



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. 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: 25 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: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Section: Regional Operations

Location: Region 1

Re-advertisement

Reference number **AEMA235-2026**

Position **DEPUTY DIRECTOR: WASTE 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 plan, manage and oversee the effective, sustainable and compliant delivery of municipal waste management services by translating municipal strategies and policies into operational programmes, ensuring environmental compliance, optimal resource use and improved service delivery to communities

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Environmental Management, Environmental Health or in a study field related to the position
 At least eight years' relevant working experience in waste management
 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; business management skills; good verbal and written communication skills; planning and organising skills; financial management skills; good interpersonal skills; negotiation skills; conflict-handling skills

Primary function Ensure that the provision of waste management services (kerbside collections, street cleansing, bulk collection services, illegal dumping removal, waste minimisation and recycling programme) is implemented and in line with the applicable service standards
 Ensure the development of waste management plans and route planning for refuse collection, street cleansing and illegal dumping removal services that are aligned with operational needs and demands and that take place in harmony with city developments
 Manage and control resources allocated to the section (human, waste collection vehicles, assets, working tools, etc)

Ensure stakeholder engagement and management to unblock shortcomings in service delivery
Develop an internal control system encompassing legislation, policies, procedures and people to address risks identified in the section
Monitor and ensure performance of set service delivery targets in line with the departmental business plan and Service Delivery and Budget Implementation Plan scorecard
Monitor and control income and expenditure to ensure compliance with the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
Ensure that skills development and training are implemented as per the priorities of the workplace skills plan and report
Ensure that grievances are addressed within the stipulated regulatory framework
Ensure that legal compliance, litigation and labour prosecution are managed within the section
Ensure the implementation of Occupational Health and Safety Act, 1993 (Act 85 of 1993) requirements in the section

SAP

S70025697

New/natural attrition

Natural attrition

Enquiries

Linky Mpshane (012 358 5695)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Resorts Operations

Location: Fountains Valley

Re-advertisement

Reference number	AEMA236-2026				
Position	DEPUTY DIRECTOR: RESORTS OPERATIONS (REGIONS 1 TO 3)				
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 promote the effective functioning of the department with the planning, development, implementation and management of leisure facilities and activities by means of providing a resort, caravan park and swimming pool function to the public				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Nature Conservation, Tourism, Eco-tourism, Business Management or a study field related to the position</p> <p>At least eight years' relevant working experience in resorts operations and tourism management</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	Planning and organising skills; financial management skills; report writing skills; good interpersonal skills; negotiation skills; conflict-handling skills; ability to pay attention to detail: ability to scrutinise own work and that of others to ensure accuracy and compliance with relevant municipal standards; ability to inspire a positive attitude in others and influence others effectively				
Primary functions	<p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Implement performance management</p> <p>Establish resort and caravan park or camp services</p> <p>Oversee the management of resort and caravan park or camp operations</p> <p>Ensure proper planning and execution of resorts operations projects</p> <p>Engage with relevant stakeholders to ensure compliance with project specifications</p>				

Monitor project implementation progress
Ensure the implementation of Occupational Health and Safety Act, 1993 (Act 85 of 1993) requirements in the section

SAP	S70002373
New/natural attrition	Natural attrition
Enquiries	Linky Mpshane (012 358 5695)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Section: Landfills and Transfer Station Management

Location: Landfill sites and transfer stations

Re-advertisement

Reference number	AEMA237-2026										
Position	DEPUTY DIRECTOR: LANDFILL SITES AND TRANSFER STATIONS										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%; text-align:center">Internal</td> <td style="width:50%; text-align:center">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%"> <tr> <td style="width:16.6%">African female</td> <td style="width:16.6%">African male</td> <td style="width:16.6%">Coloured female</td> <td style="width:16.6%">Coloured male</td> <td style="width:16.6%">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 oversee the operations of waste disposal sites (active and closed), to manage projects linked to landfills and to control the associated budget										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering with specialty in Environmental Engineering or in a study field related to the position</p> <p>At least eight years' relevant working experience in waste management</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	Technical skills in landfill operations and management; ability to work well under pressure; strategic management skills; good verbal and written communication skills; planning and organising skills; financial management skills; good interpersonal skills; negotiation skills; conflict-handling skills; display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises; ability to stay focused on tasks; energetic; persistence; reliability; ability to inspire a positive attitude in others and influence others effectively										
Primary functions	<p>Compile reports to Council on waste disposal</p> <p>Deal with complaints and queries</p> <p>Conduct contract and consultant supervision</p> <p>Supervise personnel</p> <p>Conduct strategic planning of operations at landfill sites and transfer stations</p> <p>Ensure availability and efficiency of resources to ensure efficient waste disposal service delivery</p>										

Conduct routine monitoring inspections to ensure that operations at landfill sites and transfer stations are in line with permit conditions and other relevant regulatory framework

Conduct long-term planning for the development of future waste disposal facilities

Determine and evaluate priorities for cell development and upgrading of waste disposal infrastructure to meet the demand for waste disposal

Initiate and support waste-to-energy initiatives

Manage operational and capital budget projects for all waste disposal facilities

Coordinate contract management of various consultants and contractors appointed within the section

Liaise with national departments, provincial departments and other stakeholders on matters relating to operations and compliance of waste disposal facilities

Liaise with interested and affected parties on matters concerning operations and management of waste disposal facilities

Carry out general administrative functions relating to the section

Ensure that requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) are implemented at waste disposal facilities

SAP

S70021380

New/natural attrition

Natural attrition

Enquiries

Linky Mpshane (012 358 5695)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Environmental Compliance

Location: Environmental Regulatory Services

Re-advertisement

Reference number	AEMA238-2026
Position	FUNCTIONAL HEAD: EXTERNAL COMPLIANCE, MONITORING AND ENFORCEMENT
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 monitor compliance and undertake administrative and criminal enforcement in terms of the National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA) and its sectoral environmental management acts (SEMA)
Appointment requirements	An appropriate three-year career-related tertiary qualification (national diploma or degree) in Environmental Management or any other study field related to the position Appropriate formal training (certificate) as an Environmental Inspector At least six years' relevant working experience in an environmental management inspection environment Experience as an Environmental Management Inspector will be an added advantage 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	Ability to be a self-starter; leadership qualities; quick-decision making ability in difficult situations; ability to manage stressful situations; physical fitness to conduct inspections; ability to liaise with high-level internal and external individuals and groups
Primary functions	Manage and conduct proactive and reactive NEMA and SEMA compliance inspections Manage and undertake environmental monitoring (sampling) Manage and investigate NEMA and SEMA complaints Manage NEMA Section 30 incidents Manage and undertake environmental management blitz operations Conduct report writing and general administrative activities Manage and undertake NEMA and SEMA administrative and criminal enforcement

Provide environmental education and awareness as well as advisory services
Manage staff reporting to this position

SAP	S70002383
New/natural attrition	Natural attrition
Enquiries	Linky Mpshane (012 358 5695)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Office of the Group Head

Section: Management and Administrative Support

Location: Tshwane House

Re-advertisement

Reference number **AEMA239-2026**

Position **DIRECTOR: MANAGEMENT AND ADMINISTRATIVE SUPPORT**

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 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 be responsible for managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the MMC and department

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Administration or in a study field related to the position
 A postgraduate qualification will be an added advantage
 At least nine years' relevant working experience in administration and support services, of which at least four years should be at managerial level
 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 Sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of 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 with same as dictated by group policy; knowledge of principles and practices of project

management; business acumen; general administration management skills; good verbal and written communication skills; strategic managerial skills; ability to work under pressure; business management skills; financial management skills; negotiation skills; conflict-handling skills; good interpersonal skills; planning and organising skills

Primary functions Oversee MMC administrative support
Oversee and ensure management support
Oversee office administration support
Execute generic planning functions
Execute generic management functions
Execute generic financial functions

SAP S70002270

New/natural attrition Natural attrition

Enquiries Linky Mpshane (012 358 5695)

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