



INTERNAL/EXTERNAL JOB FORUM

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

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

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

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

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

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on the 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 CAREERS LINK (Tshwane Careers is also located under the e-Services link on the website).

Closing date: 18 February 2026

(Online applications will close at midnight.)

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

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruit@tshwane.gov.za.

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

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Office of the Group Head

Section: Management and Administrative Support

Location: Middestad Building, Pretoria Central

Reference number	SDTM1306-2026				
Position	EXECUTIVE SECRETARY				
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 render an executive secretarial and administrative support service to the Group Head: Regional Operations and Coordination				
Appointment requirements	Grade 12 plus a secretarial qualification or training At least two years' relevant secretarial experience Computer literacy Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
Competency requirements of the post	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan</p> <p>Use of technology: Ability to use technology in the workplace to optimise the functioning of the City of Tshwane</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others</p> <p>Resilience: Ability to respond constructively to pressure and stressful situations, and the ability to persist with goals despite obstacles and setbacks</p>				
Primary functions	Provide a reception service Provide an office administration service Provide a typing and computer operating service Provide an operational logistics service Execute diverse official secretarial duties				
SAP	S70019311				
New/natural attrition	Natural attrition				
Enquiries	Sylvester Machaba (012 358 6192)				

Conduct asset management
Man and administrate weighbridge activities

SAP S70020215

New/natural attrition Natural attrition

Enquiries Abe Komote (012 358 0612) or Sylvester Machaba (012 358 6192)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Technical Operations Coordination

Section: Inter-regional Services Monitoring and Coordination

Location: Middestad Building, Pretoria Central

Reference number **SDTM1308-2026**

Position **SENIOR SPECIALIST: SERVICES MONITORING AND COORDINATION**

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 T17

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

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

Job purpose To ensure that administration support monitoring and coordination services are rendered for the following community services functions: Sport, recreation and library services, parks and horticulture services and cemetery services

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Business Administration, Public Administration, Management or in a study field related to the position
At least eight years' relevant working experience in an administration support monitoring and coordination services 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 management skills; analytical thinking skills; being self-motivated; problem-solving skills; negotiation skills; leadership skills; good communication skills; ability to work independently; ability to take decisions; ability to guide and develop subordinates; ability to provide guidance and leadership in technical matters related to the position

Primary functions Execute generic management functions
Execute generic financial functions
Execute generic business administration functions
Render administration support monitoring and coordination services for one or all of the following community services functions: Sport, recreation and library services, parks and horticulture services and cemetery services

Execute the coordination and compilation of the community services-related procurement plan for one or all of the following functions: Sport, recreation and library services, parks and horticulture services and cemetery services

Execute monitoring and evaluation for one or all of the following community services functions: Sport, recreation and library services, parks and horticulture services and cemetery services

Identify and execute customer-focused interventions for one or all of the following community services functions: Sport, recreation and library services, parks and horticulture services and cemetery services

SAP	S70020314
New/natural attrition	Natural attrition
Enquiries	Wouter Koekemoer (012 358 1496) or Sylvester Machaba (012 358 6192)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Technical Operations Coordination

Section: Roads and Stormwater Infrastructure Maintenance Management

Location: Belle Ombre Depot

Reference number	SDTM1309-2026										
Position	SUPPORT SERVICE OFFICER										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%">Internal</td> <td style="width:50%">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T12										
Scale	R449 040,00 – R623 664,00 per annum										
Estimated remuneration package	R604 511,00 – R826 774,00 per annum										
Job purpose	To render an efficient and effective administrative and support service to the section and to ensure that internal and external administration is executed and that the grouping of personnel and resources are used effectively										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources, Management, Public Administration, Office Administration or in a study field related to the position</p> <p>At least three years' relevant working experience in an administrative support environment</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy</p> <p>Experience in working on the IBIS system and capturing complaints on SAP CRM, SAP ECC and SAP S/4HANA will be an added advantage</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	Good communication and interpersonal skills; ability to liaise with councillors and other parties involved in construction operations; leadership qualities; ability to solve problems creatively; ability to work under pressure; being assertive and decisive in decision-making; ability to work as part of a team										
Primary functions	<p>Provide management support</p> <p>Run inconsistency error reports centrally for the IBIS system</p> <p>Provide weekly attendance registers generated from the IBIS system to all supervisors on a weekly basis</p> <p>Coordinate standby team lists and prepare the weekly standby personnel contact list to the reporting centre</p> <p>Provide personnel support and administration</p> <p>Assist in the administration of compiling shortlists and scheduling interviews</p> <p>Provide administrative support to manage injuries on duty</p> <p>Keep injury on duty statistics for occupational health and safety meetings</p> <p>Verify that all leave captured on the IMIS system is reflected on SAP</p>										

- Import clock records into the IMIS system on a weekly basis
- Conduct administration of all service terminations
- Conduct administration of scale increments
- Handle salary queries
- Provide general administrative support
- Manage and control all photocopiers
- Create purchase requisitions and orders for the payment of monthly rentals and copies
- Ensure that machines are replaced when contracts expire or apply for extensions if needed
- Centrally register and release insurance and liability claims for all regions
- Conduct administration of official parking facilities
- Manage communication complaints
- File and archive documents
- Ensure non-motorised asset control
- Provide financial support
- Manage administration and user support for IBIS functions that are essential for financial management, scorecard requirements and organisational structure management
- Centrally create all job codes in the IMIS system
- Verify budgets for work orders received centrally from other departments and then create job codes and issue job cards on the IBIS system for work to be executed in the regions
- Capture and administrate time sheets on the IBIS system
- Register work orders and complaints on SAP CRM and the IBIS system
- Conduct administration and reconcile all internally manufactured materials on the IBIS system
- Reconcile VEM slips with the IMIS system on a weekly basis
- Create reservations, requisitions and service entries on SAP S4/HANA
- Ensure fleet management support operations
- Compile and submit business plans for all additional fleet needs of the department
- Assist with the use of departmental vehicles, equipment and machinery (maintenance scheduling, inspection, fuel consumption, replenishment, safekeeping and licence renewals)
- Handle requests for the rental of vehicles from the corporate pool
- Report all accidents as per the insurance policy
- Supervise personnel

SAP	S70044994
New/natural attrition	Natural attrition
Enquiries	Abe Komote (012 358 0612) or Sylvester Machaba (012 358 6192)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Stormwater Infrastructure Maintenance Management
Location: Belle Ombre Depot

Reference number	SDTM1310-2026				
Position	LABORATORY ASSISTANT				
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	T6				
Scale	R227 508,00 – R315 984,00 per annum				
Estimated remuneration package	R322 542,00 – R435 155,00 per annum				
Job purpose	To provide geo-technical and road laboratory services to technicians within transport services and other departments				
Appointment requirements	Grade 10 At least six months' relevant experience in performing soil and asphalt laboratory work 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	Technical skills; willingness to accept responsibility; good communication skills; good interpersonal skills; willingness and ability to work as part of a team; reliability; having a positive attitude; trainability				
Primary functions	Perform geotechnical and road laboratory tests Render assistance during road pavement field tests				
SAP	S70020274				
New/natural attrition	Natural attrition				
Enquiries	Abe Komote (012 358 0612) or Sylvester Machaba (012 358 6192)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Office of the Group Head

Section: Management and Administrative Support

Location: Middestad Building, Pretoria Central

Reference number **SDTM1311-2026**

Position **FLEET 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 R400 944,00 – R556 836,00 per annum

Estimated remuneration package R543 294,00 – R741 715,00 per annum

Job purpose To provide support to management and operational teams to maintain a high availability of departmental hired or leased vehicles and equipment, and to manage and coordinate all fleet-related issues

Appointment requirements Grade 12
 At least two years' relevant experience in fleet and transport management
 A valid Code C1 driving licence with a valid PrDP
 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 Knowledgeable in the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the National Road Traffic Act, 1996 (Act 93 of 1996), the National Land Transport Act, 2009 (Act 5 of 2009) and the Administrative Adjudication of Road Traffic Offences Act, 1998; analytical thinking and problem-solving skills; adaptability and ability to cope with change; communication and interpersonal skills; business acumen; ability to manage risks and make cost-effective decisions

Primary functions Enable the section to function as a unit by coordinating and implementing procedures and processes to achieve operational goals with regard to transport
 Conduct general fleet administration management
 Conduct asset management
 Conduct insurance claim management
 Conduct personnel and fleet store management
 Ensure service and maintenance of vehicles, equipment and machinery
 Provide transport and technical services
 Conduct record and filing management
 Conduct time management

SAP S70019793

**New/natural
attrition**

Natural attrition

Enquiries

Tshepiso Khoza (012 358 3347) or Sylvester Machaba (012 358 6192)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Stormwater Infrastructure Maintenance Management
Location: Belle Ombre Depot

Reference number SDTM1312-2026

Position SENIOR OPERATOR

To be advertised Internal External

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

Job level T7

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

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

Job purpose To assist the artisan in providing a physical support service in supervising and organising an operational team to execute operations, maintenance and road building work by ensuring that all day-to-day operational tasks are effectively and cost-efficiently executed

Appointment requirements Grade 10
Relevant experience and competence in operating all road construction machinery and equipment, and using various types of material for maintenance and road building, as well as in road safety measures on work sites
Supervisory experience will be an added advantage
First aid and occupational health and safety courses will be an added advantage
A valid Code C1 driving licence with a valid PrDP
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts, overtime and standby as and when required

Personal attributes and/or competencies Good communication and interpersonal skills; good time management skills (ability to start and finish according to stipulated working times); good leadership qualities; ability to work as part of a team; ability to calculate quantities of road building materials; ability to motivate colleagues to carry out required tasks and complete them within reasonable time frames; ability to monitor quality of work according to standard specifications

Primary functions Supervise operational teams
Ensure that work at sites is executed effectively
Execute inspections where contractors work at sites
Set out tasks for the operational team
Enforce occupational health and safety standards on-site
Set programme activities and goals for the team
Complete daily time sheets

Set and build traffic sign and pole structures
Execute concrete work
Conduct work on storm water systems
Conduct tar patching
Conduct road building
Conduct site supervision
Handle vehicles and equipment

SAP S70020196

New/natural attrition Natural attrition

Enquiries Johan Marx (012 358 0652) or Sylvester Machaba (012 358 6192)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 7
Section: Community Services: Parks, Horticulture and Cemetery Services
Location: Bronkhorstspuit

Reference number	SDTM1313-7-2026				
Position	GENERAL WORKER				
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	T1				
Scale	R159 936,00 – R186 936,00 per annum				
Estimated remuneration package	R236 535,00 – R270 901,00 per annum				
Job purpose	To conduct general maintenance work on developed and undeveloped open spaces and at natural resources and facilities to improve the quality of the environment				
Appointment requirements	Ability to perform duties Basic literacy Relevant knowledge and experience in general horticultural services will be an added advantage Physical fitness and health with no back problems Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness and ability to work shifts, standby and overtime on request				
Personal attributes and/or competencies	Physical health, fitness and a strong physique; willingness to accept responsibility; ability to implement and uphold routine; ability to pay attention to detail; good communication skills; good interpersonal skills; ability to show initiative; flexibility and adaptability; ability to work under pressure; being self-motivated; being hard-working; being punctual, responsible, accountable and reliable; having a basic understanding of pool maintenance				
Primary functions	Conduct general maintenance work at all public open spaces and facilities Perform general tasks in the development of new facilities and the upgrading of existing facilities Render general logistical support Comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993)				
SAP	S70031127				
New/natural attrition	Natural attrition				
Enquiries	Johan Louw (012 358 4330) or Sylvester Machaba (012 358 6192)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Office of the Group Head

Section: Management and Administrative Support

Location: Middestad Building, Pretoria Central

Reference number	SDTM1314-2026															
Position	SUPPORT SERVICE OFFICER															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	Internal	External				African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
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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												
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 render an efficient and effective administrative and support service to the Regional Operations and Coordination Department															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources, Management, Public Administration, Office Administration or in a study field related to the position</p> <p>At least three years' relevant working experience in an administrative support environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence 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	Good communication and interpersonal skills; ability to liaise with councillors and other parties involved in construction operations; leadership qualities; ability to solve problems creatively; ability to work under pressure; being assertive and decisive in decision-making; ability to work as part of a team															
Primary functions	<ul style="list-style-type: none"> Render corporate administration support services Render financial administration support services Render strategic management support services Render secretarial support services Render registry and archives support operations Render assets and inventory management support operations 															
SAP	S70073429															
New/natural attrition	Natural attrition															
Enquiries	Sylvester Machaba (012 358 6192)															

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