



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.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, they may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum on a permanent basis.

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

INTERNAL CANDIDATES

Please apply via the intranet. Navigate to SAP success factors page then login with your credentials

EXTERNAL CANDIDATES

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

**Closing date: 16 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.

Conduct records management
Perform policy development and research
Develop work procedures
Implement and manage file plans
Ensure disposal of records
Liaise with the national archivist
Ensure records audit and inspections
Execute generic personnel management functions

SAP S70016600

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number SSDD043-2026

Position SENIOR REGISTRY SERVICE 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 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 corporate archive service to retrieve information required by all stakeholders through the safe and orderly storage of archived documents and to dispose of ephemeral material continuously in accordance with the disposal authority to ensure optimal use of available floor space

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Public Management or Archives and Records Management or a study field related to the position
Certificate in Records Management offered by the National Archives will be an added advantage
At least three years' relevant working experience in a registry environment
Supervisory experience will be an added advantage
Physical fitness and health
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Ability to work independently; ability to work in a team; good written and verbal communication skills; ability to pay attention to detail; ability to work in a high-pressure situation and environment

Primary functions Provide guidance on record management procedures and processes
Be responsible for the maintenance of photocopier machines
Participate in subsection meetings
Ensure that all incoming post and interdepartmental correspondence is dealt with accordingly
Be responsible for the correct numbering of all correspondence for possible enquiries in the future
Maintain archives and ensure sound control, conservation and maintenance of archives

Maintain a destruction register and ensure that files are destroyed annually
Take responsibility for the classification and allocation of reference numbers and maintain the filing system
Execute generic personnel management functions

SAP

S70016601

**New/natural
attrition**

Natural attrition

Enquiries

Pieter Venter (012 358 7480) or Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Printing Services, Pretoria Central

Reference number **SSDD044-2026**

Position **PRINTING OFFICER (2 POSTS)**

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 achieve the maximum printing potential to the advantage of the City of Tshwane and its employees

Appointment requirements Grade 12
 Relevant certificate in litho offset sheet-fed printing will be an added advantage
 At least six months' relevant working experience in the lithography printing industry
 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
 Computer literacy

Personal attributes and/or competencies Ability to work independently; ability to work in a team; good written and verbal communication skills; ability to pay attention to detail; ability to work in a high-pressure situation or environment

Primary functions Operate Heidelberg printing presses
 Make black and white prints
 Number books
 Handle heavy volumes of printing paper
 Load and unload printing machines
 Ensure quality control of print jobs
 Clean and wash printing machines after use

SAP S70016682; S70016684

New/natural attrition Natural attrition

Enquiries Pieter Venter (012 358 7480) or Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Printing Services, Pretoria Central

Reference number **SSDD045-2026**

Position **BINDING 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 ensure high-quality assembly, finishing and preparation regarding printed materials for distribution

Appointment requirements Grade 12
 Relevant certificate in litho offset sheet-fed printing will be an added advantage
 At least six months' relevant working experience in book binding
 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
 Computer literacy

Personal attributes and/or competencies Ability to pay attention to detail; ability to stand for long hours; good communication and interpersonal skills, technical skills; ability to work in a dusty environment

Primary functions Provide a high-quality book binding service for the Printing and Reprographic Section
 Set up and operate various binding machines based on job requirements
 Bind books and documents
 Perform quality control checks
 Perforate books
 Execute scoring on any files that need to be folded
 Collate pages for carbonised books

SAP S70016689

New/natural attrition Natural attrition

Enquiries Pieter Venter (012 358 7480) or Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Printing Services, Pretoria Central

Reference number SSDD046-2026

Position LITHOGRAPHIC PRINTER

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 achieve the maximum printing potential to the advantage of the City of Tshwane and its employees

Appointment requirements
 An appropriate trade certificate as a Lithographic Printer
 At least two years' relevant experience as a Lithographic Printer
 Physical fitness and good health
 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 Must be capable of reading, counting and determining conditions for printing; knowledge about different paper types and sizes; knowledge to execute digital printing; knowledge to do minor repairs on printing equipment

Primary functions
 Operate various litho printing machines and clean the machines after printing
 Execute colour and black and white printing and book numbering
 Gum plates
 Conduct quality control of print jobs
 Conduct minor machine maintenance
 Handle heavy paper when loading and unloading the machine

SAP S70016692

New/natural attrition Natural attrition

Enquiries Pieter Venter (012 358 7480) or Shumani Ravele (012 358 7474)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Printing Services and Postal Bureau, Pretoria Central

Reference number	SSDD047-2026										
Position	CHIEF POSTAL BUREAU SERVICE										
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	T14										
Scale	R563 280,00 – R782 292,00 per annum										
Estimated remuneration package	R749 917,00 – R1 028 678,00 per annum										
Job purpose	To manage postal services to ensure the timely dispatching of agendas and minutes to the Executive Mayor, members of the Mayoral Committee, councillors and officials of the City of Tshwane and the timely mailing of consumer accounts to residents in the Tshwane area for payment before the due date										
Appointment requirements	<p>An appropriate career-related tertiary qualification and experience (national diploma or degree) in Public Administration, Public Management, Business Administration or a study field related to the position</p> <p>At least five years' relevant working experience in a postal bureau service environment</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Ability to work independently; ability to work in a team; good communication skills; ability to pay attention to detail; ability to work in a high-pressure situation or environment; extensive knowledge of the Postal Services Act, 1998 (Act 124 of 1998); knowledge of postal bureau operations and management; knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)										
Primary functions	<p>Oversee the day-to-day management of postal bureau operations (mail room, courier and messenger services)</p> <p>Provide a human resources management, financial management and administrative support service to the postal bureau</p> <p>Implement occupational health and safety</p>										
SAP	S70016705										
New/natural attrition	Natural attrition										
Enquiries	Pieter Venter (012 358 7480)										

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Postal Bureau Services, Pretoria Central

Reference number **SSDD048-2026**

Position **POSTAL SERVICE 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 mail consumer accounts to residents of Tshwane in time to pay their accounts before the due dates to ensure an income for the City of Tshwane and to enable office-bearers to manage the City financially

Appointment requirements Grade 12
 At least six months' relevant working experience in a postal bureau
 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
 Computer literacy

Personal attributes and/or competencies Ability to work independently; ability to work in a team; good written and verbal communication skills; ability to pay attention to detail; ability to work in a high-pressure situation or environment

Primary functions Provide a sorting and inserting service
 Provide a franking service
 Provide an internal and external advertisement distribution and client consultation service
 Provide an administrative service
 Provide a support service

SAP S70016710

New/natural attrition Natural attrition

Enquiries Pieter Venter (012 358 7480) or Shumani Ravele (012 358 7474)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number **SSDD049-2026**

Position **SENIOR SPECIALIST: CORPORATE INFORMATION MANAGEMENT (GIS)**

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 female	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 provision of efficient and effective services in relation to the Land Information System (LIS) cadastral operations, property transfer operations and LIS maintenance operations and to provide the core digital dataset for the City of Tshwane Geographic Information System (GIS) warehouse

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) with Geographic Information Sciences (GISc) or Geography as subject or any study field related to the position
 Registration as a Technologist GISc Practitioner or Professional GISc Practitioner with the South African Geomatics Council (SAGC)
 Membership of the Geo-Information Society of South Africa (GISSA)
 At least eight years' relevant experience in a GIS environment, including at least four years' relevant experience in a LIS and/or cadastral data management environment (using the ArcGIS suite of products is required), preferably in local government
 Managerial experience will be an added advantage
 A valid Code B driving licence
 Completed short courses in the ArcGIS suite of products (mainly ArcGIS Map)
 Computer literacy relating to SQL Server Office and Microsoft Office software
 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 Principles of human resources administration; knowledge of policies, procedures, ordinances and resolutions governing City personnel activities, conditions of employment and employee benefits; up-to-date knowledge and understanding of the Spatial Data Infrastructure Act, 2003 (Act 54 of 2003) and other related acts; must be highly knowledgeable on cadastre matters and matters of policy (departmental and Citywide); must be highly knowledgeable on laws governing GISc practice; must have comprehensive managerial abilities displayed in all aspects; financial management skills; communication skills; planning and organising skills; ability to

work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Execute generic management and financial functions
Oversee strategic objectives and performance management of the LIS Subsection
Manage the LIS-related property value chain
Oversee performance management to ensure quality property information
Manage internal stakeholder communication and collaboration
Liaise with external data sources

SAP S70001222

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350) or Chris Labuschagne (012 358 7815)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number	SSDD050-2026										
Position	FUNCTIONAL HEAD: LAND INFORMATION SYSTEM MANAGEMENT										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">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	R876 180,00 – R1 148 180,00 per annum										
Job purpose	To manage a digital cadastral database to produce a geospatial base map within the Land Information System (LIS), creating a foundation for the corporate Geographic Information System (GIS) of the City of Tshwane which is critical for service delivery, municipal revenue and development										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Geographic Information Science (GISc), Computer Sciences or any study field related to the position</p> <p>Registration as a Technologist GISc Practitioner or Professional GISc Practitioner with the South African Geomatics Council (SAGC) will be an added advantage</p> <p>At least six years' working experience in a GIS environment (using the ArcGIS suite of products is required), of which at least three years' experience with cadastral systems, preferably in local government</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Completed short courses in the ESRI suite of products (mainly in ArcGIS)</p> <p>Computer literacy relating to SQL Server Office and Microsoft Office software</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	Communication skills; analytical thinking skills; technical skills; having integrity; intelligence; negotiating skills; leadership skills; patience; willingness to accept responsibility; project management skills; organisational skills; ability to do presentations										
Primary functions	<p>Manage Cadastral Information Database maintenance procedures</p> <p>Maintain Survey General Diagram Database</p> <p>Conduct cadastral housekeeping</p> <p>Administer property information acquisition</p> <p>Conduct LIS reprographic and scanning operations</p>										

Execute generic management functions

SAP

S70001224

New/natural attrition

Natural attrition

Enquiries

Faith Mangwegape (012 358 5350) or Gary Swart (012 358 5978)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number SSDD051-2026

Position GISc TECHNICIAN

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 T12

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

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

Job purpose To populate a digital cadastral database, containing ownership information, producing a digital base map within the Land Information System (LIS), which is the foundation of the corporate Geographic Information System (GIS) of the City of Tshwane and to manipulate vector, raster and attribute data in order to supply analysis and management information to client departments and the public

Appointment requirements An appropriate career-related tertiary qualification (three-year diploma or degree) in Geographic Information Science (GISc) or Computer Sciences or any other study field related to the position
 At least three years' relevant working experience with LIS information in a municipal environment (using the ArcGIS Suite of products is required)
 Completed short courses in the ArcGIS suite of products (mainly in ArcGIS Map)
 Computer literacy relating to SQL Server Office and Microsoft Office software
 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 Ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet service delivery objectives and challenges; ability to implement, design and manage databases; ability to use GIS systems and software and adapt these to the specific task at hand; ability to perform visual perception, graphical and cartographic communication (including interpretation, information use and knowledge gain); high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises; ability to stay focused on task; being energetic, persistent and reliable; ability to perform spatial queries

Primary functions Capture, manipulate, maintain and update cadastral (spatial) and deeds (ownership) information
 Conduct data verification and quality control
 Render a specialised GIS service for LIS
 Providing training and mentoring
 Compile and provide information

SAP S70001233

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350) or Gary Swart (012 358 5978)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number SSDD052-2026

Position GISc SPECIALIST (2 POSTS)

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 R876 180,00 – R1 148 180,00 per annum

Job purpose To manage, monitor and regulate the integration of geospatial data and information within the City of Tshwane, improve the Geographic Information System (GIS) knowledge base in the organisation and ensure efficient and effective use of geospatial information

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Geographic Information Science (GISc) or Computer Sciences or any study field related to the position
 Registration with the South African Geomatics Council (SAGC) will be an added advantage
 Membership of the Geo-Information Society of South Africa (GISSA) will be an added advantage
 At least six years' working experience in a GIS environment (using the ArcGIS suite of products is required) preferably in local government, of which at least three years' experience in geospatial information content management
 Experience in geospatial information project management in a corporate or enterprise environment
 Experience in GIS data governance
 Experience in advanced GIS report writing and being an active GISc participant in forums and/or committees
 A valid Code B driving licence
 Completed short courses in the ArcGIS suite of products
 Computer literacy with advanced level experience in the ESRI suite of products
 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 Good technical and analytical skills; project management skills; good interpersonal skills; willingness to accept responsibility; ability to work under pressure; innovative thinking ability; advanced linguistic proficiency and communication skills; ability to do presentations; advanced report and business writing skills; ability to hear and see (must not suffer from colour blindness)

Primary functions	<p>Oversee and/or provide guidance with regard to processes and implementation pertaining to geospatial data integration initiatives and attend to internal needs assessments (location-based enablement)</p> <p>Assist in administering GIS governance in the organisation</p> <p>Formulate GIS documentation, frameworks, guidelines and best practices</p> <p>Analyse and evaluate complex geospatial data sets and administer spatial data projects</p> <p>Administer process management within the Corporate GIS Section</p> <p>Manage the GIS Data Catalogue and metadata</p> <p>Provide professional geospatial (GIS) advice, opinions and/or guidance regarding alignment between business processes, operations and procedures and the City of Tshwane GIS Strategy as well as South African Spatial Data Infrastructure (SASDI) legislation, policies and regulations</p> <p>Oversee corporate GIS data distribution and sourcing of geospatial data</p> <p>Liaise with internal and government departments and the private sector regarding GIS matters</p>
SAP	S70001242; S70001243
New/natural attrition	Natural attrition
Enquiries	Faith Mangwegape (012 358 5350) or Chris Labuschagne (012 358 7815)

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

DEPARTMENT: SHARED SERVICES
Division: ICT Governance, Applications and Infrastructure Management
Section: ICT Network Management
Location: Pretoria Central

Reference number	SSDD053-2026				
Position	FUNCTIONAL HEAD: WIDE AND LOCAL NETWORK				
To be advertised	Internal		External		
This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories
Job level	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R876 180,00 – R1 148 180,00 per annum				
Job purpose	To execute functions pertaining to local area network and wide area network (LAN and WAN) operations				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Information Technology, Computer Sciences or Network Engineering or any study field related to the position</p> <p>At least six years' working experience in managing infrastructure and systems design as well as the development of ICT functional requirements and the managing of new service development</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word, Excel, PowerPoint, Teams, Outlook and Project</p> <p>Knowledge of the following will be an added advantage: Network analyst, LAN/WAN, TCP/IP, Alcatel/Huawei Network Suite, VoIP, Fortigate firewalls, Active Directory, MS Exchange 2007, IDS, anti-virus scanning, VLans, TCPIP, OSPF, BGP, Windows OS, Unix, Veeam backup, Ghost/Norton, VLAN, security configuration, Linux TS/SCI with Full Scope Poly</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; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills in project management; technical skills, technical report writing skills				
Primary functions	<p>Execute ICT planning and sourcing</p> <p>Ensure the efficient, appropriate and timely sourcing of services and solutions by leveraging the expertise and insights of vendors</p>				

Actively maintaining quality and cost level, a strong negotiating position and market price awareness throughout the life cycle of services
Bringing major technological innovations and opportunities into business development
Conduct LAN switching operations
Render support and maintenance of end-to-end LAN infrastructure comprising devices, such as hubs, switches, firewalls and load balancers, and monitor the LAN infrastructure
Conduct WAN switching operations
Provide circuits, connectivity management, support and maintenance of end-to-end WAN, MAN, internet, MPLS, P2P links and infrastructure comprising devices, such as Cisco routers, ISP equipment, WAN accelerators, link encryptors and VPN concentrators, and monitor the WAN infrastructure

SAP

S70017518

New/natural attrition

Natural attrition

Enquiries

Faith Mangwegape (012 358 5350) or Faith Mbatsane (012 358 2459)

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

DEPARTMENT: SHARED SERVICES
Division: ICT Governance, Applications and Infrastructure Management
Section: ICT Network Management
Location: Pretoria Central

Reference number SSDD054-2026

Position FUNCTIONAL HEAD: TELECOMMUNICATIONS

To be advertised	Internal		External		

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

Job level T15

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

Estimated remuneration package R876 180,00 – R1 148 180,00 per annum

Job purpose To provide technical managerial support to all internal clients in terms of their voice and data switching needs across the board in the regions falling under this sphere of responsibility

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Computer Sciences or any study field related to the position
At least six years' working experience in the use of Alcatel/Huawei voice and data switching equipment on network cabling platforms and services based on the Krone range of products and services (Cat 5 as the minimum)
Supervisory experience will be an added advantage
A valid Code B driving licence
Physically fit and in good health and be mobile and able to move around in buildings and on project sites
Computer literacy in Microsoft Word, Excel, PowerPoint and Teams
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 Must be highly motivated to ensure that the network in the various areas is kept in excellent working condition; high work ethic; problem-solving skills; capability to approach each problem with the attitude to investigate and solve it as quickly and effectively as possible; ability to be very diplomatic whenever confronted with or having to interact with difficult internal or external clients when on-site and/or solving service-related problems; ability to manage personnel and motivate them to such an extent that solving the problem and doing the work always comes first

Primary functions Investigate all requests for new services and projects related to all voice and network needs (site inspections, project inspections and management)
Execute high-level fault tracing or fixing for all cable issues (inside UPS or fibre faults, inside port problems, outside fibre or dome joint faults)

Ensure asset control of all assets (voice switches, data switches, networking equipment, voice handsets as deployed and all other function-related peripheral switching equipment)

Act as direct liaison with service providers in terms of all deployed networks and new deployments while keeping management abreast of progress at all times

Provide management with all requested forms of feedback (reports, etc) as and when the need arises

SAP

S70017529

New/natural attrition

Natural attrition

Enquiries

Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES
Division: ICT Governance, Applications and Infrastructure Management
Section: ICT Service Delivery
Location: Pretoria Central

Reference number	SSDD055-2026				
Position	FUNCTIONAL HEAD: ICT SERVICE DESK				
To be advertised	Internal		External		
This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories
Job level	T15				
Scale	R630 852,00 – R876 180,00 per annum				
Estimated remuneration package	R876 180,00 – R1 148 180,00 per annum				
Job purpose	To lead and manage the City of Tshwane ICT Service Desk function to ensure the delivery of high-quality, efficient and customer-focused technical support services				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Information Technology or Computer Science or Information Systems or any other study field related to the position</p> <p>At least six years' working experience in ICT operations or service delivery</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Advanced 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	Communication skills; analytical thinking skills; technical skills; integrity; intelligence; leadership skills; being patient; willingness to accept responsibility; project management skills; organisational skills; ability to do presentations				
Primary functions	<p>Manage the service desk and staff to provide first-level technical support</p> <p>Answer support queries via the telephone and using remote desktop tools</p> <p>Take overall responsibility for service desk incident and service request handling</p> <p>Track incidents to conclusion in line with service-level agreements and quality standards</p> <p>Build service relationships with customers and conduct service reviews for key customers</p> <p>Review performance reports, service improvements, service quality and processes</p> <p>Monitor and report on service desk performance</p> <p>Liaise with change management and other ICT sections</p>				
SAP	S70017584				
New/natural attrition	Natural attrition				
Enquiries	Faith Mangwegape (012 358 5350) or Carolyn Naidoo (012 358 7857)				

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

DEPARTMENT: SHARED SERVICES
Division: ICT Governance, Application and Infrastructure Management
Section: ICT Network Management
Location: Pretoria Central

Reference number SSDD056-2026

Position ICT NETWORK ENGINEER

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 T12

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

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

Job purpose To ensure continuous local area network and wide area network (LAN and WAN) functioning by designing, implementing, maintaining and supporting the network infrastructure to ensure reliable, secure and high-performance connectivity across all ICT systems

Appointment requirements An appropriate career-related tertiary qualification (three-year diploma or degree) in Information Technology, Computer Sciences or Network Engineering or any other study field related to the position
At least three years' relevant working experience in LAN, MAN, WAN, CAN, wireless networks, OSI model and network protocols, cabling standards (fibre, Cat 5, etc), routing and switching, UTP and fibre testing, 3G services and network troubleshooting techniques
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

Competency requirements of the post Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; healthy person

Primary functions Be responsible for the maintenance of the City of Tshwane's network, including LAN, WAN (fibre optic, radio, etc) and MAN networks
Be responsible for providing technical support, solving complaints and assisting where specified
Speedily resolve all network-related complaints and give appropriate feedback with regard to the complaint and solution
Resolve switch, radio, transceiver and other network equipment-related problems
Test and repair UTP-related complaints
Test fibre installations to determine fibre breaks

- Keep wiring closets as neat and clean as possible
- Provide feedback and inputs regarding maintenance-related issues
- Examine log files to resolve issues related to network connections
- Compare baseline documentation (how the network normally runs) with current performance
- Ensure that environmental conditions are checked on a regular basis, including correct climate in server rooms (cabinet areas), elimination and reporting of electrostatic discharge, electromagnet and radio frequency interference and power-related issues
- Maintain awareness and knowledge of industry and vendor technology and key technologies and trends to ensure optimal use and value of LAN and WAN resources, including network testing equipment like wire mappers, media testing tools, etc
- Obtain and refer difficult troubleshooting issues to the vendor and network administrator and maintain a library of complaints and solutions to solved complaints for use by other individuals
- Be involved with troubleshooting best practices and use efficient troubleshooting steps
- Use protocol analysers and performance monitoring tools
- Work in cohesion with third-party supporter when needed
- Function as project team member as and when the need is identified by the deputy director, for example wiring installations
- Be responsible for quality control procedures and adherence to corporate policies and procedures
- Conduct quality control on third-party installations
- Assist with obtaining asset information as required
- Comply with asset policies
- Adhere to and complete change control and other policies
- Establish proper technical documentation and troubleshooting procedures and provide other network-related information
- Maintain proper procedures
- Ensure SAP requirements in terms of multifactor authentication
- Conduct normal day-to-day correspondence and administrative functions
- Send all communication to applicable parties
- Report as required
- Comply with communication policies
- Execute *ad hoc* tasks that may become necessary from time to time

SAP	S70017519
New/natural attrition	Natural attrition
Enquiries	Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration and Information Management (GIS)

Location: Pretoria Central

Reference number	SSDD057-2026										
Position	FUNCTIONAL HEAD: CARTOGRAPHIC MANAGEMENT (GEOWEB OPERATIONS)										
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								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T15										
Scale	R630 852,00 – R876 180,00 per annum										
Estimated remuneration package	R876 180,00 – R1 148 180,00 per annum										
Job purpose	To supervise effective and efficient GeoWeb operations by providing geospatial solutions via mainly web-based mapping platforms on the intranet and website of the City of Tshwane										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Geographic Information Science (GISc) and/or Computer Sciences Registration with the South African Geomatics Council (SAGC) in GISc will be an added advantage Membership of the Geo-Information Society of South Africa (GISSA) will be an added advantage At least six years' working experience in a Geographic Information System (GIS) environment (using the ArcGIS suite of products is required), preferably in local government, to configure geospatial information web solutions on a local network and on the internet Completed short courses in the ArcGIS suite of products Computer literacy with advanced level experience in the ArcGIS suite of products A valid Code B driving licence 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	Good technical and analytical skills; good interpersonal skills; willingness to accept responsibility; ability to work under pressure; innovative thinking skills; advanced linguistic proficiency and communication skills; ability to do presentations; advanced report and business writing skills; ability to hear and see (must not suffer from colour blindness)										
Primary functions	<p>Ensure and supervise efficient and effective web GIS viewers (intranet and internet) system support Ensure and supervise efficient and effective Tshwane ArcGIS Portal platforms on internal and external websites</p>										

Supervise and implement the configuration of web map applications and related support operations
Manage web GIS content
Supervise and provide web GIS training operations

SAP S70001210

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350) or Chris Labuschagne (012 358 7815)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: N/A

Section: Management and Administrative Support

Location: Tshwane House

Re-advertisement

Reference number CMED072-2026

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

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

Job level T11

Scale R381 804,00 – R530 268,00 per annum

Estimated remuneration package R517 899,00 – R706 866,00 per annum

Job purpose To manage general administration in the department

Appointment requirements Grade 12
At least two years' relevant experience in administration
A valid Code B driving licence will be an added advantage
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Excellent communication skills; good organisational skills; ability to work systematically; ability to work as part of a team; good interpersonal relations

Primary functions Provide strategic administrative support services
Manage and monitor the compilation and development of business plans
Assist in coordinating individual performance agreements for divisional heads
Assist in coordinating quarterly performance reports
Assist in coordinating divisional monthly performance reports
Assist with compiling departmental annual reports
Render administrative support to ensure ISO quality compliance
Conduct induction of new staff
Handle all personnel-related queries
Administer day-to-day auxiliary services
Assist with asset management
Handle occupational health and safety compliance matters
Maintain all relevant procedures and ensure accessibility by all staff
Assist with administration of occupational health and safety to ensure compliance
Ensure coordination and integration of projects and programmes
Develop an archive of appropriate templates
Execute supervisory functions

SAP S70001946

New/natural attrition Natural attrition

Enquiries Faith Mangwegape (012 358 5350)

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