



## 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 interviews will be conducted on the date and time indicated on the interview invitation. Should applicants cancel their attendance on the day of their interview explicitly or tacitly, they will automatically be disqualified from the process and will not be considered for the remaining recruitment process

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 click Home Tab, then scrolling down to Quick links and then Job Forums**

**BOTH INTERNAL AND EXTERNAL CANDIDATES MUST APPLY VIA THE EXTERNAL PORTAL USING PRIVATE EMAIL ADDRESSES IN THE DOMAIN BELOW**

Visit the City of Tshwane public website (<https://www.tshwane.gov.za>), click on the Tshwane Careers link (located under the E-SERVICES link on the website), then click **sign up** if you would like to register a new account or click **view profile** if you already have an account

**Closing date: 13 April 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](mailto:erecruit@tshwane.gov.za).

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



Assist with internal audit assurance and consulting engagement in Group Audit and Risk  
Facilitate the development of a corporate risk register for the City  
Provide assistance in the development and implementation of the risk-based internal audit plan for the City  
Provide integrated risk assurance of corporate organisations and entities, as well as the provision of a specialised and transversal portfolio  
Independently prepare an audit plan that presents the need for and effectiveness of audit projects and related interventions  
Independently lead project execution processes associated with the implementation, monitoring and communication phases of audit projects  
Independently evaluate the applicability and value-adding benefit of audit projects  
Assist the manager with the supervision of audit teams  
Attend to specific administrative activities of the department, such as occupational health and safety functions, etc

**SAP** S70073353; S70073354

**New/natural attrition** WPC

**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 Auding**

**Section: Operational and Transversal Auditing**

**Location: Pretoria Central**

**Reference number**      **AUDT150-2026**

**Position**                      **CANDIDATE AUDITOR**

**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**                              R263 736,00 – R366 300,00 per annum

**Estimated remuneration package**      R367 621,00 – R498 166,00 per annum

**Job purpose**                      To assist the unit auditors and management in the effective discharge of duties by providing an objective assurance and consulting administrative support service

**Appointment requirements**      Grade 12  
 Internal Audit Technician learnership certificate or studying towards certification, or a three-year qualification in equivalent studies will be an added advantage  
 At least six months' relevant audit experience  
 Computer literacy  
 Willingness to travel within the seven regions of Tshwane  
 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; 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**                      Provide a basic internal auditing service throughout the City under supervision and guidance  
 Support internal and external auditors by coordinating information requirements  
 Prepare audit working papers, audit files and audit findings  
 Implement the scope of audits and audit planning memoranda on instruction from superiors  
 Assist with the planning of audit projects and related interventions  
 Undertake research on audit projects and on general topics relating to the origination and internal audits  
 Conduct audit projects and assignments by participating in audit teams

Attend to specific administrative activities of the department, such as occupational health and safety functions

**SAP** S70073473

**New/natural attrition** WPC

**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 Auding**

**Section: Compliance and Continuous Auditing**

**Location: Pretoria Central**

<b>Reference number</b>	<b>AUDT151-2026</b>										
<b>Position</b>	<b>CANDIDATE AUDITOR</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
<b>This position seeks to attract</b>	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T7										
<b>Scale</b>	R263 736,00 – R366 300,00 per annum										
<b>Estimated remuneration package</b>	R367 621,00 – R498 166,00 per annum										
<b>Job purpose</b>	To assist the unit auditors and management in the effective discharge of duties by providing an objective assurance and consulting administrative support service										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>Internal Audit Technician learnership certificate or studying towards certification, or a three-year qualification in equivalent studies will be an added advantage</p> <p>At least six months' relevant audit experience</p> <p>Computer literacy</p> <p>Willingness to travel within the seven regions of Tshwane</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>										
<b>Personal attributes and/or competencies</b>	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										
<b>Primary functions</b>	<p>Provide a basic internal auditing service throughout the City under supervision and guidance</p> <p>Support internal and external auditors by coordinating information requirements</p> <p>Prepare audit working papers, audit files and audit findings</p> <p>Implement the scope of audits and audit planning memoranda on instruction from superiors</p> <p>Assist with the planning of audit projects and related interventions</p> <p>Undertake research on audit projects and on general topics relating to the origination and internal audits</p> <p>Conduct audit projects and assignments by participating in audit teams</p>										

Attend to specific administrative activities of the department, such as occupational health and safety functions

**SAP** S70073482

**New/natural attrition** WPC

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



Manage income and expenditure of the department  
 Manage the procurement process in the department  
 Prepare, monitor and control the annual budget of the department to ensure value for money and cost-effective delivery  
 Implement supply chain support operations by assisting with the drafting of service-level requirements with external and internal suppliers  
 Provide revenue management support  
 Conduct departmental accounts payable and creditor administration  
 Ensure departmental operational and capital budget compilation and inputs into business planning, Integrated Development Plan and Service Delivery and Budget Implementation Plan processes, together with specialist management and strategic support  
 Perform departmental financial-related SAP administration and transaction processing (reservations, requisitions, service entries and goods receipts)  
 Conduct departmental petty cash administration  
 Ensure departmental MFMA compliance and support  
 Ensure insurance claim operational administration, support and compliance  
 Provide departmental supply chain management, procurement advice and support  
 Conduct departmental contract management and administration  
 Write reports  
 Provide payment arrangements and support  
 Ensure adherence to Operation Clean Audit (OPCA) and coordination of audit queries

**SAP** S70009980

**New/natural attrition** WPC

**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 Administrative Support**  
**Location: Pretoria Central**

<b>Reference number</b>	<b>AUDT153-2026</b>				
<b>Position</b>	<b>SENIOR ADMINISTRATIVE OFFICER</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories
<b>Job level</b>	T11				
<b>Scale</b>	R414 972,00 – R576 336,00 per annum				
<b>Estimated remuneration package</b>	R560 116,00 – R765 502,00 per annum				
<b>Job purpose</b>	To deliver financial administrative services to the department				
<b>Appointment requirements</b>	Grade 12 At least two years' relevant experience in an administrative support environment Supervisory experience will be an added advantage Computer literacy SAP proficiency will be an advantage Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
<b>Personal attributes and/or competencies</b>	Technical skills; analytical thinking skills; flexibility (working hours); innovative thinking skills; ability to pay attention to detail				
<b>Primary functions</b>	Ensure effective budget compilation Assist with the coordination of all budget-related matters within divisions and sections Advise and assist personnel of divisions and sections regarding budget-related matters and documentation Execute proper budget control Process requisitions Conduct budget monitoring and reporting Verify that sufficient funds are available in the budget Ensure that the relevant authorisations are received for requisitions Ensure that invoices are submitted for payment Keep record of all stationery needs and requests within the department Ensure that items ordered from stores (procurement) are ordered and collected				
<b>SAP</b>	S70089314				

**New/natural attrition**      WPC

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



Liaise with departments on the progress of capex projects and report to top management  
Manage office equipment hire, cancellations of copier machines as well as renewal and deviations for copier machines  
Compile and update the tender process register by notification of expiring current contracts (k-list)  
Deliver an administrative function regarding the evaluation and adjudication of quotations  
Liaise with the Supply Chain Management Division to advertise and evaluate tenders

**SAP**

S70089315

**New/natural  
attrition**

WPC

**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: Built Environment Auditing**

**Location: Pretoria Central**

<b>Reference number</b>	<b>AUDT155-2026</b>										
<b>Position</b>	<b>SENIOR PROJECT AUDITOR</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
<b>Internal</b>	<b>External</b>										
<b>This position seeks to attract</b>	<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							
<b>Job level</b>	T15										
<b>Scale</b>	R652 932,00 – R906 864,00 per annum										
<b>Estimated remuneration package</b>	R862 995,00 – R1 186 203,00 per annum										
<b>Job purpose</b>	To assist with a specialised programme and project auditing professional consulting service through the provision of specialist and technical services with regards to Citywide programmes and projects in order to add value to and improve City of Tshwane operations and in pursuance of Council objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the operational audit remit										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Internal Audit or any other study field related to the position</p> <p>At least six years' relevant working experience in an internal audit environment, with an added advantage if in a local government 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>										
<b>Personal attributes and/or competencies</b>	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										
<b>Primary functions</b>	<p>Implement internal audits to assess compliance with standards and legislation, including investigations</p> <p>Develop inspection plans, final product inspections, sampling plans, inspection and acceptance criteria and design validation testing in conjunction with the senior audit project specialist</p>										

Implement internal audits of the procurement of contractors and service providers within the built environment to assess compliance with standards and legislation  
Review built environment procurement documents for flow-down and inclusion quality requirements  
Conduct project management evaluations and quarterly business and individual performance reviews within defined timelines  
Ensure management and administration of time and monthly activity reporting  
Ensure project governance and effective management and reporting  
Provide specialist programmes and projects auditing input for positive contribution to a clean audit mandate and compliance with standards  
Implement the rolling audit coverage programme (three-year rolling audit coverage plans) within the area of responsibility  
Assist the manager with the supervision of audit teams

<b>SAP</b>	S70073462
<b>New/natural attrition</b>	WPC
<b>Enquiries</b>	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 FINANCIAL SERVICES**

**Division: Office of the Chief Financial Officer**

**Section: N/A**

**Location: Pretoria Central**

**Reference number** FISE647- 2026

**Position** PROGRAMME MANAGER: CHARTERED ACCOUNTANT TRAINING

**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** R819 048,00 – R1 137 540,00 per annum

**Estimated remuneration package** R1 212 322,00 – R1 617 703,00 per annum

**Job purpose** To render operational and administrative support to the Chief Financial Officer as Training Officer on the implementation of the Chartered Accountant Training Programme and to ensure compliance with policies and guidelines of the South African Institute of Chartered Accountants (SAICA)  
**Please note that the position is subject to reconstruction**

**Appointment requirements** An appropriate, career-related tertiary qualification (degree or national diploma) in Finance, Business, Engineering or Economics or any other study field related to the position  
Registration with a relevant professional body will be an added advantage  
At least eight years' working experience, of which at least two years should be in a financial training environment  
Managerial experience will be an added advantage  
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, published in *Government Gazette 29967* of 15 June 2007, will be an added advantage  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies** Good communication skills; being self-motivated; good organising skills; being proactive; flexibility; interpersonal skills; patience; willingness to accept responsibility; ability to pay attention to detail; ability to plan activities, goals and objectives of staff members and the department, and monitor compliance to same as dictated by group policy; demonstrable knowledge of cost benefit analysis mechanisms for economic and financial viability; must be familiar with types of agreements and contracts typically used in complex transactions; knowledge of principles and practices of project management; business acumen; demonstrable understanding of municipal procurement laws, policies and regulations; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training and human resources administration; knowledge of policies, procedures, ordinances and resolutions

oooOOOOooo