concrete, load and remove rubble and spread excavated materials, sand, soil and gravel using handheld tools  
Cleaning and maintain the office area, terrain, vehicles, tools and equipment to ensure good housekeeping as well as a safe and healthy environment for all employees  
Execute all other work-related instructions given by the artisan and/or foreman  
Clean and clear sites after completion of operational and repair work

**SAP**                                 S70026413

**New/natural attrition**        Natural attrition

**Enquiries**                        CB Diale (012 358 8323) or BS Mashile (012 358 4694)

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services**

**Location: Proclamation Hill, Loftus, Prince's Park, Mayville, Môregloed**

**Reference number** SDTM1287-3-2025

**Position** **LAWNMOWER OPERATOR (13 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

**Job level** T2

**Scale** R166 800,00 – R200 832,00 per annum

**Estimated remuneration package** R245 272,00 – R288 588,00 per annum

**Job purpose** To provide specific sites and facilities in Tshwane with maintenance services by cutting grass according to requirements, requests and specific conditions, as well as doing general maintenance work on developed and undeveloped open spaces and at natural resources and facilities in order to improve the quality of the environment

**Appointment requirements** Ability to perform duties  
Basic literacy  
Ability to read, write and follow instructions of machines  
Relevant working experience in operating a brush cutter or lawnmower will be an added advantage  
Physical fitness and health with no back problems  
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**

**Personal attributes and/or competencies** Having a strong physique; ability to work in a natural environment without any allergies; ability to do physical work related to operational and maintenance activities for continuous periods in an outdoor environment; ability to work under pressure; ability to work in a group; good communication skills; good technical skills; high hand-eye coordination; willingness to accept responsibility; flexibility and adaptability; being self-motivated; being hard-working; being punctual, responsible, accountable and reliable; having a basic understanding of grass cutting practices

**Primary functions** Cut grass at decorative and play parks  
Cut grass on traffic islands and at malls, squares, boulevards, sport and recreation facilities, cemeteries, crematoria, resorts and developed and undeveloped sites  
Cut grass at City of Tshwane facilities, such as crèches, old age homes, hostels, fire stations, etc  
Operate equipment allocated to the post  
Ensure that all guidelines and principles of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) are adhered to

**SAP** S70023965; S70024307; S70024350; S70024236; S70024238; S70024239;  
S70095617; S70024241; S70024327; S70023958; S70024107; S70023835;  
S70023940

**New/natural  
attrition** Natural attrition

**Enquiries** CB Diale (012 358 8323) or L Mokubyane (012 358 7907)

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services:**

**Urban Forestry**

**Location: Prince's Park Depot**

**Reference number**      **SDTM1288-3-2025**

**Position**                      **SUPERVISOR TREE TEAM**

**To be advertised**              **Internal**                                      **External**

<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White Male	Person with disability	<b>All categories</b>

**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 conduct the proactive and reactive pruning of trees in Region 3 to ensure the environmental well-being of Tshwane

**Appointment requirements**                      Grade 10  
 At least two years' relevant working experience in an urban forestry environment  
 Chainsaw operator course  
 Aerial platform operator's qualification will be an added advantage  
 A valid Code C1 driving licence with a valid PrDP  
 Physically fit and healthy  
 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 willing to work shifts, overtime and standby when required**

**Personal attributes and/or competencies**                      Excellent eyesight; communication skills; technical skills; willingness and ability to work in noisy and dusty environments and at heights

**Primary functions**                      Conduct proactive and reactive maintenance of all trees within Region 3  
 Attend to Integrated Development Plan maintenance at own Urban Forestry Unit  
 Deliver disaster management services relating to trees  
 Give feedback to superiors in terms of work done to ensure an up-to-date information technology system for urban forestry as a whole  
 Conduct maintenance of chainsaws and pole pruners  
 Ensure occupational health and safety within the Urban Forestry Unit  
 Conduct supervision duties  
 Control vehicle

**SAP**                                      S70024610  
**New/natural attrition**                      Natural attrition  
**Enquiries**                              CB Diale (012 358 8323)



**New/natural attrition**      Natural attrition

**Enquiries**                      CB Diale (012 358 8323) or L Mokubyane (012 358 7907)

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 3**

**Section: Community Services**

**Location: Waverley, Atteridgeville, Es'kia Mphahlele**

<b>Reference number</b>	<b>SDTM1290-3-2025</b>				
<b>Position</b>	<b>LIBRARY ASSISTANT (3 POSTS)</b>				
<b>To be advertised</b>	Internal		External		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T7				
<b>Scale</b>	R254 808,00 – R353 892,00 per annum				
<b>Estimated remuneration package</b>	R357 290,00 – R483 405,00 per annum				
<b>Job purpose</b>	To assist with the rendering of library information services that include information resources retrieval, circulation, acquisition, collection development and programme implementation				
<b>Appointment requirements</b>	<p>Grade 12</p> <p>At least six months' relevant experience, preferably in a library environment</p> <p>Proficiency in SirsiDynix Symphony or any library management system 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> <p><b>Willingness and ability to work on Saturdays according to a fixed schedule</b></p> <p><b>Willingness to be redeployed temporarily to another library in Region 3</b></p>				
<b>Personal attributes and/or competencies</b>	Integrity; intelligence; patience; having imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic				
<b>Primary functions</b>	<p>Render a lending service to the community</p> <p>Render an information service to the community</p> <p>Promote a culture of reading and learning</p> <p>Liaise with schools to support education</p> <p>Perform administrative tasks to render a library and information service</p>				
<b>SAP</b>	S70023222; S70023237; S70023266				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7901)				

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services**

**Location: Prince's Park, Proclamation Hill, Loftus, Mayville, Môregloed**

<b>Reference number</b>	<b>SDTM1291-3-2025</b>				
<b>Position</b>	<b>GENERAL WORKER (4 POSTS)</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male		
<b>Job level</b>	T1				
<b>Scale</b>	R159 936,00 – R186 936,00 per annum				
<b>Estimated remuneration package</b>	R236 535,00 – R270 901,00 per annum				
<b>Job purpose</b>	To conduct general maintenance work on developed and undeveloped open spaces and at natural resources and facilities to improve the quality of the environment				
<b>Appointment requirements</b>	Ability to perform duties Basic literacy Relevant knowledge and experience in horticultural maintenance will be an added advantage Physical fitness and health with no back problems 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 <b>Willingness and ability to work shifts, standby and overtime on request</b>				
<b>Personal attributes and/or competencies</b>	Physical health, fitness and a strong physique; willingness to accept responsibility; ability to implement and uphold routine; ability to pay attention to detail; good communication skills; good interpersonal skills; ability to show initiative; flexibility and adaptability; ability to work under pressure; being self-motivated; being hard-working; being punctual, responsible, accountable and reliable; having a basic understanding of pool maintenance				
<b>Primary functions</b>	Conduct general horticultural maintenance in public open spaces and at horticultural facilities and depots Clean parks and traffic islands Clean open spaces in remote areas Cut and remove invaders and alien plant material Remove weeds Pick up litter				
<b>SAP</b>	S70024346; S70024672; S70024188; S70024638				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7907)				

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services**

**Location: Region 3**

<b>Reference number</b>	<b>SDTM1292-3-2025</b>				
<b>Position</b>	<b>RIDE-ON MOWER OPERATOR</b>				
<b>To be advertised</b>	Internal		External		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T3				
<b>Scale</b>	R173 928,00 – R224 916,00 per annum				
<b>Estimated remuneration package</b>	R254 345,00 – R319 243,00 per annum				
<b>Job purpose</b>	To cut grass with a specialised machine on developed and undeveloped open spaces and at facilities to improve the quality of the environment and to conduct general horticultural maintenance as and when required				
<b>Appointment requirements</b>	Basic literacy Relevant experience in the operation of the relevant machinery Physical fitness and good health with the ability to carry equipment and machines 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 <b>Willingness and ability to work shifts</b>				
<b>Personal attributes and/or competencies</b>	Technical skills; communication skills; ability to pay attention to detail; high hand-eye coordination; excellent eyesight; ability to meet strict deadlines; willingness to be exposed to situations which are physically threatening; willingness to be exposed to extreme weather conditions; physical fitness; having good health and stamina; ability to work outdoors; being strong and able to carry equipment and machines				
<b>Primary functions</b>	Cut grass at decorative play parks, open spaces, road reserves and spruit areas Cut grass on traffic islands and at malls, squares, boulevards, sport fields, cemeteries, crematoria and resorts Cut grass at City facilities, such as crèches, old age homes, hostels, fire stations, etc Operate ride-on lawnmower, brush cutter and equipment allocated to the post Make sure all guidelines and principles of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) are adhered to Conduct general horticultural maintenance as and when required				
<b>SAP</b>	S70023936				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323)				

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 3**  
**Section: Community Services: Parks, Horticulture and Cemetery Services**  
**Location: Môregloed Depot**

<b>Reference number</b>	<b>SDTM1293-3-2025</b>				
<b>Position</b>	<b>LORRY DRIVER</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T6				
<b>Scale</b>	R227 508,00 – R315 984,00 per annum				
<b>Estimated remuneration package</b>	R322 542,00 – R435 155,00 per annum				
<b>Job purpose</b>	To move and remove materials in the section and to manage personnel and equipment in order to improve the quality of the environment				
<b>Appointment requirements</b>	Grade 10 At least six months' relevant experience A valid Code EC1 driving licence with a valid PrDP Physical fitness and health Willingness and ability to relieve in similar positions, as and when needed 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 <b>Willingness and ability to work shifts, overtime and standby</b>				
<b>Personal attributes and/or competencies</b>	Technical skills; willingness to accept responsibility; ability to do extensive travelling; excellent eyesight; physical fitness				
<b>Primary functions</b>	Manage personnel Move and remove materials in and from areas Control vehicle Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)				
<b>SAP</b>	S70024067				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7901)				

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services**

**Location: Prince's Park**

<b>Reference number</b>	<b>SDTM1294-3-2025</b>				
<b>Position</b>	<b>URBAN FORESTER</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T11				
<b>Scale</b>	R400 944,00 – R556 836,00 per annum				
<b>Estimated remuneration package</b>	R543 294,00 – R741 715,00 per annum				
<b>Job purpose</b>	To create, develop and manage sustainable urban forestry in Region 3 to ensure the environmental well-being of Tshwane				
<b>Appointment requirements</b>	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Horticulture or any other study field related to the position</p> <p>At least two years' relevant working experience in urban forestry, arboriculture and horticulture</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Physical fitness and health</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> <p><b>Willingness and ability to work shifts, standby and overtime when required</b></p>				
<b>Personal attributes and/or competencies</b>	Ability to work independently; ability to be assertive in dealing and liaising with the public; ability to work under pressure; good written and verbal communication skills; good interpersonal skills; emotional intelligence, as well as intellectual and cognitive abilities; leadership skills; organisational skills; technical skills; ability to meet strict deadlines; innovative thinking skills; willingness to accept responsibility; excellent eyesight				
<b>Primary functions</b>	<p>Create, develop and manage sustainable urban forestry to ensure the environmental well-being of Tshwane using afforestation (tree planting) on road reserves throughout Tshwane</p> <p>Conduct proactive and reactive maintenance of all trees within Region 3</p> <p>Develop and manage an Integrated Development Plan for urban forestry</p> <p>Provide disaster management services relating to trees</p> <p>Create, develop and manage an information technology system for urban forestry as a whole</p>				

Perform general management of the Urban Forestry Subsection (planning, organising, leading and coordination) for Region 3  
Create, develop and manage afforestation (tree planting), watering and feeding programmes on road reserves at the Urban Forestry Subsection for Region 3  
Perform the administration of the Urban Forestry Subsection for Region 3

**SAP** S70024608

**New/natural attrition** Natural attrition

**Enquiries** CB Diale (012 358 8323) or L Mokubyane (012 358 7907)

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 3**

**Section: Community Services: Parks, Horticulture and Cemetery Services**

**Location: Prince's Park Depot**

<b>Reference number</b>	<b>SDTM1295-3-2025</b>				
<b>Position</b>	<b>SPECIAL WORKMAN</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T7				
<b>Scale</b>	R254 808,00 – R353 892,00 per annum				
<b>Estimated remuneration package</b>	R357 290,00 – R483 405,00 per annum				
<b>Job purpose</b>	To conduct operational maintenance of play equipment, fences, construction, irrigation systems, etc in Region 3				
<b>Appointment requirements</b>	Grade 10 Relevant working experience in the maintenance of fences, play equipment, general construction and repair work at sites and terrains Physical fitness and health A valid Code C1 driving licence with a valid PrDP 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				
<b>Personal attributes and/or competencies</b>	Good interpersonal skills; communication skills; being hard-working; technical skills; ability to do physical work related to operational and maintenance activities for continuous periods				
<b>Primary functions</b>	Conduct operational maintenance of play equipment, fences, construction, irrigation systems, etc in Region 3 Ensure occupational health and safety within the section Manage all vehicles, machines and equipment as allocated				
<b>SAP</b>	S70023897				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7907)				

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 3**  
**Section: Community Services: Parks, Horticulture and Cemetery Services**  
**Location: Zandfontein Cemetery**

<b>Reference number</b>	<b>SDTM1296-3-2025</b>				
<b>Position</b>	<b>SENIOR ADMINISTRATIVE OFFICER</b>				
<b>To be advertised</b>	Internal		External		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T11				
<b>Scale</b>	R400 944,00 – R556 836,00 per annum				
<b>Estimated remuneration package</b>	R543 294,00 – R741 715,00 per annum				
<b>Job purpose</b>	To ensure that administrative duties within cemeteries are done effectively, that all financial records are up to date and that all cemetery requirements are complied with by clients and administrative officers				
<b>Appointment requirements</b>	Grade 12 Relevant working experience in an administrative 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 <b>Willingness to work overtime when required</b>				
<b>Personal attributes and/or competencies</b>	Integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; being customer orientated; people management skills; problem-solving abilities; knowledge of application reviews				
<b>Primary functions</b>	Be responsible for access and key control Supervise personnel at cemeteries Book procedures for funerals Be responsible for all registers Play a supporting role for the public and undertakers Be responsible for general administrative duties Maintain inventories and orders as required				
<b>SAP</b>	S70025756				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7907)				

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 3**

**Section: Community Services: Parks and Horticulture**

**Location: Mayville Depot**

**Reference number** SDTM1297-3-2025

**Position** HORTICULTURIST

**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 provide horticultural development and maintenance services of natural resources and facilities, and to optimally manage personnel and equipment to improve the quality of the environment

**Appointment requirements** An appropriate three-year career-related tertiary qualification (degree or national diploma) in Horticulture or any other study field applicable to the position  
At least two years' relevant working experience in the horticultural maintenance of parks and sport facilities  
Supervisory experience will be an added advantage  
A valid Code B/EB 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** Good interpersonal and communication skills; physical fitness; technical skills; leadership skills; analytical thinking skills, project management skills; organisational skills; good working knowledge of sport field maintenance, like a bowling green and cricket pitch

**Primary functions** Provide and maintain decorative parks and play parks  
Provide horticultural development and maintenance services for traffic islands, urban malls, boulevards, squares, sport facilities, cemeteries, crematoria and resorts  
Provide horticultural development and maintenance services for municipal facilities (crèches, old age homes, hostels, fire stations, etc), road reserves and undeveloped open spaces  
Effectively manage the section, including all personnel, equipment, infrastructure and the budget  
Provide horticultural pest control  
Conduct all administration relating to the post

**SAP** S70024267

**New/natural  
attrition**

Natural attrition

**Enquiries**

CB Diale (012 358 8323) or L Mokubyane (012 358 7907)



**SAP** S70024606; S70023798

**New/natural attrition** Natural attrition

**Enquiries** CB Diale (012 358 8323) or L Mokubyane (012 358 7901)

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 3**  
**Section: Community Services: Parks, Horticulture and Cemetery Services**  
**Location: Proclamation Hill Depot**

<b>Reference number</b>	<b>SDTM1300-3-2025</b>				
<b>Position</b>	<b>GARDENER</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T7				
<b>Scale</b>	R254 808,00 – R353 892,00 per annum				
<b>Estimated remuneration package</b>	R357 290,00 – R483 405,00 per annum				
<b>Job purpose</b>	To be responsible for the maintenance of natural resources and gardens				
<b>Appointment requirements</b>	Grade 10 Relevant experience in the maintenance of natural resources and gardens Supervisory experience will be an added advantage A valid Code EC or EC1 driving licence with a valid PrDP 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 <b>Willingness and ability to work shifts</b>				
<b>Personal attributes and/or competencies</b>	Ability to do physical work related to operation and maintenance activities for continuous periods; ability to work under pressure; ability to work in a group; good communication skills				
<b>Primary functions</b>	See to the cutting of grass at all parks in the area according to the prescribed programme and standard Remove and control all invasive plant material Help with the transport of plants, soil, fertilisers, compost and material as well as the removal of rubble Assist the horticulturists with the execution of their jobs where necessary Manage all personnel in the section Handle all administration regarding the personnel in the section				
<b>SAP</b>	S70024323				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7907)				

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 6**

**Section: Community Services: Sport and Recreation**

**Location: Pretoria Central Swimming Pool**

<b>Reference number</b>	<b>SDTM1301-3-2025</b>				
<b>Position</b>	<b>CASHIER</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T7				
<b>Scale</b>	R254 808,00 – R353 892,00 per annum				
<b>Estimated remuneration package</b>	R357 290,00 – R483 405,00 per annum				
<b>Job purpose</b>	To fill the cashier shift during working hours, weekends and public holidays and man the entrance gates at various pay pools in Region 3				
<b>Appointment requirements</b>	Grade 12 with Accounting or Mathematics as subjects At least six months' relevant cashier experience and handling high volumes of cash <b>Liability to pay for shortages incurred</b> 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 <b>Willingness and ability to work shifts and overtime</b>				
<b>Personal attributes and/or competencies</b>	Follow the prescribed rules for the management and handling of cash and payments made by the public; trustworthiness and integrity; ability to follow instructions and protocol set out for cashier management; accept responsibility for all cash and income handled at pay points; good public relations skills; good communication skills; calculation skills; being regularly required to work long hours or on a shift system				
<b>Primary functions</b>	Handle cash, make up documents and bank money as per the prescribed MFMA rules and regulations Be accurate with income generated at pay points and follow the prescribed protocol Communicate all challenges as soon as they occur Handle information requests by the public; this is the first point of contact with visitors, hence fulfilling a PR role Communicate with the public and visitors				
<b>SAP</b>	S70024565				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	CB Diale (012 358 8323) or L Mokubyane (012 358 7907)				





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 3**

**Section: Energy and Electricity**

**Location: Prince's Park Depot**

<b>Reference number</b>	<b>SDTM1304-3-2025</b>										
<b>Position</b>	<b>STORE ASSISTANT</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
Internal	External										
<b>This position seeks to attract</b>	<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><b>All categories</b></td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	<b>All categories</b>
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	<b>All categories</b>							
<b>Job level</b>	T2										
<b>Scale</b>	R166 800,00 – R200 832,00 per annum										
<b>Estimated remuneration package</b>	R245 272,00 – R288 588,00 per annum										
<b>Job purpose</b>	To assist storekeepers in maintaining and issuing stock to enable them to do their work										
<b>Appointment requirements</b>	<p>Ability to perform duties  Basic literacy  Relevant experience in a store environment will be an added advantage  Physical fitness and health with no back problems  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  <b>Willingness and ability to work shifts and standby</b></p>										
<b>Personal attributes and/or competencies</b>	Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to understand and execute the supervisor's instructions; no fear of heights; no serious physical disabilities; no back problems										
<b>Primary functions</b>	<p>Issue and receive stock  Assess control in store areas  Ensure that all store items are marked and that store areas are neat  Inspect store areas  Count stock  Compile health and safety reports regarding loose tools and hoisting equipment</p>										
<b>SAP</b>	S70023501										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	CB Diale (012 358 8323) or F Diale (012 358 6910)										

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