



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 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: 26 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

DIVISIONAL HEAD: SPECIAL AUDITS, CORPORATE ENTITIES AND FINANCIAL AUDITING (DEPARTMENT: GROUP AUDIT AND RISK)
(Reference number: AUDT148-2026)

Location: To be stationed at Sammy Marks, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

Job level: T21

Scale: R1 245 180,00 – R1 729 392,00 per annum

Estimated remuneration package: R1 758 141,00 – R2 374 452,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests

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

Appointment requirements

- A relevant bachelor's degree in Auditing or any other field of study related to the position
- Membership of the Institute of Internal Auditors (IIA)
- Ten years' experience in an internal audit function, with special focus on financial and compliance audits as well as performance management audits, of which at least five years must be at senior management level
- Registered as a Chartered Accountant CA(SA) and/or Certified Internal Auditor (CIA), Certificate of Theory of Accounting (CTA) and registered with the Chartered Institute of Management Accountants (CIMA) or the Association of Chartered Certified Accountants (ACCA) will be an added advantage
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of risk management
- Understanding of Municipal Continuous Audit and Monitoring (MCAM) processes
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- 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
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring

Primary function: To drive, consult and provide advisory services while exercising control over the special audit, corporate entity and financial auditing function with the aim of maintaining impartial, accountable, transparent and efficient financial auditing services (special audits, corporate entities and financial auditing) in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Audit Executive. The incumbent will be responsible and accountable for the following key performance areas:

- Special audits (performance audits and audits of predetermined objectives) and corporate entities
- Financial and transversal auditing

Enquiries: Deon Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

**DIVISIONAL HEAD: STRATEGIC SUPPORT
DEPARTMENT: OFFICE OF THE CITY MANAGER**

Reference number: OFCM032-2026

Location: To be stationed at Tshwane House, but functioning in the whole municipal area of the City of Tshwane

Job level: T21

Scale: R1 245 180,00 – R1 729 392,00 per annum

Estimated remuneration package: R1 758 141,00 – R2 374 452,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests

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

Appointment requirements

- A relevant bachelor's degree in Public Administration, Business Administration or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a strategic support environment, of which at least five years must be at senior management level, preferably in local government
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- 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
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To exercise control over the Private Office of the City Manager with the aim to maintain an impartial, accountable, transparent and efficient administrative support service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Management and Support Officer and the City Manager. The incumbent will be responsible and accountable for the following key

performance areas:

- Coordinate the activities of the business units and specialised departments reporting to the City Manager
- Facilitate the consolidation of business plan submissions for the business units and specialised departments
- Establish and optimise day-to-day operations and document management
- Coordinate referrals from the Office of the Executive Mayor
- Coordinate referrals from the Legislature
- Coordinate and facilitate requests from stakeholder departments
- Manage strategic relations with the executive management team and political principals
- Coordinate Section 56 and City Manager listening sessions
- Oversee administrative and secretariat support in the Office of the City Manager
- Oversee performance management within the Private Office of the City Manager
- Coordinate Section 56 performance management activities in collaboration with the Enterprise Project Management Division
- Oversee governance support within the Private Office of the City Manager
- Coordinate the approval and implementation of the Bid Adjudication Committee
- Compile reports for compliance
- Review the appointment letters for service providers to ensure compliance with Bid Adjudication Committee recommendations
- Coordinate the implementation of Mayoral Committee resolutions by administration
- Facilitate the implementation of Executive Committee resolutions
- Facilitate Municipal Public Accounts Committee report approvals by the City Manager
- Facilitate asset management and other logistics for the Private Office of the City Manager

Enquiries: Charmain de Villiers (012 358 4345)

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