



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 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: 4 March 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 erecruithehelp@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: HEALTH
Division: Health Services
Section: Municipal Health Services
Location: All regions

Re-advertisement

Reference number	HSDE354-2026				
Position	FUNCTIONAL HEAD: MUNICIPAL HEALTH SERVICES OPERATIONS (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	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 efficiently and effectively manage and promote environmental health to internal and external clients in order to promote, preserve and improve the health and environment of communities to ensure that communities live in a healthy environment				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Environmental Health or Public Health or any study field related to the position Registered with the Health Professions Council of South Africa as an Environmental Health Practitioner At least six years' relevant working experience in an environmental health 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 Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Environmental health background; sound knowledge of environmental health legislation; effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; being self-disciplined and self-driven; ability to perform work under pressure				
Primary function	Manage a subregion in the municipal health services regions				

Ensure that an efficient and effective environmental health service is rendered to enable communities to live in a safe and healthy environment

Identify, monitor, evaluate and control environmental health hazards that can be detrimental to health

Manage and supervise environmental health practitioners in regions in the performance of all nine key performance areas, namely food safety, water quality management, waste management, health surveillance of premises, communicable disease control, vector control, disposal of the dead, environmental pollution control and chemical safety

Conduct operational management, financial management, logistics management, administrative management, personnel management, communication, coordination and continuous professional development

SAP S70027813; S70022050

New/natural attrition Natural attrition

Enquiries J Motsamai (012 358 8609) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Re-advertisement

Reference number	HSDE355-2026															
Position	DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT															
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	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 strategic and administrative support to the management of the Health Department															
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Management Science or in a study field related to the position</p> <p>At least eight years' working experience within a management and administrative support environment</p> <p>Managerial experience will be an added advantage</p> <p>A valid 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> <p>Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>															
Personal attributes and/or competencies	Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills: negotiation and conflict-handling skills; planning and organising skills; good verbal and written communication skills															
Primary functions	<p>Ensure optimal performance of employees at sectional and departmental level using individual performance management and service delivery and business implementation plan instruments and systems</p> <p>Provide strategic support to senior management</p> <p>Manage strategic forum systems in the department, including but not limited to occupational health and safety, departmental employment equity forum, department management labour forum, disciplinary and grievances, risk, etc</p>															
SAP	S70003006															

New/natural attrition Natural attrition

Enquiries S Makhulubane (012 358 4734) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Multisectoral AIDS Response Management
Location: Pretoria Central

Re-advertisement

Reference number	HSDE356-2026				
Position	DIRECTOR: MULTISECTORAL AIDS RESPONSE MANAGEMENT				
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	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 manage the development and implementation of multisectoral HIV, TB and sexually transmitted infections (STIs) and drug and substance abuse response programmes, as well as the development and implementation of a comprehensive integrated community-based health programme for Tshwane				
Appointment requirements	<p>A three-year career-related tertiary qualification (national diploma or degree) in Health Sciences, Social Sciences, Development Studies, Public Administration or any other study field related to the position</p> <p>At least nine years' applicable experience in the field of multisectoral response to HIV, TB and STIs and drug and substance abuse and/or comprehensive integrated community-based health programmes, with at least four years at managerial level</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> <p>Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>				
Personal attributes and/or competencies	Knowledge of applicable laws, regulations, policies and strategies; strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills; organisational, coordination, leadership and control skills; innovation skills; knowledge and information management skills; being results orientated; interpersonal skills; strategic thinking and analysis skills; strategic management skills; risk management skills; strategic decision-making skills; planning skills; performance monitoring and evaluation skills; analytical thinking skills;				

conflict management skills; systems integration skills; communication skills; report writing skills; presentation skills; being customer orientated

Primary functions

Manage the development, implementation, monitoring and evaluation of the multisectoral HIV, TB and STIs and drug and substance response programmes
Manage the development of institutional capacity to respond to HIV, TB and STIs and drug and substance abuse within Tshwane
Manage support, coordination and provision of secretarial services for the Local AIDS Council and the Local Drug Action Committee
Manage research (obtaining and analysing information and knowledge on the local landscape of HIV, TB and STIs and drug and substance abuse and the implications for service delivery and governance) to inform programme planning and implementation for a multisectoral response
Manage the strengthening of community systems to enable adequate responses to HIV, TB and STIs and drug and substance abuse
Manage the development and strengthening of partnerships to enhance the multisectoral response to HIV, TB and STIs, drug and substance abuse and related social and structural drivers
Streamline community services to enhance the multisectoral response to HIV, TB and STIs and drug and substance abuse
Manage the development, implementation and strengthening of a comprehensive integrated community-based health programme
Execute generic management functions
Execute generic financial functions
Identify and define immediate, short- and long-term objectives

SAP

S70003700

New/natural attrition

Natural attrition

Enquiries

L Nemuthenga (012 358 3959) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: Clinical Operations: Pretoria Central – Operating in all regions

Reference number	HSDE357-2026										
Position	DEPUTY DIRECTOR: PRIMARY HEALTHCARE CLINIC OPERATIONS (2 POSTS)										
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								
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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 optimum primary healthcare services through the management of clinic operations										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Nursing or Health Sciences or in a study field related to the position</p> <p>A diploma in Primary Healthcare or completion of short courses related to primary healthcare will be an added advantage</p> <p>Registration with the South African Nursing Council and possession of a current South African Nursing Council receipt</p> <p>At least eight years' working experience within a primary healthcare 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> <p>Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Ability to motivate people to follow innovative ideas; good human relations; strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; negotiation skills; conflict-handling skills										
Primary functions	<p>Manage the provision of regional primary healthcare clinic operations within all regions of Tshwane</p> <p>Execute generic financial functions</p> <p>Execute generic management functions</p> <p>Oversee cooperative governance with relevant stakeholders</p>										

SAP S70023071; S70028451

New/natural attrition Natural attrition

Enquiries M Khobo (012 358 1582) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: City of Tshwane Primary Healthcare Clinics

Reference number	HSDE358-2026										
Position	CHIEF COMMUNITY HEALTH NURSE (4 POSTS)										
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								
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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 render a primary healthcare service at primary healthcare clinics and facilities in order to promote, preserve and improve the health of the community										
Appointment requirements	<p>An appropriate career-related tertiary qualification (national diploma or degree) in Nursing Science (General, Midwifery, Community Health and Psychiatry), Primary Healthcare or in a study field related to the position</p> <p>A diploma in Primary Healthcare or completion of short courses related to primary healthcare will be an added advantage</p> <p>Registration with the South African Nursing Council and possession of a current South African Nursing Council receipt</p> <p>At least six years' relevant working experience in a primary healthcare 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> <p>Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Health background; effective communication skills; good interpersonal skills; innovative thinking skills; dedication; self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; responsibility; having integrity and patience; decisiveness; ability to go the extra mile; ability to work as part of a team; ability to multitask										
Primary functions	<p>Render basic functional primary healthcare services within the statutory scope of practice parameters</p> <p>Render operational logistical services to ensure effective service delivery</p> <p>Render a client record service</p> <p>Render a health-related information service</p>										

SAP	S70026506; S70023103; S70026541; S70023062
New/natural attrition	Natural attrition
Enquiries	M Khobo (012 358 1582) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Management
Location: City of Tshwane Primary Healthcare Clinics

Reference number **HSDE359-2026**

Position **GENERAL WORKER (5 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 T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To render a cleaning service at primary healthcare facilities and related structures

Appointment requirements Ability to perform duties
Basic literacy
Relevant knowledge and experience in cleaning services will be an added advantage
Physical fitness and health
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
Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.

Personal attributes and/or competencies Physical health, fitness and a strong physique; willingness to accept responsibility; ability to implement and uphold routine; ability to pay attention to detail; good communication skills; good interpersonal skills; ability to show initiative; flexibility and adaptability; ability to work under pressure; being self-motivated; being hard-working; being punctual, responsible, accountable and reliable

Primary functions Render cleaning services at primary healthcare clinics
Render a shifting and carrier service
Render a supportive health, safety and security function

SAP S70023087; S70023026; S70026529; S70023102; S70028594

New/natural attrition Natural attrition

Enquiries S Pilusa (012 358 0422) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: City of Tshwane Primary Healthcare Clinics

Reference number **HSDE360-2026**

Position **COMMUNITY HEALTH NURSE (11 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 T12

Scale R449 040,00 – R623 664,00 per annum

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

Job purpose To render a primary healthcare service at primary healthcare clinics, mobile clinics and facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community

Appointment requirements An appropriate career-related tertiary qualification (national diploma or degree) in Nursing Science (General, Midwifery, Community Health and Psychiatry), Primary Healthcare or in a study field related to the position
 A diploma in Primary Healthcare or completion of short courses related to primary healthcare will be an added advantage
 Registration with the South African Nursing Council and possession of a current South African Nursing Council receipt
 At least three years' relevant working experience in primary healthcare
 Supervisory experience 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
Willingness and ability to work shifts and to work beyond normal office hours as and when required
Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.

Personal attributes and/or competencies Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to work under pressure and independently

Primary functions Render basic functional primary healthcare services within the statutory scope of practice parameters
 Render operational logistical services to ensure effective service delivery
 Render a client record service

Render a health-related information service

SAP

S70027779; S70023094; S70023021; S70028466; S70023080; S70028521;
S70026554; S70028573; S70020426; S70023091, S70028599

**New/natural
attrition**

Natural attrition

Enquiries

S Pilusa (012 358 0422) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Medical Office Matrix
Location: All regions of Tshwane

Reference number **HSDE361-2026**

Position **MEDICAL 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 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 functional clinical primary healthcare services in accordance with the comprehensive core package of primary healthcare and the approved service profile of the Health Services Division

Appointment requirements MB ChB degree
Registration as an Independent Medical Practitioner with the Health Professions Council of South Africa
At least six years' relevant working experience in primary healthcare
Supervisory experience 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
Willingness and ability to work shifts and to work beyond normal office hours as and when required
Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.

Personal attributes and/or competencies Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; result-driven attitude; problem-solving skills; ability to pay attention to detail; ability to work under pressure; report-writing skills; ability to work independently

Primary functions Execute medical functions within the statutory scope of practice requirements which entail the actions mentioned below with regard to all categories of primary healthcare patients and clients:

- Taking history
- Conducting assessments
- Diagnosing diseases
- Conducting problem identification

- Conducting case management
- Evaluating and revising where indicated
- Recording information

SAP

S70003247

**New/natural
attrition**

Natural attrition

Enquiries

Dr I Seane (012 358 8669) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: City of Tshwane Primary Healthcare Clinics

Reference number	HSDE362-2026
Position	ADMINISTRATIVE OFFICER (6 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	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 administrative support services at primary healthcare clinics to ensure effective service delivery
Appointment requirements	Grade 12 At least six months' relevant experience in an administrative support 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
Competency requirements of the post	Having integrity; intelligence; having patience; energetic; flexibility; willingness to accept responsibility; decisiveness; communication skills; organisational skills; adaptability; being empowered; responsibility; innovative thinking skills; dedication; being self-disciplined; ability to perform work under pressure
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 to ensure that finances are maintained in an accurate and timely manner Provide a secretariat service Ensure effective and efficient control of procurement and payments
SAP	S70023086; S70028564; S70023138; S70023122; S70020451; S70023087
New/natural attrition	Natural attrition
Enquiries	S Pilusa (012 358 0422) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: City of Tshwane Primary Healthcare Clinics

Reference number	HSDE363-2026										
Position	AUXILIARY NURSE										
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								
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Indian male	White female	White male	Person with disability	All categories							
Job level	T6										
Scale	R227 508,00 – R315 984,00 per annum										
Estimated remuneration package	R322 542,00 – R435 155,00 per annum										
Job purpose	To render basic nursing care in primary healthcare facilities										
Appointment requirements	<p>Grade 12 An auxiliary nurse certificate or equivalent qualification At least one year's relevant experience in primary healthcare Registration with the South African Nursing Council 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> <p>Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Competency requirements of the post	Effective communication skills; good interpersonal skills; innovative thinking skills; dedication; being self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; responsibility; having integrity and patience; decisiveness; ability to go the extra mile; ability to work as part of a team; ability to multitask; being self-driven and motivated										
Primary functions	<p>Render basic nursing care services in primary healthcare facilities Render operational logistical services to ensure effective service delivery Render a patient record service Render a health-related information service</p>										
SAP	S70023085										
New/natural attrition	Natural attrition										
Enquiries	S Pilusa (012 358 0422) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Pharmaceutical Services
Location: Pharmacy operations (regional)

Reference number	HSDE364-2026
Position	POST BASIC PHARMACIST ASSISTANT (3 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	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 a professional pharmaceutical and dispensing service in clinics
Appointment requirements	Grade 12 plus successful completion of training as a Post Basic Pharmacist Assistant Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant in Institutional or Community Pharmacy At least one year's relevant experience Computer literacy Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.
Competency requirements of the post	Having integrity; intelligence; having patience; energetic; ability to work under pressure; flexibility; innovative thinking skills; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to communicate with colleagues and superiors; negotiating skills; organisational skills; interpersonal skills; good eyesight; good and legible handwriting; physical fitness; ability to stand for long hours; ability to lift moderately heavy items; data analysis skills
Primary functions	Provide a professional pharmaceutical service Provide a dispensing service in clinics Provide rational drug and medicine use evaluation audits on challenging medicine items Provide a stock control service Provide a dispensary administrative service Provides a medicine distribution service Play an active role in pharmacy education programmes
SAP	S70003217; S70003183; S70003209
New/natural attrition	Natural attrition
Enquiries	J Claassens (012 358 8769) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Programmes

Location: City of Tshwane Primary Healthcare Clinics

Reference number	HSDE365-2026										
Position	HEALTH PROMOTION 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								
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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	T12										
Scale	R449 040,00 – R623 664,00 per annum										
Estimated remuneration package	R604 511,00 – R826 774,00 per annum										
Job purpose	To develop healthy communities through empowerment, for them to exercise control over their health as well as being accountable and responsible for their own health										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science</p> <p>A community health nursing qualification</p> <p>An education qualification will be an added advantage</p> <p>Current registration with the South African Nursing Council</p> <p>At least three years' relevant working experience in a primary healthcare 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> <p>Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Health background; effective communication skills; good interpersonal skills; innovative thinking skills; dedication; being self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; responsibility; having integrity and patience; decisiveness; ability to go the extra mile; ability to work as part of a team; ability to multitask										
Primary functions	<p>Ensure material development and social mobilisation programmes</p> <p>Ensure personal skills development</p> <p>Conduct networking through coordination and delegation</p> <p>Conduct reorientation of health services</p>										
SAP	S70003128										
New/natural attrition	Natural attrition										
Enquiries	R Kurtz (012 358 8707) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Multisectoral AIDS Response Management
Location: City of Tshwane Primary Healthcare Clinics

Reference number	HSDE366-2026
Position	MULTISECTORAL AIDS RESPONSE COORDINATOR (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	T12
Scale	R449 040,00 – R623 664,00 per annum
Estimated remuneration package	R604 511,00 – R826 774,00 per annum
Job purpose	To develop healthy communities through empowerment, for them to exercise control over their health as well as being accountable and responsible for their own health, and to coordinate all HIV, TB and sexually transmitted infection (STI) door-to-door outreach referrals and follow-ups as well as other socio-economic activities as per the unit business plan and requests from the City and its stakeholders, as well as sector mobilisation and engagements in the regions
Appointment requirements	A three-year career-related tertiary qualification (national diploma or degree) in Health Sciences, Social Sciences, Development Studies, Public Administration or any other study field related to the position At least three years' relevant working experience in HIV and AIDS management and community work 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 Applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.
Personal attributes and/or competencies	Computer skills; risk management skills; resilience and stakeholder management skills; networking and negotiating skills; financial management skills; project management skills
Primary functions	Coordinate all HIV, TB and STI door-to-door outreach referrals and follow-ups as well as other socio-economic activities as per the unit business plan and requests from the City and its stakeholders, as well as sector mobilisation and engagements in the regions

Coordinate sector mobilisation towards the establishment and sustainability of regional AIDS councils and representation of regional AIDS councils on district AIDS councils

Coordinate and facilitate the implementation of regional HIV, TB and STI door-to-door awareness campaigns and outreach interventions

Manage the recruitment and contract management of peer educators to support the regional implementation of door-to-door education programmes

Facilitate community mobilisation and engagements for effective participation and contribution towards a multisectoral response to HIV, TB and STIs in regions

Monitor and prepare reports on the implementation of regional HIV, TB and STI programmes

SAP S70003714; S70003709

New/natural attrition Natural attrition

Enquiries O Tsheole-Nkosi (012 358 8603) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Office of the Divisional Head: Health Services

Location: Pretoria Central

Reference number	HSDE367-2026										
Position	SENIOR SECRETARY										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	T10										
Scale	R357 972,00 – R497 184,00 per annum										
Estimated remuneration package	R488 598,00 – R665 789,00 per annum										
Job purpose	To provide effective secretarial support to the Divisional Head: Health 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	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills										
Primary functions	<p>Render a secretarial and administrative support service function to the Divisional Head: Health Services</p> <p>Render telephone and reception services</p> <p>Provide a typing and computer operating service</p> <p>Manage the divisional head's diary</p> <p>Provide an operational logistics service</p> <p>Prepare meetings and take minutes</p> <p>File documents on the shared drive or online system</p>										
SAP	S70003055										
New/natural attrition	Natural attrition										
Enquiries	P Sekgoela (012 358 2191) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Health Information and Skills Development
Location: Pretoria Central

Reference number	HSDE368-2026										
Position	TRAINING COORDINATION OFFICER (HEALTH)										
To be advertised	<table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
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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 coordinate and render a personnel training service to ensure that all personnel stay skilled to be able to render an optimal primary healthcare service and to accompany students to all health services to assist them in attaining their learning objectives										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Health Studies or any other study field related to the position</p> <p>Diploma in Primary Care</p> <p>Registered as Nurse Educator at the South African Nursing Council</p> <p>At least three years' relevant working experience in a primary healthcare 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	Effective communication skills; good interpersonal skills; ability to work under pressure; conflict management skills; facilitation skills										
Primary functions	<p>Coordinate and present skill development programmes</p> <p>Coordinate and supervise practical training of students from tertiary institutions</p> <p>Coordinate information sessions for professional personnel</p> <p>Orientate new professional personnel</p> <p>Facilitate career management programmes</p> <p>Coordinate and update authorisation of nurses</p> <p>Provide minimal administrative, regulative and operational logistics</p> <p>Provide an advisory service</p>										
SAP	S70003436										
New/natural attrition	Natural attrition										
Enquiries	N Pitsoane (012 358 2752) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Health Information and Skills Development
Location: Pretoria Central

Reference number	HSDE369-2026										
Position	FUNCTIONAL HEAD: HEALTH SKILLS DEVELOPMENT: EXPERIENTIAL										
To be advertised	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Internal</td> <td style="width: 50%; text-align: center;">External</td> </tr> </table>	Internal	External								
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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 ensure the rendering of a training programme to all staff in the Health Department										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science or an equivalent qualification majoring in Education A postgraduate qualification in Public Health will be an advantage A diploma in Clinical Nursing Science Health Assessment Treatment and Care A Facilitation Skills, Assessor and Moderator Master trainer in APC/PC 101/RTQII IMCI supervisory course will be an advantage Registration as a Professional Nurse with the South African Nursing Council At least six years' experience with three years' teaching experience 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</p> <p>Willingness and ability to work shifts Willingness and ability to work beyond normal office hours as and when required Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Strategic thinking skills; analytical thinking skills; having integrity and patience; decisiveness; intelligence; ability to pay attention to detail; innovative thinking skills; negotiating skills; advanced linguistic proficiency; business acumen; ability to deliver presentations; leadership skills; project management skills; communication skills; organisational skills; budget management skills										
Primary functions	<p>Manage the learner management system Compile a career management process, policy and procedure Manage and assure the quality of all training interventions and coordinate external training</p>										

Manage and implement continuous professional development interventions for health professionals in the Health Department
Manage, compile and implement a workplace skills plan
Implement learnership and internship programmes in the Health Department
Manage the budget and all resources related to the function
Compile monthly, quarterly and annual reports

SAP S70003441

New/natural attrition Natural attrition

Enquiries N Pitsoane (012 358 2752) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Primary Healthcare Management

Location: City of Tshwane primary healthcare clinics

Reference number	HSDE370-2026										
Position	STAFF NURSE (2 POSTS)										
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								
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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 primary healthcare services at primary healthcare facilities and in local communities outside of institutional settings to promote, preserve and improve the health of the community										
Appointment requirements	<p>At least a two-year Staff Nursing certificate Registration with the South African Nursing Council At least six months' relevant working experience in rendering primary healthcare services at primary healthcare facilities 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</p> <p>Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Healthcare background; effective communication skills; good interpersonal skills; innovative thinking skills; dedication; self-disciplined; ability to perform work under pressure; organisational skills; analytical thinking skills; being responsible; having integrity and patience; decisiveness; ability to go the extra mile; ability to be a team player; computer literacy										
Primary functions	<p>Render basic nursing care in primary healthcare services Render a client record service Render a health-related information service Render operational logistical services</p>										
SAP	S70023098; S70028633										
New/natural attrition	Natural attrition										
Enquiries	S Pilusa (012 358 0422) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support

Location: Sammy Marks Building, Pretoria Central

Reference number	HSDE371-2026										
Position	FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT SERVICES										
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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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 provide administrative support and logistics services to enhance the service delivery performance of the Health Department										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Administrative Management, Financial Accounting or Management, Human Resources Management, Logistics Management or Project Management or any other study field related to the position</p> <p>At least six years' relevant working experience in management support services</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	Negotiating skills; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; having integrity and patience; decisiveness; ability to pay attention to detail; innovative thinking skills; flexibility; willingness to accept responsibility; ability to meet strict deadlines										
Primary functions	<p>Provide registry and archive services</p> <p>Conduct document flow operations</p> <p>Provide administrative support</p> <p>Provide auxiliary and logistics support</p> <p>Provide asset and inventory services</p> <p>Ensure messenger and kitchen support</p> <p>Ensure office occupancy, building repair and maintenance support</p> <p>Provide fleet management and insurance management support</p> <p>Provide meetings and events support</p> <p>Execute a daily office administration support function</p>										

SAP S70003022

New/natural attrition Natural attrition

Enquiries H Prinsloo (012 358 8613) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Pharmaceutical Services
Location: All regions

Reference number	HSDE372-2026										
Position	AREA PHARMACIST (2 POSTS)										
To be advertised	<table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	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 a comprehensive professional pharmaceutical service in the medicine store and to City of Tshwane clinics										
Appointment requirements	<p>A Bachelor of Pharmacy degree Registration with the South African Pharmacy Council as a Pharmacist At least six years' experience as a practising pharmacist (after completion of pharmacist community service) Supervisory experience will be an added advantage A valid Code B driving licence with own vehicle Computer literacy Knowledge of the Rxsolution computer program and National Core Standards for Health Establishments will be an advantage Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness and ability to work shifts and to work beyond normal office hours as and when required Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Having integrity and patience; emotional intelligence; ability to work under pressure; flexibility; innovative thinking skills; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to communicate with colleagues and superiors; interpersonal skills; good eyesight; physical fitness; ability to work on the computer for long hours; self-driven; motivated										
Primary functions	<p>Ensure that systems comply with legal requirements and policies as well as good pharmacy practices Work with health information systems Ensure the availability of current reports as required by pharmaceutical and primary healthcare management</p>										

Represent the Pharmaceutical Services Section in external committees and meetings
Render a procurement, storage, distribution and stock control service
Render a professional pharmaceutical service
Render a human resources supervisory and development service
Provide training on pharmacy issues
Render an administrative service
Ensure the availability of safe and effective medicine
Ensure the safe, optimal and correct use of medicine
Execute pharmaceutical financial management and control
Conduct regular audits
Implement national statutory regulations and internal policies and procedures

SAP S70003196; S70003175

New/natural attrition Natural attrition

Enquiries L Ramphele (012 358 1919) or M Mphahlele (012 358 1018)

Manage the development and implementation of demand-reduction initiatives through the prevention and treatment of substance use and abuse

Manage the development and implementation of a substance use disorder treatment programme to reduce the harms of drug use in communities

Promote governance, leadership and accountability for an effective response to drug and substance abuse and related social and structural drivers

Strengthen data collection, monitoring, evaluation and research evidence to achieve goals

Develop and implement a Tshwane Substance Abuse Response Service Delivery Plan (Tshwane Drug Master Plan)

Develop institutional capacity to respond to drug and substance abuse and related social and structural drivers within Tshwane

Provide secretarial services for the Local Drug Action Committee

Support and coordinate the Local Drug Action Committee

Plan for, mobilise resources and implement, monitor and evaluate the drug and substance abuse response programme

Strengthen community systems and community services to enable adequate response to drug and substance abuse and related social and structural drivers

Develop and strengthen partnerships to enhance the multisectoral response to substance abuse and related social and structural drivers

Contribute to the development and implementation of an effective referral system

SAP

S70003114

New/natural attrition

Natural attrition

Enquiries

L Nemuthenga (012 358 3959) or M Mphahlele (012 358 1018)

Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in Tshwane

SAP S70027815

New/natural attrition Natural attrition

Enquiries J Motsamai (012 358 8609) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Multisectoral AIDS Response Management
Location: Sammy Marks Building

Reference number	HSDE376-2026
Position	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	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 a general administrative, operational, logistical, financial and personnel support service to ensure the effective functioning of the Multisectoral HIV, TB and STI Response Programme
Appointment requirements	Grade 12 At least six months' relevant experience in an administrative support 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
Competency requirements of the post	Effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure
Primary functions	Discharge administrative support to the Multisectoral AIDS Response Management Section Receive, record and supply HIV, TB and STIs materials for and to the Multisectoral AIDS Response Management Section Communicate and liaise with internal and external stakeholders Conduct records management Provide operational and logistical support to the section Update the inventory of the Multisectoral AIDS Response Management Section
SAP	S70044093
New/natural attrition	Natural attrition
Enquiries	O Tsheole-Nkosi (012 358 8603) or M Mphahlele (012 358 1018)

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

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support

Location: Sammy Marks Building

Reference number	HSDE377-2026										
Position	ADMINISTRATIVE OFFICER (REGISTRATION)										
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	T7										
Scale	R254 808,00 – R353 892,00 per annum										
Estimated remuneration package	R357 290,00 – R483 405,00 per annum										
Job purpose	To deliver an administrative reproduction archive and registration service to the Health Department										
Appointment requirements	<p>Grade 12</p> <p>At least six months' relevant experience in an administrative support environment</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>										
Competency requirements of the post	Effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure										
Primary functions	<p>Provide postal, reproduction and archive services</p> <p>Render an administrative service</p> <p>Compile control sheets</p> <p>Render document management and distribution services</p> <p>Manage the department's noticeboards</p>										
SAP	S70003030										
New/natural attrition	Natural attrition										
Enquiries	H Prinsloo (012 358 8613) or H Mashigo (012 358 5930)										

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

DEPARTMENT: HEALTH

Division: N/A

Section: Management and Administrative Support

Location: Sammy Marks Building

Reference number	HSDE378-2026										
Position	DRIVER										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T6										
Scale	R227 508,00 – R315 984,00 per annum										
Estimated remuneration package	R322 542,00 – R435 155,00 per annum										
Job purpose	To render a transport, collection and delivery service to the Health Department										
Appointment requirements	<p>Grade 10 At least six months' relevant driving experience A valid Code C1 driving licence with a valid PrDP 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 Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition.</p>										
Personal attributes and/or competencies	Being healthy; having integrity and patience; willingness to accept responsibility; ability to carry heavy items; ability to meet strict deadlines; ability to tolerate extensive travelling; ability to handle exposure to physical strain										
Primary functions	<p>Prepare vehicle by conducting operator maintenance Plan route and requirements by studying schedule or <i>ad hoc</i> requests by the office Deliver a transport service Conduct maintenance of vehicles Perform collection and delivery services Perform any other tasks as assigned</p>										
SAP	S70003043										
New/natural attrition	Natural attrition										
Enquiries	H Prinsloo (012 358 8613) or H Mashigo (012 358 5930)										

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