



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 position as indicated in this job forum.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on the *Tshwane Careers* link and then on *Job Forum*.

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: 27 February 2026
(Online applications will close at midnight.)**

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre
Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruit@tshwane.gov.za.
Do not submit your application to this email address – it will not be accepted.

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: N/A

Section: Secretariat Services

Location: Pretoria Central

Reference number LESE092-2026

Position DEPUTY DIRECTOR: EXCO SECRETARIAT

To be advertised

Internal	External
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This position seeks to attract

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

Job level T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To manage the compilation of agendas and logistical arrangements for the Mayoral Committee, to ensure professional and accurate recording of deliberations at various meetings and to ensure compliance with statutory requirements and applicable legislation

Appointment requirements

A relevant three-year career-related tertiary qualification (degree or national diploma) in Public Administration or Office Administration or Management or any study field related to the position

At least eight years' relevant working experience in a secretariat environment

Managerial experience will be an added advantage

A valid Code B driving licence

Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint

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

Attention to detail: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards

Problem solving: Ability to identify potential problem areas and to break the problem into component parts, generate potential solutions, select an option and implement it

Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan

Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others

Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture

Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to goals

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

Monitor and control the section budget so that income and expenditure are in line with Council requirements
Ensure the rendering of secretariat services to the Mayoral Committee
Arrange Mayoral Committee meetings
Coordinate correspondence where two or more departments or directors are involved
Arrange all logistical matters pertaining to presentations to be made at Mayoral Committee meetings
Arrange and be involved in all budget conferences organised by the Mayoral Committee for all councillors
Ensure that the City of Tshwane complies with acts of Parliament and government regulations
Thoroughly edit and fine-tune all reports emanating from different departments to ensure that all relevant information (such as comments from relevant departments) are included before the inclusion of the reports in the Mayoral Committee agenda
Ensure that confidentiality of politically sensitive materials and information emanating from the Mayoral Committee is not disclosed
Coordinate and monitor the printing of mayoral agendas, dispatching, etc
Report directly to the Director: Secretariat Services and perform any function mandated by the director

SAP

S70000733

New/natural attrition

Natural attrition

Enquiries

C Geldenhuys (012 358 8446) or F Alexander (012 358 6069)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: N/A

Section: Secretariat Services

Location: Pretoria Central

Reference number LESE095-2026

Position COMMITTEE SECRETARY

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 T11 – T12

Scale
T11: R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package
T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To coordinate the logistical requirements for committee meetings, to provide secretariat support and accurate recording of proceedings of meetings and to perform related administrative functions

Appointment requirements
T11: Grade 12 and studying towards a career-related tertiary qualification
T12: An appropriate three-year career-related tertiary qualification (degree or national diploma) in Public Administration or Office Administration or Management or a study field related to the position
At least two to three years' relevant working experience in secretariat support to various committee and subcommittee sittings
A valid Code B driving licence
Computer literacy (good working knowledge of the Microsoft Office package)
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 after hours

Personal attributes and/or competencies Excellent writing and research skills; excellent verbal communication skills; ability to adhere to strict deadlines; ability to interact with a diverse range of stakeholders; ability to maintain a high level of professionalism and confidentiality; ability to work under pressure; being self-motivated and proactive

Primary functions
Provide secretariat support to the Executive Committee and top management
Coordinate specific logistical requirements associated with convening meetings
Guide and capture discussions accurately through minute taking during meetings in accordance with the different terms of reference
Formulate recommendations and resolutions in accordance with decisions of the Executive Committee and subcommittees
Develop action plans for the implementation of resolutions

SAP S70000656
New/natural attrition Natural attrition
Enquiries C Geldenhuys (012 358 8446) or F Alexander (012 358 6069)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Municipal Courts

Section: Court Administration

Location: Tshwane House

Reference number LESE096-2026

Position DIRECTOR: COURT ADMINISTRATION

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 provide strategic leadership, governance and oversight of municipal court administration by ensuring the effective, lawful and efficient operation of court services in compliance with applicable legislation, national norms and standards and municipal policies, while supporting the administration of justice and upholding the integrity, independence and credibility of the municipal court system

Appointment requirements

A relevant three- or four-year career-related tertiary qualification (degree or national diploma) in Law, Public Administration, Management or Public Management or any study field related to the position

A postgraduate qualification in law will be an advantage

At least nine years' working experience in a prosecution environment, of which four years should be at managerial level

A valid Code B driving licence

Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint

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

Written communication and drafting: Ability to communicate complex legal information in understandable documents for specific audiences

Problem solving: Ability to identify potential problem areas and break the problem into component parts, generate potential solutions, select an option and implement it

Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan

Organisational awareness: Ability to understand the City of Tshwane's objectives, the impact of legal decisions on the community and the functioning of the various directorates

Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture

Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to goals

Primary functions

- Execute generic management functions
- Execute generic financial functions
- Identify and define immediate, short- and long-term objectives
- Provide professional administrative support services to judiciary, prosecution and other court users through the provision of information for the expeditious processing of cases
- Ensure the provision of data at municipal courts to monitor, evaluate and improve on support rendered
- Execute strategic leadership and governance
- Oversee court operations and administration management
- Achieve legal compliance and regulatory oversight
- Ensure effective stakeholder and intergovernmental relations
- Manage risk, ethics and quality assurance of court administration
- Ensure reporting, monitoring and continuous improvement of court administration

SAP S70017293

New/natural attrition Natural attrition

Enquiries C Geldenhuys (012 358 8446) or T Ndongeni (012 358 2580)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Contract Management

Section: Contract Advisory and Management

Location: Pretoria Central

Reference number	LESE097-2026										
Position	DIRECTOR: CONTRACT ADVISORY AND MANAGEMENT										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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Job level	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 guidance on contract development, negotiation and management to reduce risk and maximise value for the organisation, including overseeing all aspects of contract life cycle management, ensuring legal and regulatory compliance, leading contract review and negotiation teams and providing high-level advice to senior leadership										
Appointment requirements	<p>LLB or any other relevant three- or four-year career-related tertiary qualification (degree or national diploma) in a legal field</p> <p>Admitted Attorney or Advocate</p> <p>At least nine years' working experience in a legal environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint</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	<p>Written communication and drafting: Ability to communicate complex legal information in understandable documents for specific audiences</p> <p>Problem solving: Ability to identify potential problem areas and break the problem into component parts, generate potential solutions, select an option and implement it</p> <p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan</p> <p>Organisational awareness: Ability to understand the City of Tshwane's objectives, the impact of legal decisions on the community and the functioning of the various directorates</p> <p>Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture</p> <p>Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy in and commitment to goals</p> <p>Ability to function under pressure</p>										

Primary functions

- Execute generic management functions
- Execute generic financial functions
- Identify and define immediate, short- and long-term objectives
- Act as the first point of contact for legal and contractual matters, taking ownership of projects or processes as these are initiated
- Provide advice to procurement teams on supply chain legislative provisions and procedures
- Consult with clients on contracts, reviewing a wide range of commercial contracts and collateral agreements, including JBCC, NEC3 and GCC
- Advise internal departments on contractual risk and guidance on contractual disputes
- Provide general advice and support in areas of contractual legislation, such as verification of documents, approval forms, bank facilities (letters of credit and bank guarantees), etc
- Render opinions and comments on contracts and provide legislative interpretation

SAP S70017151

New/natural attrition Natural attrition

Enquiries C Geldenhuys (012 358 8446) or Adv M Motseo (012 358 6273)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Contract Management

Section: Contract Advisory and Management

Location: Pretoria Central

Reference number LESE098-2026

Position LEGAL 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 – T12

Scale T11: R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To assist legal advisors with drafting, vetting and reviewing contracts and general contract governance matters

Appointment requirements T11: Grade 12 and studying towards a career-related tertiary qualification
T12: An appropriate three-year tertiary career-related qualification (degree or national diploma) in Law or any other study field related to the position
At least two to three years' relevant working experience in an administrative, constitutional, local government or civil procedure law environment
Computer literacy and being conversant in Microsoft Word, Excel and PowerPoint
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 **Written communication and drafting:** Ability to communicate complex legal information in understandable documents for specific audiences
Ethics and professionalism: Ability to identify and deal with ethical issues and conflicts of interest
Interpersonal relationships: Ability to establish and maintain productive relationships with people within and outside of the City of Tshwane
Contract management: Sound knowledge of the principles of contract law, administrative legal support and compiling and updating monthly reports

Primary functions Assist the section in managing legal disputes brought against the City of Tshwane by applying legal procedures and managing stakeholders in order to resolve legal issues
Conduct preliminary drafting, review and vetting of contracts
Peruse supporting documents
Attend meetings with stakeholders
Conduct legal research
Amend the contract database and register
Monitor the implementation of legislative requirements
Provide administrative legal support
Compile and update monthly spreadsheets

SAP S70017196

New/natural attrition Natural attrition

Enquiries C Geldenhuys (012 358 8446) or Adv M Motseo (012 358 6273)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: N/A

Section: Office of the Group Head

Location: Tshwane House

Reference number	LESE099-2026															
Position	EXECUTIVE SECRETARY TO THE GROUP HEAD: GROUP LEGAL AND SECRETARIAT SERVICES															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal	External															
African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	All categories												
This position seeks to attract																
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 Group Head: Group Legal and Secretariat Services															
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least two years' relevant secretarial experience</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	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities accordingly</p> <p>Use of technology: Ability to use technology in the workplace to optimise the functioning of the City of Tshwane</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p> <p>Resilience: Ability to respond constructively to pressure and stressful situations and to persist with goals despite obstacles and setbacks</p>															
Primary functions	<p>Provide a reception service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer-operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p>															
SAP	S70017123															
New/natural attrition	Natural attrition															
Enquiries	S Mabena (012 358 3656) or C Geldenhuys (012 358 8446)															

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Outdoor Advertising Management

Location: Central

Reference number **ECDE202-2026**

Position **ADMINISTRATIVE OFFICER**

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 T7

Scale R254 808,00 – R353 892,00 per annum

Estimated remuneration package R357 290,00 – R483 405,00 per annum

Job purpose To render general administrative support to the director and the section

Appointment requirements Grade 12
 At least six months' relevant working experience in an outdoor advertising environment.
 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:** Demonstrated ability to plan, coordinate and execute activities within specified time frames to achieve organisational objectives
Use of technology: Proven capability to effectively use technology and digital systems to enhance operational efficiency and optimise municipal functions
Communication: Excellent verbal and written communication skills, with the ability to listen attentively, comprehend complex issues, present information clearly and respond appropriately to internal and external stakeholders
Cognitive ability: Strong analytical and problem-solving skills, with the ability to gather and evaluate information, manage complexity and ambiguity, apply logical reasoning and consider the long-term implications of decisions as well as the ability to maintain an overall understanding of the broader organisational context

Primary functions Render an office administration function
 Render a telephone and reception service
 Render a typing function
 Assist with meeting arrangements
 Conduct general office management
 Assist with outdoor advertising contraventions
 Register estate agents and manage registration documentation and dissemination of relevant information
 Disseminate relevant outdoor advertising information to industry stakeholders

Assist clients with sign classification interpretation and application management information

SAP

S70002053

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 8446) or Virginia Mdluli (012 358 0775)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Outdoor Advertising Management

Location: Central

Reference number ECDE203-2026

Position SENIOR ADMINISTRATIVE OFFICER

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 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 effective and efficient administrative support services

Appointment requirements Grade 12
At least two years' working experience in an Outdoor Advertising environment.
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 **Attention to detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards
Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan
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
Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture

Primary functions Financial compilation, advise and administration
Financial income management
Collating of outdoor advertising invoices for billing
Financial management of outdoor advertising agreements
Financial record-keeping and reporting
Office administration and secretarial duties
Compiling billing request forms for Finance and updating such information on a weekly basis
Auditing of contract files
Verifying contract information on SAP
Assisting Deputy Director (Outdoor Advertising Compliance management)

**SAP
New/natural
attrition
Enquiries**

S70002062

Natural attrition

C Geldenhuys (012 358 8446) or Virginia Mdluli (012 358 0775)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Infrastructure

Location: Tshwane Market

Reference number	ECDE204-2026												
Position	DEPUTY DIRECTOR: MARKET FACILITY MANAGEMENT												
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Job level	T17												
Scale	R791 352,00 – R1 099 056,00 per annum												
Estimated remuneration package	R1 178 103,00 – R1 569 752,00 per annum												
Job purpose	To manage trading infrastructure development and general facility maintenance functions at Tshwane Market												
Appointment requirements	<p>A relevant three-year career-related tertiary qualification (degree or national diploma) in Facility Management, Property Management or any field of study related to the position</p> <p>At least eight years' relevant working experience, preferably in facility 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	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan</p> <p>Facility-specific skills: Show a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facilities</p> <p>Workplace safety: Ability to identify and correct conditions that affect employee safety</p> <p>Problem solving: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner and be aware of consequences and implications</p> <p>Direction setting: Ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give their best in working towards a common vision or goal</p> <p>Team orientation: Capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal</p>												
Primary functions	<p>Execute generic management functions</p> <p>Execute general financial functions</p> <p>Conduct strategic planning</p>												

Ensure infrastructure development and management
Conduct generic facilities management functions

SAP S70002624

New/natural attrition Natural attrition

Enquiries C Geldenhuys (012 358 8446) or C Mahlatji (012 358 8812)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: N/A

Section: Building Control Office

Location: All regions

Reference number	ECDE205-2026										
Position	BUILDING SURVEYOR (BUILDING INSPECTIONS) (2 POSTS)										
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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 control the building process by doing inspections in terms of the National Building Regulations and related legislation, to initiate the law enforcement process and to assist the building public with advice										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position</p> <p>At least two years' relevant working experience in a building control environment in local government</p> <p>A valid Code B driving licence with own vehicle</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; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure										
Primary functions	<p>Inspect buildings and building work to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) as well as other related legislation</p> <p>Study building plans to ensure compliance with SABS 0400 and relevant codes</p> <p>Conduct site inspections to ensure that the building plan and site correlate</p> <p>Conduct foundation inspections, open sewerage inspections and final building inspections</p> <p>Approve occupation of buildings or parts of buildings to ensure compliance with the National Building Regulations and Building Standards Act, 1977</p> <p>Enquire into complaints received from the general public, other sections, City departments and councillors</p>										

Follow up on complaints from the public and other parties as named above and follow up with notices and court reports
Initiate the law enforcement process by identifying contraventions by doing proactive policing in respective areas
Actively police areas of Tshwane and identify transgressions
Prosecute transgressions and follow up on expired contravention notices for the purpose of taking cases to court
Conduct inspections with regard to demolition, building line encroachments and height restriction relaxation of sites
Issue occupation certificates for above-mentioned purposes
Investigate and report on land use rights with regard to businesses on residential premises from time to time
Train newly appointed building surveyors in accordance with the National Building Regulations and other related legislation
Provide training to newly appointed building surveyors, health inspectors and students from various technical universities and universities
Finalise building files and compile statistical reports (updated daily and finalised monthly)

SAP

S70001642; S70001630

New/natural attrition

Natural attrition

Enquiries

C Geldenhuys (012 358 8446) or D Donald (012 358 4630)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: N/A

Location: Pretoria Central

Reference number ECDE206-2026

Position SENIOR SECRETARY

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 provide effective secretarial support services

Appointment requirements
 Grade 12 plus 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 according to plan
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 to persist with goals despite obstacles and setbacks

Primary functions
 Render a secretarial function
 Screen enquiries and complaints telephonically
 Render a comprehensive dairy management function
 Coordinate all visitors
 Respond to various invitations received within the office
 Keep management informed regarding social events
 Coordinate travel arrangements for meetings and workshops
 Liaise with internal and external entities
 Render an office administration and management function
 Render a telephone and reception service
 Render a typing function
 Ensure meeting arrangements

SAP S70001098

New/natural attrition New

Enquiries C Geldenhuys (012 358 8446) or SS Simango (012 358 3785)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: Business Compliance and Regulation

Location: All Regions

Reference number	ECDE207-2026				
Position	ADMINISTRATIVE OFFICER (2 POSTS)				
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 provide effective and efficient administrative support services				
Appointment requirements	Grade 12 At least six months' relevant working 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 skills; good interpersonal skills; ability to use technology; verbal and written communication skills				
Primary functions	Perform administrative functions related to the work in an office environment Ensure effective and efficient logistical support services Administer and monitor financial management support in order to ensure that finances are maintained in an accurate and timely manner Provide a secretariat service Provide an effective personnel management support service Ensure effective and efficient control of procurement and payments				
SAP	S70002036; S70002037				
New/natural attrition	New				
Enquiries	C Geldenhuys (012 358 8446) or B Sebola (012 358 4019)				

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: N/A

Section: Management and Administrative Support

Location: Middestad Building

Reference number	ECDE208-2026										
Position	SUPPORT SERVICES OFFICER										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%">Internal</td> <td style="width:50%">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%"> <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	T12										
Scale	R449 040,00 – R623 664,00 per annum										
Estimated remuneration package	R604 511,00 – R826 774,00 per annum										
Job purpose	To provide an efficient and effective support services within the City of Tshwane										
Appointment requirements	<p>A relevant three- or four-year career-related tertiary qualification (degree or national diploma) in Public Administration, Management, Public Management or any study field related to the position</p> <p>At least three years' relevant working experience in a support services environment</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	Problem solving skills; planning and organising skills; communication skills; cognitive ability; direction setting skills										
Primary functions	<p>Render corporate administration support services</p> <p>Render financial administration support services</p> <p>Render strategic management support services</p> <p>Render secretariat support services</p> <p>Render registry and archive support operations</p> <p>Render assets and inventory management support operations</p> <p>Promote and sustain motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel reporting to this position</p>										
SAP	S70001751										
New/natural attrition	Natural attrition										
Enquiries	C Geldenhuys (012 358 8446) or B Mokoena (012 358 5788)										

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Plans Management

Location: All regions

Reference number	ECDE210-2026										
Position	BUILDING CONTROL PROFESSIONAL										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%">Internal</td> <td style="width:50%">External</td> </tr> </table>	Internal	External								
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	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 oversee the building plan approval process in terms of applicable legislation										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Architecture or any other study field related to the position</p> <p>Registration with the South African Council for the Architectural Profession as an Architect or Senior Architectural Technologist will be an added advantage</p> <p>At least six years' relevant working experience as a practitioner or local government experience in a building control office and being responsible for the recommendation or approval of building plan applications</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Having integrity and patience; intelligence; innovative thinking skills; energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail										
Primary functions	<p>Assist the deputy director in enforcing the requirements of the National Building Regulations</p> <p>Oversee and participate in the building plan approval process for all buildings</p> <p>Be responsible for the approval process of applications related to existing town planning schemes in effect in the municipal area of jurisdiction in terms of delegated authority</p> <p>Be responsible for the approval process of applications for demolition</p> <p>Provide feedback to inform the spatial planning and land use management process</p> <p>Provide information and advice to architects, developers and the public</p>										
SAP	S70001721										
New/natural attrition	Natural attrition										
Enquiries	C Geldenhuys (012 358 8446) or I Mokwane (012 358 8126)										

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Plans Management

Location: All regions

Reference number **ECDE211-2026**

Position **FUNCTIONAL HEAD: BUILDING CONTROL OFFICE**

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 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 head a subregional team responsible for controlling all aspects of the built environment as prescribed, among others, by the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) as well as the relevant land use rights legislation to ensure uniformity in the law relating to the erection of buildings in the City of Tshwane’s jurisdiction for the prescription of building standards and matters related thereto

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering, Structural Engineering, Building Management, Architecture, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position
 At least six years’ relevant working experience as a practitioner or local government experience in a building control office and being responsible for the recommendation or approval of building plan applications or building inspections
 Supervisory experience will be an added advantage
 A valid Code B driving licence
 Computer literacy
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Having integrity and patience; intelligence; innovative thinking skills; energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions Execute generic personnel management functions
 Assist the Deputy Director: Building Plans in enforcing the requirements of the National Building Regulations
 Supervise processes for the approval of building plans
 Supervise building process control leading to the issuing of occupation certificates
 Initiate the law enforcement process by identifying transgressions and acting on complaints
 Supervise the approval process of applications for hoardings within the subregion

Maintain constant feedback to inform spatial planning and land use management processes

Provide building-related information and advice to the public at large

Supervise operational activities within the subregional office

Organise resources to effect functional key performance areas

SAP

S70001666

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 8446) or D Donald (012 358 4630)

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