



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will also be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

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

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

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

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

INTERNAL CANDIDATES

Please apply via the intranet. Navigate to the SAP SuccessFactors page and login with your credentials.

EXTERNAL CANDIDATES

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

**Closing date: 23 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 erecruithelp@tshwane.gov.za.

Do not submit your application to this email address – it will not be accepted.

Conduct financial needs analysis
Submit requests for furniture and office equipment

SAP S70009969

**New/natural
attrition** Natural attrition

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

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Office of the Chief Audit Executive
Section: Management and Administration Support
Location: Pretoria Central

Reference number **AUDT133-2026**

Position **MANAGEMENT SUPPORT 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 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 execute departmental, financial and strategic managerial support services functions on an operational matrix basis

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Public Administration, Management, Office Administration or Accounting or any other study field related to the position
At least six years' applicable experience in an administrative and support 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

Personal attributes and/or competencies Good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency; physical and mental fitness; having integrity; decisiveness

Primary functions Execute departmental managerial support services
Execute departmental financial support services
Deliver Integrated Development Plan and Service Delivery and Budget Implementation Plan support services
Deliver business plan information and coordination operations services

Deliver Service Delivery and Budget Implementation Plan technical guidance operations
Deliver quarterly performance reporting
Deliver strategic managerial support
Ensure ISO quality compliance

SAP S70009966

New/natural attrition Natural attrition

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Enterprise Risk Management

Section: Business Continuity

Location: Pretoria Central

Reference number	AUDT134-2026										
Position	SENIOR SPECIALIST: RISK MANAGEMENT (BUSINESS CONTINUITY)										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 develop, maintain and execute a comprehensive process of identifying, assessing, mitigating, monitoring and reporting on risks that may impact organisational performance										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Risk Management, Business Continuity, Internal Auditing or Accounting or any other study field related to the position</p> <p>Registration as member with a professional body (Institute of Risk Management South Africa, Business Continuity Institute, Institute of Internal Auditors and/or Association of Certified Fraud Examiners)</p> <p>At least eight years' relevant experience in risk management and/or business continuity, preferably in a in local government environment</p> <p>Managerial experience will be an added advantage</p> <p>Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, 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	Leadership skills; decision-making skills; negotiating skills; communication skills; analytical thinking skills; presentation skills; project management skills; business acumen; advanced linguistic proficiency; technical and report writing skills; innovative thinking skills; willingness to accept responsibility; ability to meet strict										

deadlines; ability to adhere to national and provincial acts and policies; ability to make high-risk decisions of a long-term and strategic nature

Primary functions

Conduct risk and business continuity research
Review risk management and business continuity management governance documents using best practices
Check adherence to risk and business continuity policies and strategies
Implement the enterprise and risk management implementation plan
Conduct quality assurance on the work of the team
Conduct performance reporting and reviews
Facilitate risk assessment and business impact assessments with clients
Review the draft risk register and business continuity plans
Facilitate the development of any enterprise risk registers as required by management
Facilitate the process of developing and selecting mitigating plans
Develop and present risk advisory reports to various oversight committees
Compile risk reports
Develop, review and implement key risk indicators
Test business continuity plans
Assist in coordinating the oversight committee to which enterprise and risk management is reported
Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

SAP

S70010084

New/natural attrition

New

Enquiries

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

deadlines; ability to adhere to national and provincial acts and policies; ability to make high-risk decisions of a long-term and strategic nature

Primary functions

Manage the implementation of audit programmes and projects, focusing on financial, technical and treasury activities

Maintain and apply knowledge of the technical aspects of financial, managerial and cost accounting concepts and standards

Contribute special financial auditing requirements in implementing financial auditing projects aligned with the combined assurance audit programmes

Implement and manage assigned financial audit projects and manage the audit project process

Provide specialist financial auditing contributions to the administrative and reporting requirements associated with the key performance and results indicators of the financial auditing remit

Contribute to knowledge management and document control systems (continuity and business recovery processes) of the financial remit of the internal audit function

Coordinate and facilitate financial audit inputs for audits

Define and implement the financial audit process

Undertake financial regulatory compliance and statutory returns reviews

Review municipal continuous audit and monitoring follow-ups on previously reported audit findings and update audit logs on each audit undertaken

SAP

S70009980

New/natural attrition

New

Enquiries

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

and/or lack of controls, as well as to make recommendations for the improvement of systems

Conduct integrated risk assurance of corporate organisations and entities, as well as provide a specialised and transversal portfolio in order to ensure a clean audit focus

Independently prepare a business case that presents the need for and effectiveness of audit projects and related interventions to ensure that impacting variables are analysed and alternatives and best practices investigated and aligned towards optimising benefits

Independently apply professional knowledge to structure project interventions and initiatives, processes, activities, timing and resourcing requirements to ensure that constraints and alternatives are explored and addressed, enabling production of a project that responds appropriately to client needs

Independently manage project execution processes associated with the implementation, monitoring and communication phases of audit projects to ensure that key deliverables and interventions are accurately assessed and communicated, supporting the accomplishment of established outcomes

Independently evaluate the applicability and value-adding benefit of audit projects to ensure that the advantages and disadvantages of re-alignment processes are evaluated and recommendations, suggestions and actions within the ambit of authority are made available to improve overall project contributions

Assist the manager with the supervision of audit teams to ensure that audit work is conducted efficiently and in accordance with internal audit standards and plans

Keeps abreast of new developments, techniques and control codes in the audit profession and further the development of the profession to ensure that best practice auditing techniques are employed

Attend to specific administrative activities to ensure the retention of audit-specific institutional memory as well as the prioritisation of knowledge management of processes and information within the unit

Review and conduct data analysis reviews

Review and conduct ICT general controls and application controls reviews

Review and conduct ICT project management reviews

Review and conduct ICT security audit reviews

Review and conduct ICT audits

Review and conduct ICT programmes and continuous auditing

Ensure ICT quality assurance standards and research

Execute and review general career-related functions

Execute personnel management functions

SAP

S70010016

**New/natural
attrition**

New

Enquiries

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Information, Communication and Technology Auditing

Location: Pretoria Central

Reference number	AUDT137-2026															
Position	ICT AUDITOR (3 POSTS)															
To be advertised	<table border="1"> <tr> <th colspan="2">Internal</th> <th colspan="3">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
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This position seeks to attract																
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 conduct independent, objective assurance and consulting activities designed to add value and improve the organisation’s operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Computer Audit, Computer Science, Informatics or Internal Auditing or any other study field related to the position</p> <p>Membership of the Institute of Internal Auditors will be an added advantage</p> <p>At least three years’ relevant experience in information communication technology (ICT) auditing</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	Ability to work under pressure; excellent communication skills; interpersonal skills; analytical thinking skills; organisational skills; willingness to accept responsibility; objectivity; creativity; ability to learn and understand existing and emerging management practices															
Primary functions	<p>Provide an internal auditing service throughout the City of Tshwane</p> <p>Evaluate and provide reasonable assurance that risk management, control and governance systems are functioning as intended and will enable the City’s objectives and goals to be met</p> <p>Identify key areas of risk within the organisation and propose appropriate controls to mitigate risks</p>															

Document, evaluate and test systems and controls to determine their adequacy and effectiveness with respect to compliance with policies and procedures, accomplishment of management objectives, reliability and integrity of information, economical use of resources and safeguarding of assets in compliance with internal audit standards

Ensure the security and integrity of the City's system and data through evaluation and assessment

Assess the effectiveness of security controls, identify vulnerabilities and recommend improvements to enhance security measures and mitigate risks

Ensure compliance by assisting the City to adhere to relevant regulations

Provide consulting engagements pertaining to network vulnerabilities

Document all observations regarding operations and transactions audited, highlighting any weaknesses and discrepancies and proposing recommendations for resolution of the identified problems

Provide technical appreciation of applicable accounting intuition and its translation

Prepare audit reports in line with the approved audit plan

Monitor the timely implementation of recommendations

Examine records and interview employees to ensure recording of transactions and compliance with laws and regulations

Appraise the adequacy of control systems by completing audit questionnaires

Liaise with internal and external resources and stakeholders as appropriate

Improve protection by recommending changes in management monitoring, assessment and motivational practices in the internal control structure and in operating processes and identifying root causes

Support external auditors by coordinating information requirements

Protect the City's reputation by keeping information confidential

Collect and analyse data to detect deficient controls, duplicated efforts, extravagance, fraud or non-compliance with laws, regulations and policies

Provide senior management with an opinion on the adequacy, effectiveness and efficiency of controls within the organisation

Determine compliance with laws and applicable regulations

Prepare detailed audit working papers, audit files and reports on audit findings

Plan the scope of audits and audit planning memoranda preparing the audit programme, and determine appropriate auditing procedures in consultation with the senior audit manager

Conduct audits of the highest level of complexity and sensitivity

Report on audit findings to ensure that management is fully apprised of the implications of audit findings and recommendations

Obtain feedback from clients regarding audit service levels implemented

Conduct follow-ups on previously reported audit findings and update the audit log on each audit undertaken

Conduct audits on the accuracy, completeness and validity of performance information reported on the quarterly organisational balanced scorecard

Update the audit universe, regulatory universe and risk universe to develop the annual audit coverage plan

Assist in the compilation of audit committee reporting and facilitation of meetings

SAP

S70010017; S70010022; S70073523

New/natural attrition

Natural attrition

Enquiries

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

and/or lack of controls, as well as to make recommendations for the improvement of systems

Conduct integrated risk assurance of corporate organisations and entities, as well as provide a specialised and transversal portfolio in order to ensure a clean audit focus

Independently prepare a business case that presents the need for and effectiveness of audit projects and related interventions to ensure that impacting variables are analysed and alternatives and best practices investigated and aligned towards optimising benefits

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Independently evaluate the applicability and value-adding benefit of audit projects to ensure that the advantages and disadvantages of re-alignment processes are evaluated and recommendations, suggestions and actions within the ambit of authority are made available to improve overall project contributions

Assist the manager with the supervision of audit teams to ensure that audit work is conducted efficiently and in accordance with internal audit standards and plans

Keeps abreast of new developments, techniques and control codes in the audit profession and further the development of the profession to ensure that best practice auditing techniques are employed

Attend to specific administrative activities to ensure the retention of audit-specific institutional memory as well as the prioritisation of knowledge management of processes and information within the unit

Review and conduct data analysis reviews

Review and conduct ICT general controls and application controls reviews

Review and conduct ICT project management reviews

Review and conduct ICT security audit reviews

Review and conduct ICT audits

Review and conduct ICT programmes and continuous auditing

Ensure ICT quality assurance standards and research

Execute and review general career-related functions

Execute personnel management functions

SAP

S70073455

**New/natural
attrition**

New

Enquiries

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Information, Communication and Technology Auditing

Location: Pretoria Central

Reference number	AUDT139-2026										
Position	DATA ANALYST										
To be advertised	<table border="0" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="text-align: center; width: 50%;">Internal</td> <td style="text-align: center; width: 50%;">External</td> </tr> </table>	Internal	External								
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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 assist in developing and conducting specialist data analytic and security standards, strategies and procedures in support of audits, investigations and proactive forensic reviews										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Data Science, Computer Science, Informatics or Internal Auditing or any other study field related to the position</p> <p>Registration as a member of a professional body will be an added advantage</p> <p>At least three years' relevant experience in a computer auditing environment, preferably in local government</p> <p>A valid Code B driving licence</p> <p>Computer literacy (software applications used to simulate cybersecurity attacks on networks, network vulnerabilities, knowledge and application of SQL, ACL and Microsoft Access and Excel)</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; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; being decisive; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills										
Primary functions	<p>Plan and conduct data analysis audits of various systems and applications organisation-wide to safeguard assets, identify risks and threats, ensure accuracy of data and promote operational efficiency</p> <p>Assist to implement and review forensic projects and initiatives</p> <p>Interact and communicate with various stakeholders across the organisation and within the unit</p>										

Provide reports referring to statistical data and qualitative information related to projects and activities of the functionality

Compile responses to correspondences and queries, undertaking research or extracting information and records to support content recommendations and/or opinions

Ensure that administrative sequences dictating reporting requirements and approval procedures are given attention and that correspondence is responded to through the provision of accurate information

Support knowledge management systems (continuity and business recovery processes) of the unit

SAP	S70073456
New/natural attrition	New
Enquiries	Deon Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Operational and Transversal Compliance and Continuous Auditing

Section: Compliance and Continuous Auditing

Location: Pretoria Central

Reference number	AUDT140-2026										
Position	INTERNAL AUDITOR (2 POSTS)										
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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 assist with maintaining an impartial, accountable, transparent and efficient compliance and continuous auditing service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of management										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Auditing or any other study field related to the position</p> <p>Internal Audit Technician learnership certificate or studying towards certification will be an added advantage</p> <p>Certified Internal Auditor will be an added advantage</p> <p>Membership of the Institute of Internal Auditors will be an added advantage</p> <p>At least three years' relevant experience in auditing compliance, continuous auditing and auditing performance information</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	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills										
Primary functions	<p>Perform assurance and consulting engagements in line with the approved internal audit plan and programme of Group Audit and Risk</p> <p>Perform any <i>ad hoc</i> audit reviews in the Compliance and Continuous Auditing Section</p>										

Facilitate the development of the corporate risk register for the City of Tshwane
Provide assistance in the development and implementation of the risk-based internal audit plan for the City
Assist and add value to the combined assurance function of the City in relation to risk management, financial services, information technology operations and legislative compliance
Provide assistance with the internal audit quality assurance and improvement programme
Assist in providing inputs to the risk-based strategic and annual audit plan, which is aligned with the strategic objectives of Council, including any risks or control concerns identified by management, and submit that plan to the audit committee for review and approval as well as periodic updates
Assist in the implementation and execution of the annual audit plan as approved, including any special tasks or projects requested by management and the audit committee, as appropriate
Keep the senior internal auditor, senior specialist and director informed of emerging trends and successful practices in internal auditing in order to provide a value-adding service
Assist in considering the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organisation at a reasonable overall cost
Assist in the achievement of the overall departmental goals and objectives

SAP

S70009983; S70009990

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Special Audits, Corporate Entities and Financial Auditing

Section: Financial and Transversal Auditing

Location: Pretoria Central

Reference number	AUDT141-2026										
Position	INTERNAL AUDITOR (4 POSTS)										
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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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 assist with control over the financial and transversal auditing function with the aim of maintaining an impartial, accountable, transparent and efficient financial auditing service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of management										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Auditing or any other study field related to the position</p> <p>Internal Audit Technician learnership certificate or studying towards certification will be an added advantage</p> <p>Certified Internal Auditor will be an added advantage</p> <p>Membership of the Institute of Internal Auditors will be an added advantage</p> <p>At least three years' relevant experience in auditing financial statements, conducting financial-related audits and auditing performance information</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	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills										
Primary functions	<p>Assist with internal audit assurance and consulting engagement in Group Audit and Risk</p> <p>Provide assistance in the Financial and Transversal Auditing Section</p>										

Provide assistance in the development and implementation of the risk-based internal audit plan for the City of Tshwane

Assist in providing inputs to the risk-based strategic and annual audit plan, which is aligned with the strategic objectives of Council, including any risks or control concerns identified by management, and submit that plan to the audit committee for review and approval as well as periodic updates

Assist in the implementation and execution of the annual audit plan as approved, including any special tasks or projects requested by management and the audit committee, as appropriate

Keep the senior internal auditor, senior specialist and director informed of emerging trends and successful practices in internal auditing in order to provide a value-adding service

SAP

S70010035; S70073495; S70073496; S70073497

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Special Audits, Corporate Entities and Financial Auditing

Section: Special Audit and Corporate Entities

Location: Pretoria Central

Reference number	AUDT142-2026				
Position	AUDIT TECHNICIAN (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	T11				
Scale	R400 944,00 – R556 836,00 per annum				
Estimated remuneration package	R543 294,00 – R741 715,00 per annum				
Job purpose	To conduct objective assurance and consulting activities designed to add value and improve the organisation's operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Auditing, Accounting, Cost Management Accounting or any other study field related to the position</p> <p>Internal Audit Technician learnership certificate or studying towards certification will be an added advantage</p> <p>Membership of the Institute of Internal Auditors will be an added advantage</p> <p>At least two years' relevant experience in an internal auditing environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>				
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills				
Primary functions	<p>Provide an internal auditing service throughout the City of Tshwane</p> <p>Prepare audit working papers, audit files and reports on audit findings</p> <p>Implement the scope of audits and audit planning memoranda</p> <p>Report on audit findings to ensure that management is fully apprised of the implications of audit findings and recommendations</p> <p>Obtain feedback from clients regarding audit service levels implemented</p> <p>Assist in the compilation of audit committee reporting and facilitation of meetings</p> <p>Provide integrated risk assurance in entities and the City in terms of financial and operational audits</p>				

Provide assurance support in administrative and statutory committees
Audit the provision of City health, metro police, fire and emergency services
Audit community participation projects, including the soup kitchen
Participate in various meetings for project planning, updates and progress reports
Maintain records and information pertaining to audit programmes, projects and assignments

SAP S70073486; S70073487

New/natural attrition Natural attrition

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

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Forensic Investigations
Location: Pretoria Central

Reference number	AUDT143-2026										
Position	FORENSIC CONSULTANT (5 POSTS)										
To be advertised	<table border="1" 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	T12										
Scale	R449 040,00 – R623 664,00 per annum										
Estimated remuneration package	R604 511,00 – R826 774,00 per annum										
Job purpose	To conduct proactive and reactive forensic investigations into crime incidents, financial misconduct and procurement, financial and general irregularities as well as to promote an ethical culture within the City of Tshwane and its entities										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Forensics, Criminal Investigations, Law, Criminology or any other study field related to the position</p> <p>Membership of one of the following professional bodies will be an added advantage: Association of Certified Fraud Examiners, Institute of Commercial Forensic Practitioners or Legal Practice Council</p> <p>At least three years' relevant experience in forensic investigation, financial crime investigation, criminal prosecution and labour misconduct prosecution</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	<p>Knowledge of elements of crime; knowledge of forensic investigation processes; ability to identify and deal with ethical issues and conflicts of interest; having integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; ability to be customer orientated; people management skills; problem-solving abilities; good report writing skills; ability to provide testimony</p>										
Primary functions	<p>Conduct forensic investigations</p> <p>Conduct investigations relating to fraud, corruption, financial misconduct and irregularities</p>										

Locate and interview witnesses, suspects, etc and obtain statements
 Evaluate and analyse information obtained to determine evidentiary value
 Use forensic tools and experts to further investigations
 Prepare timely, logical and thorough investigative reports with findings and appropriate recommendations
 Draft investigation reports based on work done
 Ensure that the report is logical, in chronological sequence and adequately addresses the allegations
 Make recommendations on corrective actions to assist management in addressing the matter further
 Maintain the investigation file with annexures
 Provide post-investigation support
 Report and open criminal cases with law enforcement agencies during or on investigation completion and assist in the investigation and criminal prosecution
 Testify as witness or evidence in chief
 Ensure that witnesses are available for the hearing or in court to testify
 Ensure that all necessary evidence and/or exhibits are available for the litigation process
 Assist in loss recovery processes
 Conduct fraud and corruption prevention and/or detection reviews and ethics advocacy
 Perform forensic proactive assurance on live and completed procurement transactions in the form of probity to prevent fraud and corruption
 Perform fraud and corruption deep dives on finalised transactions and business processes to detect fraud and corruption
 Contribute to the development of fraud awareness training and assist in the provision of training
 Establish and maintain industry stakeholder relationships for investigation collaboration purposes
 Apply sound administration, legal compliance and good sectional governance
 Ensure functional legal compliance with relevant legislation, such as the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), Protected Disclosures Act, 2000 (Act 26 of 2000), Prevention of Organised Crime Act, 1998 (Act 121 of 1998), etc
 Supervise forensic officers

SAP	S70010056; S70010070; S70010071; S70010073; S70010074
New/natural attrition	Natural attrition
Enquiries	Deon Isaacs (012 358 0680) or Agnes Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Enterprise Risk Management

Section: Business Continuity

Location: Pretoria Central

Reference number	AUDT144-2026										
Position	RISK MANAGEMENT OFFICER										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 contribute to the implementation of strategies to identify, assess and mitigate risks while ensuring business operations can continue during and after disruptions										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Risk Management, Business Continuity, Internal Auditing, Accounting or any other study field related to the position</p> <p>At least three years' work experience in a risk management or business continuation 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	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills										
Primary functions	<p>Conduct risk and business continuity research</p> <p>Schedule risk assessments and business impact assessments with clients</p> <p>Prepare a draft risk register</p> <p>Facilitate the process of developing and selecting mitigating plans</p> <p>Ensure the alignment and completeness of mitigating plans</p> <p>Participate in the development and presentation of risk and business continuity reports</p> <p>Compile risk management registers for reporting to different levels of the organisation on day-to-day functions and progress</p> <p>Assist in the analysis of the mitigation plans of departments</p> <p>Assist in the review and testing of business continuity plans</p> <p>Provide inputs on enterprise and risk management reports</p> <p>Assist the departments in reporting on business interruptions</p>										

Perform administrative duties

SAP

S70010119

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Incident Management and Reporting
Location: Pretoria Central

Reference number	AUDT145-2026				
Position	FORENSIC OFFICER (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	T10				
Scale	R357 972,00 – R497 184,00 per annum				
Estimated remuneration package	R488 598,00 – R665 789,00 per annum				
Job purpose	To assist in ethics advocacy programmes and incident management and to conduct preliminary forensic investigations aimed at minimising the City of Tshwane’s exposure to financial crime risks				
Appointment requirements	Grade 12 Certificate in Criminal Justice, Forensic Investigations, Law, Fraud Examination, Forensic Auditing or any other study field related to the position At least two years’ work experience in a forensic investigation or legal practice environment A valid Code B driving licence Computer literacy Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
Personal attributes and/or competencies	Knowledge of elements of crime; knowledge of forensic investigation processes; ability to identify and deal with ethical issues and conflicts of interest; having integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; ability to be customer orientated; people management skills; problem-solving abilities; good report writing skills; ability to provide testimony				
Primary functions	Monitor incident reporting systems Access the reporting mechanisms for new incidents on a regular basis Analyse reported incidents to understand the nature and create meaningful summaries Log incidents into the case management system, ensuring correct categorisation Acknowledge receipt of the incident to the reporter, providing the incident number Notify management telephonically and later via email of any sensitive and/or ongoing or live incidents Convert incidents into cases as per supervisor directives				

Assess reported incidents against forensics and/or other investigative function mandates to establish jurisdiction
Refer matters falling outside forensics via email to other investigative functions
Update the case management system or register and provide feedback to the reporter
Perform preliminary investigations
Identify legislation, policies and procedures regulating the alleged actions and establish if the reported allegations are prohibited
Identify and collect all information necessary to complete the preliminary investigation report or memo
Identify potential risks that the allegations pose to the organisation
Consider stop-the-bleeding initiatives necessary under the circumstances and brief management without delay
Document findings in the preliminary investigation memo or report, making an informed recommendation on how to take the reported incident forward
Assist in ethics programme promotion, fraud and corruption awareness, training, detection and prevention
Schedule planned ethics advocacy activities as directed
Prepare and package promotional material
Participate in current activities
Support fraud prevention and/or detection reviews
Assist in sound administration and good functional governance
Assist in ensuring compliance with internal administration requirements
Assist in ensuring compliance with human resources and supply chain management requirements applicable to the functional area
Perform any administrative functions to support good divisional governance or as may be required by management
Assist management in general administration functions as may be required from time to time

SAP S70010061; S70010063; S70010079; S70010080; S70010082

New/natural attrition Natural attrition

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Enterprise Risk Management

Section: Strategic, Operational/Departmental and ERM: Regional Projects, Entities

Location: Pretoria Central

Reference number	AUDT146-2026										
Position	SENIOR RISK MANAGEMENT OFFICER (4 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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 manage and support the contribution to implement strategies to identify, assess and mitigate risks while ensuring business operations can continue during and after disruptions										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Risk Management, Auditing, Accounting, Business Continuity or equivalent qualification</p> <p>Registration with professional body (Institute of Risk Management South Africa, Business Continuity Institute, Institute of Internal Auditors or Association of Certified Fraud Examiners)</p> <p>At least six years' relevant experience in a risk management and/or business continuity 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	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills										
Primary functions	<p>Review risk management and business continuity management governance documents using best practices</p> <p>Implement initiatives to improve risk maturity</p> <p>Facilitate risk assessments and business impact assessments with clients</p> <p>Review the draft risk register and business continuity plans</p>										

Facilitate the development of any enterprise risk registers as required by management

Facilitate the development of risk mitigation plans and business continuity strategies

Develop and present the risk report and business continuity strategy

Compile risk management registers for reporting to different levels of the organisation on day-to-day functions and progress

Compile risk reports

Develop and implement key risk indicators

Interact and liaise with management in various departments

Train, develop and embed risk management within the City

Supervise any risk assignments

Perform reporting and reviews

Regularly review the risk management tool for completeness and accuracy

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Assist the senior specialist in performing any other function

SAP S70010108; S70010109; S70010117; S70010118

New/natural attrition New

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

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Ethics Management and Forensic Services

Section: Ethics Management and Financial Crime Prevention

Location: Pretoria Central

Reference number **AUDT147-2026**

Position **FORENSIC CONSULTANT (3 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 T12

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

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

Job purpose To conduct proactive and reactive forensic investigations into crime incidents, financial misconduct and procurement, financial and general irregularities and to promote an ethical culture within the City of Tshwane and its entities

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Forensic Auditing, Fraud Examination, Criminal Investigations, Law, Criminology or any other study field related to the position
 Membership of one of the following professional bodies will be an added advantage: Association of Certified Fraud Examiners, Institute of Commercial Forensic Practitioners or Legal Practice Council as Certified Ethics Officer or Certified Ethics and Compliance Professional
 At least three years' work experience in a forensic, financial crime investigation, criminal prosecution and/or labour misconduct prosecution environment
 A valid Code B driving licence
 Computer literacy
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Being ethical; knowledge of elements of crime; knowledge of forensic investigation processes; ability to identify and deal with ethical issues and conflicts of interest; having integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; ability to be customer orientated; people management skills; problem-solving abilities; good report writing skills; ability to provide testimony

Primary functions Conduct forensic investigations
 Conduct investigations relating to fraud, corruption, financial misconduct and irregularities, etc

Locate and interview witnesses, suspects, etc and obtain statements
 Evaluate and analyse information obtained to determine evidentiary value
 Use forensic tools and experts to further investigations
 Prepare timely, logical and thorough investigative reports with findings and appropriate recommendations
 Draft investigation reports based on work done
 Ensure that the report is logical, in chronological sequence and adequately addresses the allegations
 Make recommendations on corrective actions to assist management in addressing the matter further
 Maintain the investigation file with annexures
 Provide post-investigation support
 Report and open criminal cases with law enforcement agencies during or on investigation completion and assist in the investigation and criminal prosecution
 Testify as witness or evidence in chief
 Ensure that witnesses are available for the hearing or in court to testify
 Ensure that all necessary evidence and/or exhibits are available for the litigation process
 Assist in loss recovery processes
 Conduct fraud and corruption prevention and/or detection reviews and ethics advocacy
 Perform forensic proactive assurance on live and completed procurement transactions in the form of probity to prevent fraud and corruption
 Perform fraud and corruption deep dives on finalised transactions and business processes to detect fraud and corruption
 Contribute to the development of fraud awareness training and assist in the provision of training
 Establish and maintain industry stakeholder relationships for investigation collaboration purposes
 Apply sound administration, legal compliance and good sectional governance
 Ensure functional legal compliance with relevant legislation, such as the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), Protected Disclosures Act, 2000 (Act 26 of 2000), Prevention of Organised Crime Act, 1998 (Act 121 of 1998), etc
 Supervise forensic officers

SAP S70073512; S70010048; S70010049

New/natural attrition Natural attrition

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

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