



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 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 Careers link and then on Job Forums.

INTERNAL CANDIDATES

Please apply via the intranet. Navigate to SAP success factors page then login with your credentials

EXTERNAL CANDIDATES

Please apply online by visiting the City of Tshwane public website (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: 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.

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 PROPERTY
Division: Property Asset Management and Advisory Services
Section: N/A
Location: Pretoria Central

Reference number	GPDD048-2026												
Position	SENIOR SECRETARY												
To be advertised	<table style="width: 100%; border: none;"> <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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African female	African male	Coloured female	Coloured male	Indian female									
Indian male	White female	White male	Person with disability	All categories									
Job level	T10												
Scale	R357 972,00 – R497 184,00 per annum												
Estimated remuneration package	R488 598,00 – R665 789,00 per annum												
Job purpose	To render a secretarial and administrative support service to the Office of the Divisional Head: Property Asset Management and Advisory Services												
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least two years' relevant secretarial experience</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>												
Personal attributes and/or competencies	Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions; ability to maintain confidential and sensitive information												
Primary functions	<p>Provide a secretarial and administrative support service to the office of the divisional head</p> <p>Provide telephone and reception services</p> <p>Provide a typing and computer operating service</p> <p>Manage the diary of the divisional head</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p> <p>Prepare meetings and take minutes</p> <p>File documents on the shared drive or online system</p> <p>Coordinate divisional performance planning and reporting</p>												
SAP	S70016497												
New/natural attrition	Natural attrition												
Enquiries	F Mangwegape (012 358 5350) or T Hlongwane (012 358 6036)												

SAP S70016520; S70016521

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or K Nolutshungu (012 358 3580)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Facilities Management and Office Accommodation
Location: Pretoria Central

Reference number	GPDD050-2026
Position	PROJECT MANAGER: FACILITIES MANAGEMENT
To be advertised	Internal External
This position seeks to attract	African female African male Coloured female Coloured male Indian female Indian male White female White male Person with disability All categories
Job level	T15
Scale	R630 852,00 – R876 180,00 per annum
Estimated remuneration package	R876 180,00 – R1 148 180,00 per annum
Job purpose	To ensure that all property building project controls are executed for all civil and building maintenance on all City of Tshwane-owned buildings and properties
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Project Management, Building Construction Management or any study field related to the position At least six years' working experience in a project management environment, preferably in facility management Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy with relevant completed software courses Experience in SAP plant maintenance processes will be an added advantage Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Personal attributes and/or competencies	Having integrity; decisiveness; patience; innovative thinking skills; flexibility; willingness to accept responsibility; ability to pay attention to detail; ability to establish and maintain effective working relationships with employees, City officials and the public; budget management skills; project management skills
Primary functions	Render effective, efficient and economic facility maintenance services within the whole City of Tshwane Manage routine facility maintenance operations Manage facility maintenance projects Manage new facility projects Execute generic management functions Execute generic personnel management functions and facilities administration
SAP	S70016749
New/natural attrition	Natural attrition
Enquiries	F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Facilities Management and Office Accommodation
Location: Pretoria Central

Reference number GPDD051-2026

Position ENGINEERING TECHNICIAN

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 R449 040,00 – R623 664,00 per annum

Estimated remuneration package R604 511,00 – R826 774,00 per annum

Job purpose To render effective, efficient and economic facility maintenance services within the City of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Mechanical or Electrical Engineering or any other study field related to the position
At least three years' relevant working experience in facility maintenance of mechanical systems, HVAC and elevators
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
Willingness and ability to work standby and overtime

Personal attributes and/or competencies Having integrity; decisiveness; patience; innovative thinking skills; flexibility; willingness to accept responsibility; ability to pay attention to detail; ability to establish and maintain effective working relationships with employees, City officials and the public; budget management skills; project management skills

Primary functions Render effective, efficient and economic facility maintenance services within the City
Manage HVAC and elevators
Manage routine facility maintenance operations
Manage facility maintenance projects
Manage new facility projects
Manage facility administration
Execute SAP plant maintenance production operations

SAP S70016746

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)

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

DEPARTMENT: GROUP PROPERTY

Division: Property Management Services

Section: Facilities Management and Office Accommodation

Location: Pretoria Central

Reference number **GPDD052-2026**

Position **TECHNICIAN**

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

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level T10

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

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

Job purpose To manage the computerised maintenance management system (SAP) and to provide training on the use of the system to colleagues and client department officials

Appointment requirements Grade 12
SAP Plant Maintenance (PM) Certification
At least two years' relevant experience
Computer literacy with SAP Plant Maintenance experience
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 Analytical thinking skills; problem-solving skills; service delivery innovation skills; technical communication skills

Primary functions Manage the computerised maintenance management system (SAP)
Train colleagues and client department personnel on SAP Plant Maintenance production processes

SAP S70016692

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)

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

DEPARTMENT: GROUP PROPERTY

Division: Property Management Services

Section: Facilities Management and Office Accommodation

Location: Pretoria Central

Reference number **GPDD055-2026**

Position **ARTISAN (PLUMBER)**

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

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level T10

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

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

Job purpose To deliver an effective and efficient routine maintenance plumbing service within the City of Tshwane

Appointment requirements

An appropriate trade certificate as Plumber (red seal)
At least two years' relevant experience in maintenance and repair of structures, plant, equipment and systems
A valid Code C driving licence with a valid PrDP
Physical fitness and good health
Ability to do physical work related to operation and maintenance activities for continuous periods
Willingness and ability to work overtime and standby when required
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 skills; ability to concentrate for long hours; project planning skills; excellent communication skills; assertive and decisive in decision-making, willingness and ability to work as part of a team

Primary functions

Execute instructions received from the supervisor for all related tasks regarding the maintenance of plumbing services
Maintain tools and equipment to ensure continuous and safe operations
Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Ensure that the network is safe after executing daily tasks
Execute tasks and duties on a rotation basis between operational teams to ensure multi-skilling

SAP S70019733

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Facilities Management and Office Accommodation
Location: Pretoria Central

Reference number **GPDD056-2026**

Position **ARTISAN (ELECTRICIAN)**

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 T10

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

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

Job purpose To execute projects in an effective way by keeping to set project targets of time, cost resources and standards, and adhering to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)

Appointment requirements An appropriate trade certificate as Electrician (red seal)
Registration as a Wireman Electrician will be an added advantage
A low- and medium-voltage cable joining certificate will be an added advantage
At least two years' relevant experience in building-related electrical maintenance
A valid Code C driving licence with a valid PrDP
Physical fitness and health
Ability to do physical work related to operation and maintenance activities for continuous periods
Willingness and ability to work standby and overtime
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 skills; ability to concentrate for long hours; project planning skills; excellent communication skills; assertive and decisive in decision-making; willingness and ability to work as part of a team

Primary functions Execute instructions received from the supervisor for all related tasks regarding electricity maintenance in buildings and facilities
Maintain tools and equipment to ensure continuous and safe operations
Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Ensure that the electrical installation is safe after executing daily tasks
Execute tasks and duties on a rotation basis between operational teams to ensure multi-skilling

SAP S70019607
New/natural attrition Natural attrition
Enquiries F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Facilities Management and Office Accommodation
Location: Pretoria Central

Reference number	GPDD057-2026										
Position	ARTISAN (CARPENTER)										
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Indian male	White female	White male	Person with disability	All categories							
Job level	T10										
Scale	R357 972,00 – R497 184,00 per annum										
Estimated remuneration package	R488 598,00 – R665 789,00 per annum										
Job purpose	To conduct maintenance and repairs on City of Tshwane structures, plant, equipment and systems, mainly relating to carpentry										
Appointment requirements	<p>An appropriate trade certificate as Carpenter (red seal) At least two years' relevant experience in carpentry A valid Code C driving licence with a valid PrDP Physical fitness and health Ability to do physical work related to operation and maintenance activities for continuous periods</p> <p>Willingness and ability to work standby and overtime Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Good interpersonal skills; ability to concentrate for long hours; project planning skills; excellent communication skills; assertive and decisive in decision-making; willingness and ability to work as part of a team										
Primary functions	<p>Execute instructions received from the supervisor for all related tasks regarding the effective delivering of a carpentry service</p> <p>Maintain tools and equipment to ensure continuous and safe operations</p> <p>Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p> <p>Execute tasks and duties on a rotation basis between operational teams to ensure multi-skilling</p>										
SAP	S70019692										
New/natural attrition	Natural attrition										
Enquiries	F Mangwegape (012 358 5350) or SJ Mashoene (012 358 4851)										

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

DEPARTMENT: GROUP PROPERTY

Division: N/A

Section: Management and Administrative Support (Finance Support)

Location: Ou Raadsaal Building, Pretoria Central

Reference number	GPDD058-2026				
Position	ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R254 808,00 – R353 892,00 per annum				
Estimated remuneration package	R357 290,00 – R483 405,00 per annum				
Job purpose	To offer finance support services within the department				
Appointment requirements	Grade 12 with Accounting or Maths or Maths Literacy as subjects At least six months' relevant working experience in a financial support environment Computer literacy (Microsoft Office, Excel, Word and Outlook) SAP financial knowledge and experience will be an added advantage Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
Personal attributes and/or competencies	Good communication skills; organisational skills; negotiation skills; having integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; budget management skills; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines				
Primary functions	Receive requests from the cost centre owner to create a purchase requisition Process creditor invoices for payments Prepare journals to rectify wrongly booked transactions and do interdepartmental payments Assist with general financial administration within the finance support office Administer records and gather information used in the finance support office Ensure proper record-keeping for payments processed Execute instructions received from the supervisor for all related tasks regarding financial support				
SAP	S70079652				
New/natural attrition	Natural attrition				
Enquiries	F Mangwegape (012 358 5350)				

