



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

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 erecruithelp@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: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Library

Re-advertisement

Reference number CSDS066-2026

Position **LIBRARIAN (MOBILE LIBRARY OPERATIONS) (THREE-YEAR FIXED-TERM CONTRACT)**

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 R414 972,00 – R576 336,00 per annum

Estimated remuneration package R560 116,00 – R756 502,00 per annum

Job purpose To manage a mobile library and information service by rendering an information service, supporting education and creating and maintaining a reading culture to enhance the quality of life of the people of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Library and Information Science or any other study field related to the position
Registration with the Library and Information Association of South Africa will be an added advantage
At least two years' relevant library experience
Supervisory experience will be an added advantage
A valid Code C1/EC1 driving licence
Computer literacy and proficiency in the SirsiDynix Symphony library system or any library operating system
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 Professional and technical proficiency; leadership skills; good communication skills; direction-setting skills; client orientation and customer service ability; project management skills; ability to work under pressure; analytical skills; organisational skills

Primary functions Execute policy and systems
Render technical support and budget administration
Manage and supervise the mobile library service and staff
Execute existing and new services

Present programmes and events
Initiate community involvement
Ensure the regular maintenance of the mobile library fleet

SAP

To be provided

**New/natural
attrition**

Contract position

Enquiries

Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Integrated Community and Welfare Services

Location: Region 6

Reference number	CSDS067-2026				
Position	TEACHER (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	T9				
Scale	R330 816,00 – R459 456,00 per annum				
Estimated remuneration package	R453 001,00 – R616 736,00 per annum				
Job purpose	To promote the well-being of children through developmental programmes and initiatives that focus on a holistic approach to the development of children in relation to physical, mental and psychological aspects				
Appointment requirements	Diploma in Educare Professional registration at the South African Council for Educators At least one year's relevant experience in early childhood development Physical fitness and good health Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
Personal attributes and/or competencies	Good interpersonal relationship skills; good communication skills; networking skills; enthusiasm; self-discipline; creativity and innovation skills; ability to work independently; adaptability and flexibility; arts and crafts skills				
Primary functions	Be responsible for the supervision and educare of a group of 30 children (3 to 5 years old) Ensure that fees are paid before the seventh of each month Present lessons according to the prescribed curriculum Be responsible for the cleanliness of the classroom, toilet and bathroom Supervise the group in activities Keep a class register and complete observation and progress reports Accompany children on all educational trips organised by the centre Attend all in-service training courses organised by the supervisor				
SAP	S70003349; S70003363*				
New/natural attrition	Natural attrition				
Enquiries	Lebogang Joe (012 358 4653) or Bongzi Buthelezi (012 358 8885)				

Evaluate all households who are on the indigent register for 24 months and exit registered indigent households who no longer meet the indigent registration criteria from the indigent register
Render an administrative service
Attend area meetings
Educate and inform the community about the indigent programme policy and services rendered

SAP S70003672

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Pretoria Central

Reference number **CSDS069-2026**

Position **CURATOR**

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 R464 760,00 – R645 492,00 per annum

Estimated remuneration package R623 487,00 – R853 525,00 per annum

Job purpose To manage all relevant aspects of Pretoria Art Museum exhibitions and documentation and the conservation of the Pretoria Art Museum collection and new acquisitions

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Fine Art or History of Art or any other study field related to the position
At least three years' relevant experience in a museum 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 Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills

Primary functions

Liaise with the educational officer regarding exhibitions and programmes, and assisting with marketing
Provide the public with a professional museum service that must conform to international standards and comply with the ethical codes laid down by the international and national museum industry
Ensure heritage management through conservation, restoration and acquisition
Conduct research, museological research and documentation
Manage events such as cultural programmes, community projects and exhibitions
Ensure transformation through accessibility, change of focus and reorientation

SAP S70023297
New/natural attrition Natural attrition
Enquiries Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: All regions

Reference number **CSDS070-2026**

Position **FUNCTIONAL HEAD: COMMUNITY DEVELOPMENT
(REGIONS 1 TO 7) (2 POSTS)**

To be advertised	Internal	External
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This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

Job level T15

Scale R652 932,00 – R906 864,00 per annum

Estimated remuneration package R862 995,00 – R1 186 203,00 per annum

Job purpose To manage the implementation of the Indigent Policy within the regions of Tshwane

Appointment requirements

Bachelor of Social Work degree
Registration with the South African Council for Social Service Professions
At least six years' relevant working experience in a social work 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

Competency requirements of the post

Effective communication skills; knowledge of local languages; good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure.

Primary functions

Develop annual, quarterly and monthly indigent registration campaigns in the regions
Manage and resolve registration challenges in the regions
Manage the process of intake, enquiries, incomplete applications and completeness of application forms
Manage access of households to the social package as stipulated in the Indigent Policy
Facilitate deregistration of registered indigent households at the expiry of registration
In consultation with management, liaise and communicate with other stakeholders and role players in the community
Collaborate with relevant stakeholders to provide skills development programmes
Conduct appraisals to measure performance and objective accomplishments against agreed targets, and review goals and set new objectives

Manage administrative functions

SAP

S70003304; S70003637*

New/natural attrition

Natural attrition

Enquiries

Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: Pretoria Central

Reference number	CSDS071-2026										
Position	DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT (REGIONS 1 TO 7)										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%">Internal</td> <td style="width:50%">External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	T17										
Scale	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 efficiently and effectively manage and promote the implementation of the indigent programme with reference to evaluation and exit services to the communities of Tshwane										
Appointment requirements	<p>Bachelor of Social Work degree Registration with the South African Council for Social Service Professions At least eight years' relevant working experience in a social work environment Managerial 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</p>										
Personal attributes and/or competencies	Conceptual thinking skills; organisational awareness; ability to pay attention to detail; monitoring and controlling skills; planning and organising skills; people management skills										
Primary functions	<p>Manage the implementation of the evaluation of registered indigent households Manage the implementation of existing registered indigent households Manage subordinates Oversee the facilitation of personnel development needs within the section Ensure accurate reporting, effective record-keeping and efficient information flow</p>										
SAP	S70003666										
New/natural attrition	Natural attrition										
Enquiries	Michelle Hendricks (012 358 4971)										

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Sports, Recreation and Infrastructure Development

Section: Sports Stadium and Facilities Development

Location: Pretoria Central

Re-advertisement

Reference number CSDS072-2026

Position PROJECT MANAGER

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 R652 932,00 – R906 864,00 per annum

Estimated remuneration package R862 995,00 – R1 186 203,00 per annum

Job purpose To provide a necessary project and specialised facility operations service to the Community and Social Development Services Department to maintain and create new infrastructure

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Project Management or any other study field related to the position
At least six years' relevant experience in project management and facility management
Managerial 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 Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Conduct project and contract management
Coordinate and manage maintenance needs for the division
Ensure regular stakeholder liaison and engagement
Conduct financial management and budget control
Develop a project and facility information system for the division

SAP S70002191

**New/natural
attrition**

Natural attrition

Enquiries

Lebogang Joe (012 358 4653) or Bongi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: Pretoria Central

Reference number	CSDS073-2026				
Position	INDIGENT FIELD SERVICES WORKER (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	T7				
Scale	R253 736,00 – R366 300,00 per annum				
Estimated remuneration package	R367 621,00 – R498 166,00 per annum				
Job purpose	To provide support services to the professional staff, contributing to efficient and effective service delivery within the Indigent Programme Management and Regional Coordination Section				
Appointment requirements	Grade 12 At least six months' experience in data capturing in an administrative environment Computer literacy Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost				
Personal attributes and/or competencies	Good language and writing skills; good interpersonal skills; being hard-working; being a fast learner; ability to be a team player; ability to work independently; ability to work under pressure				
Primary functions	Conduct door-to door home visits within allocated wards Assist with the intake process by filling in application forms and the intake register at indigent registration service points Assist with skills data collection through the completion of relevant forms Attend public participation events, meetings, imbizos and roadshows Identify and gather information on service delivery needs and challenges for the City of Tshwane Submit feedback on service delivery challenges identified to the service field coordinators to report to relevant departments				
SAP	S70032067; S70032048				
New/natural attrition	Natural attrition				
Enquiries	Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)				

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	CSDS074-2026										
Position	FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT SERVICES										
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	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 deliver effective administrative support services to the department										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Management or any study field related to the position</p> <p>At least six 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</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	Effective communication skills (verbal and written); good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure, planning and organising skills; negotiation skills and conflict handling skills										
Primary functions	<p>Deliver administration support services to the department</p> <p>Ensure registry and archive support operations</p> <p>Ensure logistics, office accommodation and parking support</p> <p>Ensure quality assurance and document management support</p> <p>Ensure asset and maintenance management support</p> <p>Ensure occupational health and safety audits and reporting</p> <p>Ensure workplace safety inspections</p> <p>Ensure the provision of other auxiliary services support</p>										

SAP	S70002250
New/natural attrition	Natural attrition
Enquiries	Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Integrated Community and Welfare Services

Location: Regions 3 and 6

Reference number **CSDS075-2026**

Position **PRINCIPAL**

To be advertised	Internal	External
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This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

Job level T10

Scale R370 512,00 – R514 596,00 per annum

Estimated remuneration package R503 527,00 – R686 919,00 per annum

Job purpose To oversee all the activities at preschools and the safekeeping, development and welfare of children aged 3 to 6 years, and to ensure that organisational goals are met

Appointment requirements Diploma in Educare
 At least two years' relevant experience in educare
 Professional registration at the South African Council for Educators
 Supervisory experience will be an added advantage
 Computer literacy
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good management skills; good communication skills; networking skills; enthusiasm; self-discipline; ability to work independently; adaptability and flexibility; ability to perform basic administrative duties

Primary functions Ensure the implementation of the prescribed curriculum
 Form a link between the City, parents and the community
 Plan, organise and implement controls over all work in the workplace
 Provide in-service training to teachers and non-governmental organisations
 Assist in the development of crèche services in the whole of Tshwane
 Provide educational and training programmes to underdeveloped daycare centres
 Train childminders and students from other institutions
 Motivate parents involved in self-help projects
 Keep control of all administrative matters and records

SAP S70003355
New/natural attrition Natural attrition
Enquiries Lebogang Joe (012 358 4653) or Bongi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Gender, Elderly and Faith-based Desks

Location: Pretoria Central

Reference number **CSDS076-2026**

Position **ADMINISTRATIVE OFFICER**

To be advertised	Internal	External
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This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

Job level T7

Scale R253 736,00 – R366 300,00 per annum

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

Job purpose To provide effective and efficient administrative support services

Appointment requirements Grade 12
 At least six months' experience in an administrative environment
 Computer literacy
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good language and writing skills; good interpersonal skills; being hard-working; being a fast learner; ability to be a team player; ability to work independently; ability to work under pressure

Primary functions Perform administrative functions related to the work in an office environment
 Ensure effective and efficient logistical support services
 Administer and monitor financial management support to ensure that finances are maintained in an accurate and timely manner
 Provide a secretariat service
 Ensure effective and efficient controls regarding procurement and payments

SAP S70000505

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653) or Bongi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Expanded Public Works Programme

Section: Sector Coordination

Location: Pretoria Central

Reference number **CSDS077-2026**

Position **SENIOR ADMINISTRATIVE OFFICER**

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level T11

Scale R414 972,00 – R576 336,00 per annum

Estimated remuneration package R560 116,00 – R756 502,00 per annum

Job purpose To monitor and manage administrative support services

Appointment requirements

Grade 12
At least two years' relevant experience in an administrative 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 Ability to pay attention to detail; planning and organising skills; use of technology; communication skills; cognitive ability; direction setting skills

Primary functions

Ensure effective personnel management
Ensure effective and efficient financial management
Provide efficient administration management
Ensure proper supervision of staff
Administer human resources
Monitor and control procurement and payments

SAP S70003647*

New/natural attrition WPC approved

Enquiries Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: Pretoria Central

Reference number	CSDS078-2026										
Position	DIRECTOR: INDIGENT PROGRAMME MANAGEMENT AND REGIONAL COORDINATION										
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Indian male	White female	White male	Person with disability	All categories							
Job level	T18										
Scale	R917 328,00 – R1 274 052,00 per annum										
Estimated remuneration package	R1 338 614,00 – R1 792 657,00 per annum										
Job purpose	To manage the development, coordination and monitoring of a comprehensive indigent programme for the City of Tshwane										
Appointment requirements	<p>Bachelor of Social Work degree Registration with the South African Council for Social Service Professions At least nine years' relevant working experience in a social work environment, of which at least four years should be at managerial level A valid Code B driving licence Computer literacy Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	<p>Sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance with same as dictated by group policy; knowledge of principles and practices of project management; business acumen; general administration management skills</p>										

Primary functions	<p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Identify and define immediate, short- and long-term objectives</p> <p>Direct the development and implementation of the Indigent Policy</p> <p>Oversee the identification, registration and annual review of indigent households to ensure eligibility</p> <p>Manage an effective and efficient indigent exit programme</p> <p>Manage an effective and efficient monitoring and impact assessment service</p> <p>Exercise indigent management</p> <p>Identify relevant stakeholders (public and private) with the aim of networking coordination and sharing of resources</p> <p>Ensure performance reporting on indigent programmes</p> <p>Manage different community outreach programmes</p>
SAP	S70003447*
New/natural attrition	WPC approved
Enquiries	Michelle Hendricks (012 358 4971)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Expanded Public Works Programme

Section: Grant and Programme Management

Location: Pretoria Central

Reference number CSDS079-2026

Position **FUNCTIONAL HEAD: GRANT AND PROGRAMME MANAGEMENT**

To be advertised	Internal	External
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This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

Job level T15

Scale R652 932,00 – R906 864,00 per annum

Estimated remuneration package R862 995,00 – R1 186 203,00 per annum

Job purpose To implement innovative approaches to programme management and financial and grant support services to ensure effective and efficient programme management and financial support and control

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Financial Management, Project Management or any study field related to the position
 At least six years' relevant working experience in a financial or project management support 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

Competency requirements of the post Effective communication skills (verbal and written); good interpersonal skills; analytical thinking skills; innovative thinking skills; self-disciplined and self-driven person; ability to perform work under pressure, planning and organising skills; negotiation skills and conflict handling skills

Primary functions Assist in the effective management and control of the department's budget
 Assist in the management of short-term job creation programmes implemented to benefit Tshwane residents
 Ensure networking with other financial institutions and SETAs to source additional funding for City of Tshwane job creation programmes
 Assist in ensuring proper project management in all job creation programmes

SAP S70002254*

New/natural attrition WPC approved

Enquiries Lebogang Joe (012 358 4653) or Bongi Buthelezi (012 358 8885)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Pretoria Central

Reference number	CSDS080-2026										
Position	LIBRARY ASSISTANT (MOBILE LIBRARY OPERATIONS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T7										
Scale	R253 736,00 – R366 300,00 per annum										
Estimated remuneration package	R367 621,00 – R498 166,00 per annum										
Job purpose	To operate a mobile library vehicle to deliver and manage library services directly to communities, ensuring patrons can access books, digital resources and information in their own neighbourhoods by safely driving the vehicle, assisting users with check-outs and research, and maintaining collections and the vehicle										
Appointment requirements	<p>Grade 12</p> <p>At least six months' experience, preferably in a library environment</p> <p>Proficiency in SirsiDynix Symphony or any library management system will be an added advantage</p> <p>A valid Code C1/EC1 driving license</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	Having integrity and patience; intelligence; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic										
Primary functions	<p>Assist with executing policy and systems</p> <p>Deliver community services</p> <p>Deliver operational services</p> <p>Ensure effective patron interaction</p> <p>Deliver a collection service</p> <p>Assist in outreaches and promoting library services</p> <p>Take responsibility of the City's vehicle in executing duties</p>										
SAP	S70003611*										
New/natural attrition	WPC approved										
Enquiries	Lebogang Joe (012 358 4653) or Bongzi Buthelezi (012 358 8885)										

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Sports, Recreation and Infrastructure Development

Section: Sports Stadium and Facilities Development

Location: Pretoria Central

Reference number **CSDS081-2026**

Position **SPORTS AND RECREATION 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 R414 972,00 – R576 336,00 per annum

Estimated remuneration package R560 116,00 – R756 502,00 per annum

Job purpose To implement, supervise, coordinate and assist with all sport and recreation services and programmes, and control allocated facilities within the designated area

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Sport and Recreation or any study field related to the position
At least two years' relevant experience in a sport and recreation 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

Ability to pay attention to detail; planning and organising skills; use of technology; verbal and written communication skills; cognitive ability; direction setting skills; planning and organising skills; ability to work under pressure; good interpersonal skills

Primary functions

Plan, delegate and monitor the daily work and activities of the general workers, caretakers and security guards
Ensure the completion and submission of all time sheets, attendance registers and overtime forms
Exercise quality control of all work done and equipment delivered to facilities
Manage and maintain all facilities to the required minimum standard
Ensure optimal usage of a facility by managing and marketing the use of the facilities to the community

Conduct, coordinate and keep record of weekly site inspections on all facilities under your supervision
Ensure that all clients have complied with the legal requirements of leasing agreements for a facility
Accept, coordinate and process all payments for sport and recreation facility rentals and deposits
Assist with research into and planning for sport and recreation programmes and projects
Assist with drawing up business and action plans for relevant development programmes allocated to the area
Assist the functional head with the implementation and presentation of events, programmes and projects
Communicate regularly with lessees or users of sport and recreation facilities in the area by conducting monthly meetings and personal on-site visits
Liaise with the horticulturalist in the area to request and follow up on sport field maintenance according to the service-level agreement
Implement policies and systems

SAP S70027834*

New/natural attrition WPC approved

Enquiries Lebogang Joe (012 358 4653) or Bongsi Buthelezi (012 358 8885)

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