



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 Tshwane Careers link and then on Job Forum.

INTERNAL CANDIDATES

Please apply via the intranet. Navigate to the SAP SuccessFactors page and login with your credentials.

EXTERNAL CANDIDATES

Please apply online by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and click on the Tshwane Careers link (Tshwane Careers is also located under the E-SERVICES link on the website).

Closing date: 24 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: OFFICE OF THE CITY MANAGER

Division: Governance and Administration

Section: Governance and Financial Management Support

Location: Tshwane House

Reference number **OFCM022-2026**

Position **DIRECTOR: GOVERNANCE AND FINANCIAL
MANAGEMENT SUPPORT**

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 T18

Scale R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package R1 300 149,00 – R1 738 842,00 per annum

Job purpose To provide strategic and operational financial and administrative services that ensure the organisation's legal compliance, ethical conduct and financial health, which include overseeing financial reporting, managing budgets and strengthening overall governance structures to promote accountability and transparency

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Business Administration, Financial Management or any other study field related to the position
At least nine years' working experience in a strategic support environment, preferably in local government with four years' managerial experience
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 and own transport
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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Ensure a 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
Ensure that accurate budget estimates are prepared in relation to requirements
Prepare capital and operating estimates for the department
Approve and control project-related expenditure against budget allocations
Identify policy and governance gaps and take the necessary steps to correct such gaps

Identify and define immediate, short- and long-term objectives
Analyse and align requirements with operating capacity and capability
Oversee a mechanism to carry out sound administrative support
Oversee the processing of reports on the implementation of the City's strategic plan

SAP

S70000000

**New/natural
attrition**

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Service Delivery Rapid Response and Intervention
Section: Democracy Development and Elections Management
Location: Tshwane House

Reference number **OFCM023-2026**

Position **DIRECTOR: DEMOCRACY DEVELOPMENT AND ELECTIONS 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 T18

Scale R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package R1 300 149,00 – R1 738 842,00 per annum

Job purpose To provide strategic direction, coordination and oversight in the management of relations between local government and Chapter 9 institutions, ensuring compliance with constitutional, legislative and governance frameworks to promote cooperative governance, human rights, accountability and sound institutional relationships that strengthen democracy at the local sphere of government

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position
At least nine years' working experience in a participation and citizen relationship environment, preferably in local government with four years' managerial experience
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 and own transport
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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Ensure a 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
Ensure that accurate budget estimates are prepared in relation to requirements
Prepare capital and operating estimates for the department
Approve and control project-related expenditure against budget allocations

Oversee administration, coordination and reporting for the following:

- Promotion of Access to Information Act requests
- Office of the Public Protector cases
- South African Human Rights Commission, Consumer Commission and Information Regulator (South Africa) complaints
- Commission for Gender Equality complaints
- Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities complaints

Liaise with Chapter 9 institutions that support constitutional democracy

Assist the Municipal Electoral Officer with election-related activities

SAP

S70000440

**New/natural
attrition**

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: N/A

Section: N/A

Location: Tshwane House

Reference number **OFCM024-2026**

Position **DIRECTOR: LEGAL ADVICE**

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 T18

Scale R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package R1 300 149,00 – R1 738 842,00 per annum

Job purpose To ensure specialised legal services support with the aim to maintain an impartial, accountable, transparent and efficient legal service within the Office of the City Manager, subject to legislated context responsibilities and national standards

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Law or any other study field related to the position

At least nine years' working experience in a strategic legal services support environment, preferably in local government with four years' managerial experience

Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 and own transport

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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions

Ensure a 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

Ensure that accurate estimates are prepared in relation to requirements

Prepare capital and operating estimates for the department

Approve and control project-related expenditure against budget allocations

Identify and define immediate, short- and long-term objectives

Deliver strategic legal support services

Manage and oversee the establishment, stabilisation, consolidation and sustainability of municipal entities governance initiatives within the City of Tshwane

Manage and oversee the establishment, stabilisation, consolidation and sustainability of specialised commercial legal support initiatives
Provide specialised legal services responsibilities in relation to legislated context responsibilities, more specifically (but not limited) to the context of legislation
Provide comprehensive legal services to the institution to safeguard City of Tshwane interests in legal-related matters
Ensure the legal and regulatory compliance of the City of Tshwane

SAP

S70089313

New/natural attrition

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Management and Evaluation

Location: Tshwane House

Reference number	OFCM025-2026										
Position	FUNCTIONAL HEAD: SCORECARD DEVELOPMENT (2 POSTS)										
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	T15										
Scale	R630 852,00 – R876 180,00 per annum										
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum										
Job purpose	To develop and monitor scorecards for City of Tshwane executives (Section 56)										
Appointment requirements	<p>An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position</p> <p>At least six years' relevant working experience in a strategic support environment, preferably in performance management</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	Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines										
Primary functions	<p>Develop scorecards for City executives (Section 56)</p> <p>Advise on scorecard development principles</p> <p>Develop a scorecard checklist for City executives (Section 56)</p> <p>Develop technical indicator descriptions for City executives (Section 56)</p> <p>Participate in the development of scorecard strategy and policy</p> <p>Assist in the analysis of transversal key performance areas and key performance indicators</p> <p>Participate in the development of the scorecard measurement system (dashboard)</p> <p>Facilitate the implementation of an appropriate performance management system</p> <p>Analyse the evidence file of City executives (Section 56 and 54A)</p> <p>Analyse the rating sheet for City executives (Section 56 and 54A)</p> <p>Review, analyse and conduct quality control for City executives (Section 56 and 54A)</p> <p>Set up feedback sessions to monitor work in progress</p> <p>Execute policy operations</p>										

Execute planning operations
Coordinate coaching sessions
Assist in compiling the performance evidence file for the City Manager
Draft monthly and quarterly status reports

SAP S70000426; S70102317

New/natural attrition Natural attrition

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Service Delivery Rapid Response and Intervention
Section: Democracy Development and Elections Management
Location: Tshwane House

Reference number **OFCM026-2026**

Position **FUNCTIONAL HEAD: DEMOCRACY DEVELOPMENT AND ELECTIONS MANAGEMENT (2 POSTS)**

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

This position seeks to attract

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

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To support the deputy director in implementing, coordinating and monitoring programmes that promote participatory democracy, civic education and good governance

Appointment requirements An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration, Political Science or any other study field related to the position
At least six years' relevant working experience in a democracy development 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 Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines

Primary functions Conduct Promotion of Access to Information Act (PAIA) requests administration, coordination and reporting
Assess and refer PAIA requests to departments in three days
Coordinate with departments to respond to requests within 30 days of receipt
Compile monthly, quarterly and annual reporting as well as annual statutory Section 32 PAIA reports to the South African Human Rights Commission
Liaise with departments and requesters to ensure timeous responses and finalisation of PAIA requests
Conduct meetings with departments to resolve cross-cutting cases
Conduct Office of the Public Protector cases administration, coordination and reporting

Coordinate Office of the Public Protector cases to departments in three days
 Coordinate with departments to respond within the stipulated time frame or per case
 Coordinate alternative dispute resolution meetings
 Coordinate Section 7(9)(a) notices and ensure compliance within due dates
 Liaise with departments and the Office of the Public Protector in high-profile and problem cases to ensure timeous responses and finalisation
 Conduct meetings where necessary to resolve cases
 Conduct South African Human Rights Commission, Consumer Commission and Information Regulator (South Africa) complaints administration, coordination and reporting
 Assess and refer South African Human Rights Commission, Consumer Commission and Information Regulator (South Africa) complaints to departments in three days
 Ensure that departments respond within the stipulated time frame or per case
 Coordinate meetings with relevant commissions and liaison departments to ensure timeous responses and finalisation
 Compile monthly, quarterly and annual performance reporting
 Attend to state capture commission cases
 Conduct Commission for Gender Equality complaints administration, coordination and reporting
 Ensure the advancement, promotion and protection of gender equality by undertaking research, education, policy development, legislative initiatives, effective monitoring and litigation
 Attend meetings with relevant commissions and liaison departments to ensure timeous responses and finalisation
 Ensure monthly, quarterly and annual reporting
 Conduct Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities complaints administration, coordination and reporting
 Promote respect for and further the protection of the rights of cultural, religious and linguistic communities
 Promote and develop peace, friendship, humanity, tolerance and national unity among and within cultural, religious and linguistic communities on the basis of equality, non-discrimination and free association
 Promote the right of communities to develop their historically diminished heritage and to recognise community councils
 Liaise with Chapter 9 institutions that support constitutional democracy
 Ensure sound working relationships
 Ensure timeous responses to inquiries
 Coordinate responses to Chapter 9 institutions
 Ensure that departments respond to Section 7(9)(a) and final reports timeously
 Attend to alternative dispute session (Section 6(4)(b)) meetings
 Ensure attendance in case of subpoenas
 Liaise with the security cluster (South African Police Service, military, Department of Justice and National Joint Operational Centre) and international non-governmental organisations such as UN agencies, commissions and other national departments that support constitutional democracy
 Network and negotiate with internal and external stakeholders

SAP S70089308; S70102284

New/natural attrition Natural attrition

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Service Delivery Rapid Response and Intervention
Section: Policy Compliance and System of Delegations Monitoring
Location: Tshwane House

Reference number **OFCM027-2026**

Position **FUNCTIONAL HEAD: POLICY MONITORING**

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

This position seeks to attract

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

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To assist with the development, review, implementation and continuous monitoring of organisational and sector policies, frameworks, systems and tools to ensure compliance, alignment with legislative frameworks and effective service delivery

Appointment requirements

An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position

At least six years' relevant working experience in policy development and monitoring

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 Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines; ability to pay attention to detail; problem-solving skills

Primary functions

Execute generic personnel management functions

Deliver strategic insight into policy interventions

Assist with the development, review and implementation of policy monitoring frameworks, systems and tools

Ensure alignment of organisational policies with national legislation, regulatory frameworks and strategic objectives

Provide expert advice on policy implications, trends and emerging issues affecting the City of Tshwane

Execute policy monitoring and evaluation

Monitor adherence to delegation of policies, procedures and by-laws across the organisation

Establish mechanisms for tracking policy implementation, compliance and performance outcomes

Conduct periodic policy reviews to assess effectiveness and recommend amendments when necessary
Ensure good governance, compliance and reporting
Ensure adherence to governance standards and reporting requirements related to policy monitoring
Coordinate internal audits and evaluations of policy implementation and report findings to director
Facilitate corrective measures where non-compliance or policy gaps are identified
Deliver effective stakeholder engagement
Collaborate with internal departments, external partners and oversight bodies to strengthen policy coherence
Represent the City of Tshwane in intergovernmental and sectoral policy forums
Promote a culture of accountability and evidence-based decision-making through policy awareness initiatives

SAP

S70102276

New/natural attrition New

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Compliance and Impact Assessment Management

Location: Tshwane House

Reference number **OFCM028-2026**

Position **SENIOR ADMINISTRATIVE OFFICER**

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

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White 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 efficient and effective administrative support services to the Performance Compliance and Impact Assessment Management Section

Appointment requirements Grade 12
At least two years' relevant experience in operational administrative support and executive performance management
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 Provide efficient administrative support
Maintain all relevant procedures and ensure accessibility by all staff
Develop an archive of appropriate templates
Oversee the management of assets within the section
Ensure effective communication with relevant stakeholders
Manage the filing system
Disseminate relevant information and documents upon request from stakeholders
Manage incoming and outgoing mail
Ensure effective and efficient financial management
Ensure effective management of financial activities
Execute procurement of goods and services within the section
Coordinate financial reports
Manage and administer cash flow and monthly projections
Compile reports and submissions on behalf of the section
Identify overspending and underspending within the section

Ensure effective control of expenditure management
Ensure proper record-keeping of expenditure documents
Oversee the administration and management of leave within the section
Manage the circulation of information
Monitor and control procurement and payments
Ensure that procurement policies are adhered to and payments are made timeously
Monitor the way the procurement policy is implemented in respect of development objectives, targets, value for money and delivery mechanisms

SAP

S70000452

**New/natural
attrition**

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Management and Evaluation

Location: Tshwane House

Reference number	OFCM029-2026										
Position	DEPUTY DIRECTOR: EXECUTIVE WELLNESS AND DEVELOPMENT										
To be advertised	<table border="0" style="width: 100%; background-color: #e0e0e0;"> <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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This position seeks to attract	<table border="0" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 15%;">African female</td> <td style="width: 15%;">African male</td> <td style="width: 15%;">Coloured female</td> <td style="width: 15%;">Coloured male</td> <td style="width: 15%;">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 the rendering of an executive wellness and development function for City of Tshwane executives to ensure effective leadership, ethical governance and sustainable performance within the City										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Organisational Psychology, Human Resources, Social Work or any other study field related to the position</p> <p>A postgraduate qualification will be an added advantage</p> <p>A coaching programme with an accredited service provider will be an added advantage</p> <p>Registration with the Health Professions Council of South Africa will be an added advantage</p> <p>At least eight years' relevant working experience in an executive coaching and leadership wellness and development environment</p> <p>Managerial 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	Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills; ability to maintain confidentiality; psychological safety skills										
Primary functions	<p>Ensure a 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>Ensure and execute the administration of executive wellness initiatives</p> <p>Render an executive wellness administration function</p> <p>Support the management of Employee Assistance Programme services for executives</p>										

Render and support industrial psychology services for executives

SAP

S70000465

New/natural attrition

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Service Delivery Rapid Response and Intervention
Section: Democracy Development and Elections Management
Location: Tshwane House

Reference number **OFCM030-2026**

Position **DEPUTY DIRECTOR: DEMOCRACY DEVELOPMENT AND ELECTION MANAGEMENT**

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 provide leadership and operational management to advance the organisation’s democracy-strengthening initiatives and to support the director in overseeing programme design, implementation and evaluation to promote democratic governance, civic participation, institutional accountability and the rule of law

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Business Administration, Political Science or any other study field related to the position
At least eight years’ relevant working experience in a democracy development environment
Managerial 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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Execute generic personnel management functions
Perform operational management functions
Manage support services regarding policy implementation, stakeholder engagement and programme management aimed at strengthening democratic values, citizen participation and institutional accountability at national and provincial levels in terms of Chapter 9 institutions
Conduct democratic awareness promotion programmes
Manage and coordinate monthly, quarterly and annual reporting
Liaise with the security cluster (South African Police Service, military, Department of Justice and National Joint Operational Centre) and international non-governmental

organisations such as UN agencies, commissions and other national departments that support constitutional democracy

SAP S70102281

New/natural attrition Natural attrition

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Office of the City Manager

Section: N/A

Location: Tshwane House

Reference number	OFCM031-2026										
Position	FUNCTIONAL HEAD: REGISTRY AND DOCUMENT MANAGEMENT										
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	T15										
Scale	R630 852,00 – R876 180,00 per annum										
Estimated remuneration package	R835 923,00 – R1 148 180,00 per annum										
Job purpose	To deliver an efficient and effective register and document management support service to the Office of the City Manager										
Appointment requirements	<p>An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or Archives and Records Management or any other study field related to the position</p> <p>Certificate in Records Management offered by the National Archives will be an added advantage</p> <p>At least six years' relevant working experience in a registry and document management 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	Ability to pay attention to detail; planning and organising skills; problem-solving skills; good verbal and written communication skills										
Primary functions	<p>Execute generic personnel management functions</p> <p>Ensure effective and efficient office administration support</p> <p>Render an effective and efficient document management system and ensure compliance with requirements as set out in the National Archives and Record Service of South Africa Act, 1996 (Act 43 of 1996)</p> <p>Assist in preparing and distributing agendas and minutes</p> <p>Oversee the management of correspondence</p> <p>Maintain records and registers as required</p> <p>Search for information on specific topics on behalf of the executive using electronic, internet and library resources and specialist personnel</p> <p>Collate and forward information on specific topics for perusal</p>										

Maintain library reference materials relevant to the function
 Create presentations using word processing and related Office applications
 Prepare notifications, agendas and minutes for specific meetings and attend to the distribution and/or arrange for the collection of documentation prior to scheduled meetings
 Peruse Council and committee agendas and minutes of meetings and identify and forward items requiring the attention of the cluster
 Ensure that all incoming and outgoing documents are registered on the document management system
 Scrutinise all incoming documents and issue instructions accordingly
 Ensure that documents are referred to the relevant regions and officials
 Ensure an effective and efficient tracking and pending system
 Ensure that all closed matters are filed in terms of the prescriptions of the National Archives and Record Service of South Africa Act, 1996
 Ensure control over the keeping of registers as prescribed by the National Archives of South Africa
 Dispose of archives in terms of disposal authority as prescribed by the National Archives and Record Service of South Africa Act, 1996
 Provide management information regarding the document management system upon request

SAP

S70000378

New/natural attrition New

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Compliance and Impact Assessment Management

Location: Tshwane House

Reference number **OFCM032-2026**

Position **DIRECTOR: PERFORMANCE COMPLIANCE AND IMPACT ASSESSMENT 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 T18

Scale R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package R1 300 149,00 – R1 738 842,00 per annum

Job purpose To provide strategic leadership and oversight in the design, implementation and institutionalisation of impact assessment and review frameworks that evaluate the effectiveness, efficiency and sustainability of municipal strategies, policies, programmes and executive decisions

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Business Administration, Financial Management or any other study field related to the position
At least nine years' working experience in a strategic support environment, preferably in local government with four years' managerial experience
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 and own transport
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 Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills

Primary functions Ensure a 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
Ensure that accurate budget estimates are prepared in relation to requirements
Prepare capital and operating estimates for the department
Approve and control project-related expenditure against budget allocations
Identify policy and governance gaps and take the necessary steps to correct such gaps

Identify and define immediate, short- and long-term objectives
Oversee the administration of impact assessment initiatives
Monitor identified key business processes and functions
Manage the development of requirements for business recovery
Determine resource interdependencies
Determine impact on operations
Develop priorities and classification of business processes and functions
Develop recovery time requirements
Determine the financial, operational and legal impact of disruptions
Oversee the administering of policy review initiatives
Establish corporate-level policy and procedures for the policy review function
Provide appropriate policy oversight to ensure compliance with such guidance
Develop a policy review management framework
Provide guidance on impact assessment and policy review issues

SAP

S70000463

**New/natural
attrition**

Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Governance and Administration Support

Section: Management and Administration Support

Location: Tshwane House

Reference number **OFCM033-2026**

Position **DEPUTY DIRECTOR: MANAGEMENT AND ADMINISTRATION SUPPORT**

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 management and administration support to the Governance and Administration Division

Appointment requirements 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
At least eight years' relevant working experience in a strategic support environment
Managerial 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 Ensure a 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
Render management support services
Monitor and control the section budget so that income and expenditure are in line with Council requirements
Ensure and manage auxiliary and logistical support services

SAP S70000410

New/natural attrition Natural attrition

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Service Delivery Rapid Response and Intervention
Section: Policy Compliance and System of Delegations Monitoring
Location: Tshwane House

Reference number **OFCM034-2026**

Position **FUNCTIONAL HEAD: SYSTEM OF DELEGATIONS 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 R835 923,00 – R1 148 180,00 per annum

Job purpose To develop, implement and maintain a system of delegations for distributing authority and responsibility within the City of Tshwane, ensuring it aligns with policies and strategic goals

Appointment requirements An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration, Political Science or any other study field related to the position
At least six years' relevant working experience in a strategic support 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 Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines; cognitive ability; direction setting skills; ability to pay attention to detail

Primary functions Execute generic personnel management functions
Develop, update and maintain the delegation system
Monitor and ensure compliance
Provide guidance and training
Conduct reviews and reporting
Support decision-making
Assist in expediting decision-making processes by ensuring that authority is appropriately delegated to the right levels
Ensure that the delegation system supports the organisation's overall operational efficiency and accountability structures

SAP

S70000425

New/natural attrition Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Governance and Administration

Section: Governance and Financial Management Support

Location: Tshwane House

Reference number **OFCM035-2026**

Position **FUNCTIONAL HEAD: COMPLIANCE**

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

This position seeks to attract

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

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To render effective and efficient compliance support duties to the section

Appointment requirements

An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration, Political Science or any other study field related to the position

At least six years' relevant working experience in a governance and compliance support 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 Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines; cognitive ability; direction setting skills; ability to pay attention to detail

Primary functions

Conduct personnel management

Render governance support services

Compile and track the departmental compliance register

Maintain a risk-based compliance programme that monitors adherence to legal, regulatory and internal policy obligations across the organisation

Prepare and maintain the departmental occupational health and safety audit file

Facilitate communication, meeting setups, escalations and appointments to ensure compliance with occupational health and safety policy

Ensure that other policies, standard operating procedures, guidelines, circulars, regulations, etc are complied with

Attend meetings and draft minutes as and when required

Participate in and become a champion, member or representative of departmental committees or forums as and when required

Perform *ad hoc* duties as and when required as it relates to the governance and compliance support function

SAP

S70089312

New/natural attrition New

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Governance and Administration
Section: Governance and Financial Management Support
Location: Tshwane House

Reference number **OFCM036-2026**

Position **FUNCTIONAL HEAD: GOVERNANCE**

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

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability All categories

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To render effective and efficient governance support duties to the section

Appointment requirements An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration, Political Science or any other study field related to the position
At least six years’ relevant working experience in a governance and compliance support 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 Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines; cognitive ability; direction setting skills; ability to pay attention to detail

Primary functions Conduct personnel management
Render governance support services
Compile tracking registers for the implementation of committee resolutions
Engage and follow up with relevant departments on the implementation of committee resolutions
Compile monthly, quarterly and annual performance reports
Facilitate and track responses to Auditor-General of South Africa and internal audit findings
Facilitate and track the implementation of recommendations on Auditor-General of South Africa and internal audit findings
Facilitate the drafting of individual performance agreements
Compile quarterly and annual individual performance evidence files and rating sheets
Draft governance reports as and when required

Attend meetings and draft minutes as and when required
Participate in and become a champion, member or representative of departmental committees or forums as and when required
Perform *ad hoc* duties as and when required as it relates to the governance and compliance support function

SAP S70089311

New/natural attrition New

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

Assist in setting up meetings and taking notes

SAP

S70101596; S70102318

**New/natural
attrition**

New

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Compliance and Impact Assessment Management

Location: Tshwane House

Reference number **OFCM038-2026**

Position **FUNCTIONAL HEAD: PERFORMANCE COMPLIANCE**

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

This position seeks to attract

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

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To develop, monitor and report on compliance activities for executive performance management (Section 56)

Appointment requirements

An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position

At least six years' relevant working experience in a performance compliance and impact assessment environment

A valid Code B driving licence

Computer literacy

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to meet strict deadlines

Primary functions

Develop and implement plans and goals

Ensure regulatory compliance through strict adherence to external regulations and internal policies

Oversee and manage processes to ensure that the organisation adheres to all relevant laws, regulations, policies and internal standards

Provide guidance on compliance and policy matters

Prepare compliance reports for the section, which includes tracking compliance-related data and identifying potential risks

Serve as a liaison with various internal and external entities, such as admissions, financial aid, registrars and regulatory bodies, to ensure coordinated compliance efforts

SAP S70000425

New/natural attrition Natural attrition

Enquiries Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or
Charmain de Villiers (012 358 4345)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: N/A

Section: Office of the City Manager

Location: Tshwane House

Reference number **OFCM039-2026**

Position **EXECUTIVE SECRETARY**

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

This position seeks to attract

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

Job level T11

Scale R400 944,00 – R556 836,00 per annum

Estimated remuneration package R543 294,00 – R741 715,00 per annum

Job purpose To render an executive secretarial and administrative support service to the Office of the City Manager

Appointment requirements Grade 12 plus a secretarial qualification or training
At least two years' relevant secretarial experience
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 **Planning and organising:** Ability to plan activities within specific time frames and then execute these activities accordingly
Use of technology: Ability to use technology in the workplace to optimise the functioning of the City of Tshwane
Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others
Resilience: Ability to respond constructively to pressure and stressful situations and the ability to persist with goals despite obstacles and setbacks

Primary functions Receive and communicate successfully with categories of people
Provide an office administration service
Arrange meetings, workshops, conferences, functions and interviews
Determine the number of people who will attend the event, on what date and at what time it will begin and what the duration will be
Deal with venue reservations and arrange refreshments
Confirm appointments with the City Manager, diarise such and informing the relevant people of the appointment
Arrange parking
Compile guest lists and attendance registers

Prepare information and supporting data for meetings, ensuring that parties involved in the meeting are provided with necessary documentation
 Provide a typing and computer operating service
 Type official reports, letters, minutes, agendas, envelopes, presentations and correspondence
 Proofread, edit and spell-check typed documents
 Make backups of data
 Provide an operational logistics service
 Report defective machines and arrange for the service and maintenance of office machines and equipment, such as photocopy machines, fax machines, scanners, etc in the Office of the City Manager with various external firms from which these machines are rented
 Keep own computer equipment and that of the City Manager clean
 Report problems experienced with computer software and hardware by referring such to the officers concerned in the ICT Division
 Keep the asset inventory of own office as well as the Office of the City Manager updated
 Execute diverse official secretarial duties
 Maintain confidentiality and a relationship of trust with the City Manager
 Portray a professional image of the Office of the City Manager and the City of Tshwane
 Perform miscellaneous secretarial duties that are necessary at own discretion or on request
 Develop own skills during quiet times by learning, among other things, new computer programme functions and applications

SAP

S70000377

New/natural attrition Natural attrition

Enquiries

Keitumetse Mogashoa (012 358 1766), Thea Louw (012 358 1226) or Charmain de Villiers (012 358 4345)

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

SPECIALIST OFFICE: CITY MANAGEMENT AND SUPPORT

Division: Cluster Operations Support

Section: Integrated Performance Reporting and Monitoring

Location: Tshwane House

Reference number **OFCM040-2026**

Position **FUNCTIONAL HEAD: INTEGRATED PERFORMANCE REPORTING AND MONITORING**

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

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability All categories

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To assist with the rendering of integrated performance reporting and monitoring services within the Office of the Management and Support Officer

Appointment requirements An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position
At least six years' relevant working experience in performance reporting
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 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; having integrity; decisiveness; ability to pay attention to detail; willingness to accept responsibility; ability to deliver presentations; analytical thinking skills; budget management skills; willingness to accept responsibility

Primary functions Support the cluster with integrated performance reporting and monitoring
Assist the deputy director in improving compliance with the governing regulatory environment and to achieve a clean regulatory audit outcome
Assist the cluster with developing SMART plans and targets
Assist the cluster to generate monthly cluster performance reports for business plan and Service Delivery and Budget Implementation Plan targets
Train cluster officials on documented planning, reporting and monitoring procedures
Support the deputy director with facilitating root cause identifications session to address non-achieved key performance indicators
Maintain a corrective action register for non-achieved key performance indicators

Schedule monthly, quarterly and annual performance reviews for the cluster
Provide personnel management functions
Execute generic financial functions
Develop and communicate the submission schedule for monthly, quarterly and annual performance reports

SAP S70101035

New/natural attrition New

Enquiries Kola Matlou (012 358 5137) or Charmain de Villiers (012 358 4345)

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

SPECIALIST OFFICE: CITY MANAGEMENT AND SUPPORT

Division: Cluster Operations Support

Section: Governance Auxiliary Support

Location: Tshwane House

Reference number **OFCM040-2026**

Position **FUNCTIONAL HEAD: GOVERNANCE AUXILIARY SUPPORT**

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

This position seeks to attract

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

Job level T15

Scale R630 852,00 – R876 180,00 per annum

Estimated remuneration package R835 923,00 – R1 148 180,00 per annum

Job purpose To offer support to the Deputy Director: Governance and Auxiliary Support with the execution of governance and auxiliary support services within the division and the cluster

Appointment requirements

An appropriate three-year tertiary qualification or degree (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position

At least six years' relevant working experience in auxiliary support

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

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; having integrity; decisiveness; ability to pay attention to detail; willingness to accept responsibility; ability to deliver presentations; analytical thinking skills; budget management skills; willingness to accept responsibility

Primary functions

- Conduct personnel management
- Execute generic financial functions
- Ensure division and subsection compliance with the applicable standards, regulatory requirements and policies
- Coordinate and maintain records for the City's responses to media enquiries
- Manage stakeholders, including effectively resolving their complaints
- Support the cluster to comply with occupational health and safety requirements
- Support the cluster to comply with risk management requirements
- Support the cluster to comply with asset management requirements
- Train the cluster on applicable governance procedures

SAP S70101046

New/natural attrition New

Enquiries Kola Matlou (012 358 5137) or Charmain de Villiers (012 358 4345)

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