



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 the Careers link and then on Job Forums.

(INTERNALS)

PLEASE APPLY THROUGH THE INTRANET. NAVIGATE TO SAP SUCCESS FACTORS PAGE THEN LOGIN WITH YOUR CREDENTIALS

(EXTERNALS)

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE (<https://www.tshwane.gov.za>) AND CLICKING ON THE CAREER LINK Tshwane Careers is also located under the E-services link on the website)

**Closing date: 9 February 2026
(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 FINANCIAL SERVICES

Division: Levies

Section: Property Valuation Management

Location: Middestad Building (Pretoria CBD)

Re-advertisement

Reference number	FISE640-2026				
Position	DEPUTY DIRECTOR: PROPERTY VALUATIONS 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	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 provide a cost-effective, equitable and sustainable valuation service in order to provide a reliable source of revenue from assessment rates				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Real Estate, Property Valuation or any other study field related to the position</p> <p>Registration as a Professional Valuer or Professional Associated Valuer, without restrictions, with the South African Council for the Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000)</p> <p>At least eight years' relevant working experience in property valuation</p> <p>Comprehensive experience and knowledge of legislative and developmental aspects of property in a municipal environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, 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>				
Competency requirements of the post	Good written and verbal communication skills; advanced management skills; ability to work under pressure; basic background of property law and principles; advanced knowledge of the Municipal Property Rates Amendment Act, 2014 (Act 29 of 2014);				

basic knowledge of other legislation relevant to local government; ability to cope with stress

Primary functions

Assist the director in managing, controlling and coordinating all personnel activities, including performance assessment and disciplinary matters, to ensure the successful accomplishment of the subsection's high discipline levels and acceptable performance standards

Assist the director in controlling, liaising with and rendering support to the chief valuers in compiling a comprehensive, fair and uniform triennial valuation roll and all subsequent legislative processes that form the basis for the levying of assessment rates

Assist the director in managing and controlling all processes that lead to the maintenance of the valuation roll and all subsequent legislative processes subsequent to its finalisation and certification

Assist the director in managing and finally deciding on valuations determined on immovable property for other municipal purposes, including alienation of land, acquisition and expropriation, rental, replacement value, endowment for open spaces and parks, and contributions to sport clubs

Assist the director in giving advice to other departments and contributing to special projects

SAP

S70010770

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Metering and Invoicing Services

Location: Pretoria Central

Re-advertisement

Reference number	FISE641-2026																		
Position	DEPUTY DIRECTOR: METER READING AND BILLING OPERATIONS																		
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td colspan="2">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td colspan="2">All categories</td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
Internal	External																		
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Indian male	White female	White male	Person with disability	All categories															
This position seeks to attract																			
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 all activities in the Meter Reading and Billing Operations Subsection to ensure the accurate and timely billing of consumer accounts																		
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting or Finance, or any other study field related to the position</p> <p>At least eight years' relevant working experience in a meter reading and billing systems environment</p> <p>Experience in electronic meter reading system management</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP</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	Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility																		
Primary functions	Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes																		

associated with the use, productivity and performance of personnel within the section
Monitor and control the section's budget so that income and continuous expenditure are in line with Council requirements
Import meter reader information from SAP
Manage the allocation of specific routes to handheld terminals
Ensure that meter readings are obtained timeously for billing after reading
Generate exception reports
Follow up on exception reports
Export updates data to the mainframe
Manage the fleet of vehicles
Manage the phones for readings
Report damaged meters
Report meters that are on-site but not on the system
Manage personnel
Provide client services
Ensure budgeted revenue realisation management

SAP S70010292

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Metering and Invoicing Services

Location: Pretoria Central

Re-advertisement

Reference number **FISE642-2026**

Position **DEPUTY DIRECTOR: NOTIFICATIONS AND RETURNED MAIL**

To be advertised	Internal	External
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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 oversee the notification and returned mail function

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting or Finance or any other study field related to the position
At least eight years' relevant working experience in a meter reading and billing systems environment
Supervisory experience will be an added advantage
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
A valid Code B driving licence
Computer literacy (advanced Excel)
Knowledge of SAP
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 Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section

Define and adjust the key performance indicators and job profiles of personnel against service delivery requirements

Evaluate the capability of prospective applicants and lead the interviewing and final selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional and technical skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitor the adequacy of current training innovations and report on the impact after training

Implement human resources policies and procedures to control and regulate workplace conflicts and/or institute corrective measures

Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Monitor and control the section's budget so that income and expenditure are in line with Council requirements

Prepare and submit the operational budget

Manage the operational budget

Manage assets within the section

Ensure 50% affirmable procurement of total procurement within the section

Manage the results of notifications on a weekly basis

Manage the implementation of customer management processes aimed at improving customer satisfaction by improving the response time to customer enquiries

Ensure that all returned mail is attended to and addresses are rectified

Manage adjustments on accounts

Manage statistical reports

Manage the implementation of water and electricity tariffs and basic charges

SAP

S70010282

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Rates and Taxes Management

Location: Pretoria Central

Re-advertisement

Reference number	FISE643-2026										
Position	DEPUTY DIRECTOR: SERVICE RECOVERY MANAGEMENT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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 support service recovery management within the section										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting or Finance, or any other study field related to the position</p> <p>At least eight years' relevant working experience in service recovery in a property rates and taxes environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP</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	Integrity; sound financial management skills; 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>Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section</p> <p>Reconcile consumer debtors</p> <p>Ensure that reconciliation keys are closed on daily</p> <p>Plan monthly and year-end reconciliation procedures</p> <p>Ensure that consumer debtors' daily cash is reconciled</p>										

Ensure that reconciling item differences are followed up and corrected
 Verify completeness of reconciliations and sign these off
 Monitor the consumer debtors reconciliation process
 Review reconciliation processes
 Reconcile security deposits
 Ensure that security deposit receipts are correctly posited to the general ledger
 Manage the reconciliation of security deposits
 Manage move in and move out corrections
 Monitor the scanning and binding process of service contracts
 Ensuring that move in and move out corrections are effected on consumer debtors' accounts timeously
 Coordinate service recovery functions
 Monitor debtors' transfer balances and trace missing payments
 Ensure that debtors' balances are effected on accounts as per requests
 Coordinate the tracing of missing payments related to consumer debtors
 Manage notifications
 Ensure that logged notifications are followed up and completed
 Review monthly notification reports
 Administer correspondence
 Compile reports to top management, portfolio committees, the Mayoral Committee and Council, and ensure implementation of resolutions
 Give feedback on audit queries in writing
 Facilitate the administration of bank guarantees by monitoring annual reviews of bank guarantees, managing bank guarantee reconciliation and monitoring the bank guarantee register

SAP

S70010620

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number	FISE644- 2026										
Position	REVENUE ENHANCEMENT STRATEGIST										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 establish a coordinated revenue enhancement strategy through programmes and projects										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Finance, Statistics or any other study field related to the position</p> <p>At least eight years' relevant working experience in a revenue enhancement environment with knowledge of project management, financial, location-based and municipal revenue systems</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP</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	Integrity; sound financial management skills; 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>Implement the Revenue Enhancement Strategy</p> <p>Coordinate and compile the Revenue Enhancement Strategy Implementation Plan</p> <p>Manage projects emanating from the Revenue Enhancement Strategy</p> <p>Establish, coordinate and lead working groups, task teams and committees involved with Revenue Enhancement Strategy implementation and monitoring</p>										

Conduct extensive benchmarking and research on revenue-generating strategies to increase savings and efficiencies and/or new income streams
 Conduct continuous monitoring, analysis and evaluation of the Revenue Enhancement Strategy
 Compile a monitoring plan and report on progress to all role players
 Review and analyse tariffs and charges in view of full cost recovery
 Manage a budget that is linked to the Revenue Enhancement Strategy
 Compile an annual proposal of property rates tariffs in terms of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) based on policy provisions
 Motivate the strategy and propose required policy changes to ensure affordability and alignment with legislative prescriptions and guidelines from the government
 Compile scenarios and monthly information to ensure optimum monitoring regarding revenue and tariff levels
 Liaise with various stakeholders and departments within the City of Tshwane that are implicated in the Revenue Management Strategy
 Manage projects and programmes emanating from the Revenue Enhancement Strategy and other related projects (project management)
 Perform analysis to determine the impact of changes in the social, political and economic environment

SAP

S70010635

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: Pretoria Central

Re-advertisement

Reference number	FISE645- 2026										
Position	DEPUTY DIRECTOR: DISPOSAL MANAGEMENT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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 oversee the daily operations in the disposal yard, including managing and supervising yard personnel, coordinating with other departments and ensuring that all equipment is properly maintained										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Logistics Management, Business Management, Public Administration or any other study field related to the position</p> <p>At least eight years' relevant working experience in disposal management</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP</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	Knowledge in project planning and key account management; integrity; sound financial management skills; 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>Manage, monitor and facilitate the provision of effective, efficient and economical administrative support to the department</p> <p>Develop and implement disposal policies</p>										

Create guidelines for identifying, evaluating and disposing of City of Tshwane assets according to established procedures and legal requirements

Schedule assets for disposal and manage the process

Maintain a comprehensive database of all assets submitted for disposal and track their life cycle at disposal

Decide on the most appropriate disposal method for each asset, such as selling at auction, donating to charities, recycling or responsibly disposing of hazardous materials

Ensure adherence to supply chain management regulations regarding asset disposal, including environmental protection and proper documentation

Manage contracts with vendors responsible for asset disposal, including price negotiations and quality control

Track the financial impact of asset disposal activities, including revenue generated from sales and costs associated with disposal processes

Lead a team of disposal specialists responsible for physical asset removal and documentation

Oversee administrative support to the Yard Management Unit

Prepare and submit the operational auction plan

Manage the delivering of yard and disposal adjudication support services

Conduct yard and auction management by receiving redundant and obsolete assets and materials

Prepare assets and materials for disposal adjudication

SAP

S70010902

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Performance Management

Location: Pretoria Central

Re-advertisement

Reference number **FISE646- 2026**

Position **DEPUTY DIRECTOR: TRACKING SPECIALIST**

To be advertised	Internal					External				
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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 oversee the supply chain management audit function and champion all audit-related functions within supply chain management

Appointment requirements

An appropriate three-year career-related tertiary qualification (BTech or degree) in Supply Chain Management, Accounting or any other study field related to the position Registration with the Chartered Institute of Procurement and Supply (CIPS) as a Government Registered Auditor (ACCA or CASA) will be an added advantage At least eight years' working experience in a supply chain management audit environment

Supervisory experience will be an added advantage

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

A valid Code B driving licence

Computer literacy with SAP proficiency and advanced Excel 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 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 Coordinate the supply chain management audit function with internal and external audit stakeholders

Prepare and submit supply chain management audit readiness
 Prepare the irregular expenditure register and commitment register
 Manage assets within the section
 Train and supervise supply chain management audit champions
 Track and update the National Treasury E-monitor system
 Review and update the contract register
 Ensure that each contract is supported by a service-level agreement
 Update the contracts register upon each bid being awarded
 Update the contract extension register with all approved contract extensions and/or variations by the Bid Adjudication Committee
 Manage the process to list a poor-performing contractor onto the National Treasury database of defaulters in line with the standard operating procedure on the restriction of contractors and service providers
 Manage the timely publication of bid outcomes and communication to unsuccessful bidders
 Process all supply chain management-related Requests for Information made in line with the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), Protection of Personal Information Act, 2013 (Act 4 of 2013) and Public Protector Act, 1994 (Act 23 of 1994) or similar legislation
 Consolidate and prepare monthly supply chain management performance information for reporting
 Make inputs to the deviation reports prepared by departments and maintain a deviation register
 Maintain the contract and commitment register
 Develop, implement and maintain the tracking of strategic and business plans, more specifically in terms of outcomes, outputs, performance indicators and milestones achieved
 Develop, implement and maintain tracking implementation plans, more specifically in terms of the following: Governance and accountability, planning, resource management, risk management, stakeholder engagement, and review, monitoring and evaluation

SAP

S70094411

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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: Tshwane House (Pretoria Central)

Reference number	CSHS445-2026				
Position	DEPUTY DIRECTOR: SALARY ADMINISTRATION				
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 manage and render salary administrative and payroll services within the City of Tshwane				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance, Accounting or any other study field related to the position</p> <p>At least eight years' relevant working experience in a salary administration environment, preferably in local government</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Knowledge of SAP and SuccessFactors</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	Integrity; sound financial management skills; 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>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Manage the provision of payroll administration services</p> <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 municipality</p> <p>Ensure the sustainability of human resources practices and plans</p> <p>Implement human resources service delivery in line with the municipality's internal and external operating environment and business and capability needs for today and the future</p> <p>Align the municipality's policies with the National Occupational Health and Safety Framework</p>				

Identify and analyse challenges with the implementation of health and safety, and address these challenges appropriately
Develop communication geared for various audiences
Read situations and interest positions and respond appropriately
Communicate sensitive or controversial information effectively
Communicate effectively at senior levels
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 municipality's vision and mission, as well as the implications
Maintain a clear focus on long-term goals and consider alternatives

SAP S70016120

New/natural attrition Natural attrition

Enquiries C 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)

Re-advertisement

Reference number	CSHS446-2026				
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 provide high-level strategic, administrative and advisory support to the Group Head: Group Human Capital Management by coordinating performance agreements, managing intergovernmental relations matters, ensuring effective liaison with key internal stakeholders and supporting the execution of the group head's strategic mandate				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Commerce, Auditing, Public Administration or Business Administration or any other study field related to the position</p> <p>At least eight years' relevant working experience in a strategic support environment with experience in preparing high-level reports, strategy documents and presentations</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Advanced 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	Understanding municipal planning and reporting frameworks; high level of discretion and confidentiality; professionalism and diplomacy; ability to work under pressure; problem-solving and initiative; strong organisational and coordination ability; having integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility				
Primary functions	<p>Deliver strategic executive support services to the Office of the Group Head</p> <p>Manage performance agreements for the group head</p> <p>Assist with performance reporting and monitoring for the department</p>				

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 internal audit coordination and findings, and putting in place mechanisms to prevent future audit findings
Ensure adherence to governance principles, policies, prescripts and internal control measures
Manage intergovernmental relations
Provide special advice to the group head
Be a special liaison with key internal stakeholders for the respective departments
Execute generic management functions

SAP S70094435

New/natural attrition Natural attrition

Enquiries C 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: Management and Administrative Support
Location: Tshwane House (Pretoria Central)

Re-advertisement

Reference number	CSHS447-2026										
Position	DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT										
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	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 Public Administration or Business Administration 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> <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; 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	C De Villiers (012 358 4345) or D 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: Employment Equity

Location: Tshwane House (Pretoria Central)

Re-advertisement

Reference number **CSHS448-2026**

Position **SENIOR SPECIALIST: EMPLOYMENT EQUITY**

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 ensure that strategic employment equity services are rendered throughout the City of Tshwane

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 an employment equity 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; patience; intelligence; innovative thinking skills; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility

Primary functions Execute generic management and financial management functions
Establish and monitor the City of Tshwane Employment Equity Strategy
Ensure and monitor the preparation of the Employment Equity Plan
Establish and maintain employment equity stakeholders
Oversee the execution of the Employment Equity Plan
Monitor the execution of the Employment Equity Plan and ensure efficient coaching
Oversee the execution of employment equity reporting and evaluation

SAP S70016477

New/natural attrition Natural attrition

Enquiries C De Villiers (012 358 4345) or I Maboia (012 358 4100)

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: Tshwane House

Reference number **CSHS449-2026**

Position **HUMAN CAPITAL PROCESSOR (SALARY ADMINISTRATION)
(3 POSTS)**

To be advertised	Internal	External
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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
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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 execute all administrative duties necessary to support the rendering of an efficient remuneration management function per service group

Appointment requirements Grade 12
At least two years' relevant experience in a human resources environment
Experience in salary administration 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; accountability and ethical conduct; problem solving and analysis skills

Primary functions Perform salary administration and human resources administration functions related to remuneration (appointments, resignations, retirements, medical unfit terminations, contract terminations, salary notch increments, delays in salary notch increments, annual general salary increments, contract administration, progression and accelerated progression, transfers, secondments, acting allowances, deductions and allowances and overpayment)
Handle enquiries and liaison with departments regarding remuneration issues
Update, capture and maintain information on the SAP system

SAP S70016153; S70016138; S70016136
New/natural attrition Natural attrition

Enquiries

S Ramabu (012 358 4234)

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 (Benefits)****Location: Tshwane House****Reference number** CSHS450-2026**Position** HUMAN CAPITAL 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 maintain and implement policies regarding pension funds, group schemes and medical schemes, and administer the deductions in respect of pension funds, group schemes and medical schemes on the SAP system

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position
 At least three years' relevant working experience in a human resources environment
 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

Must have intimate knowledge of human resources practices; good working knowledge of the policies of all funds and schemes as well as applicable legislation; verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability and ethical conduct skills; problem solving and analysis skills

Primary functions

- Update policies
- Implement policies
- Conduct stakeholder liaison
- Give advice to departments and employees
- Supervise processed work
- Arrange medical aid window period

SAP S70016065
New/natural attrition Natural attrition
Enquiries V Tshivhase (012 358 4088) or C De Villiers (012 358 4345)

voice with the picture according to a script; animatics design skills; computer graphics animator skills

Primary functions

Work closely with the departments, political offices, digital media and graphics team within the City of Tshwane to produce high-quality videos that showcase the City's brand, projects and programmes

Develop concepts and storyboards for videos

Manage streaming services for City events, including press briefings and Bid Adjudication Committee, Council and Municipal Public Accounts Committee meetings

Operate cameras, lighting equipment and audio gear during shoots

Edit video footage to create high-quality videos that meet our brand management standards

Collaborate with the communication, marketing and events team to produce engaging video content for social media, websites and other marketing channels

Keep up to date with industry trends and techniques and make recommendations for new approaches and tools to enhance our video production capabilities, such as animation for story onboarding

Develop videos, edit graphics and post such on the YouTube channel

Configure, maintain and troubleshoot video, audio, lighting and other production equipment

Create relevant content and professional video products for target audiences by making use of multicamera and audio mixing equipment and to produce videos that are edited digitally and streamed for a variety of uses across various communication platforms

Participate in the entire production process, from ideation and storyboarding to filming, editing and postproduction

Provide technical skills and support in operating and maintaining proper levels and calibration of audio, cameras and other production equipment

Develop and maintain an appropriate logging system for all video products recorded and completed jobs

Troubleshoot problems and issues with the equipment and/or repair the equipment used

Understand social media platforms and delivery

SAP

S70001967

New/natural attrition

Natural attrition

Enquiries

O Motabogi (012 358 7449) or F Mangwegape (012 358 5350)

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