



## INTERNAL 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 position 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 *Tshwane Careers* link and then on *Job Forum*.**

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

**Closing date: 11 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 [erecruithelp@tshwane.gov.za](mailto:erecruithelp@tshwane.gov.za).  
Do not submit your application to this email address – it will not be accepted.



principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by group policy; knowledge of the principles and practices of project management; being a healthy person; ability to work long hours and meet deadlines; ability to visit outside the workplace if and when needed or attend meetings after hours

**Primary function** Execute generic management functions  
Execute generic financial functions  
Manage the provision of an effective secretarial support service to the Mayoral Committee  
Manage the rendering of a leader of governance business support function  
Manage the rendering of a planning commission service

**SAP** S70000642

**New/natural attrition** Natural attrition

**Enquiries** T Louw (012 358 1226)

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