



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

INTERNAL AND EXTERNAL CANDIDATES APPLY AT

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: 14 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.

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: ROADS AND TRANSPORT
Division: Transport Development
Section: Public Transport Operations Management
Location: Ou Raadsaal Building, Pretoria

Reference number TRRO562-2026

Position TRANSPORT SUPERINTENDENT

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 assist with the management and coordination of public passenger transport operations (all modes of transport) within the metropolitan area from a local authority perspective

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Transport Management, Facilities Management or any other study field related to the position
At least six years' relevant experience in a public transport 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
Willingness and ability to be available at all hours

Personal attributes and/or competencies Excellent communication skills; being self-driven; ability to understand and implement supervisor's instructions; ability to work under pressure to meet tight deadlines; ability to show a satisfactory level of technical skills in monitoring land transport; knowledge, experience and education relevant to public transport operations

Primary functions Assist with the management of coordinated and integrated public passenger transport services (taxi, minibus, metered and sedan)
Assist with the design, implementation and management of taxi operating licences (Operating Licence Strategy)
Use and update a Public Transport Management Information System with respect to taxis (taxi, minibus, metered and sedan)
Liaise with the relevant taxi associations and firms for each project
Assist with the monitoring of all modes of transport in Tshwane
Manage personnel

SAP	S70008336
New/natural attrition	WPC
Enquiries	J Mashaba (012 358 2289) or M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Development

Section: Public Transport Operations Management

Location: Ou Raadsaal Building, Pretoria

Reference number TRRO563-2026

Position PERMISSION 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 T7

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

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

Job purpose To be responsible for the processing of applications for operating licences and rank permits

Appointment requirements Grade 12
Relevant 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
Willingness and ability to work shifts and overtime

Personal attributes and/or competencies Good communication skills; organisational skills; having integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; analytical thinking skills; problem-solving skills; flexibility

Primary functions Ensure that the database of information related to operating licences and rank permits is kept updated
Organise the filing and archive systems connected with the issue of operating licences and rank permits
Provide regular statistical reports as required
Attend meetings related to licences to clarify information and to take note of decisions taken to be able to inform applicants correctly
Provide secretariat support at meetings as required
Comply with all relevant legislation and guidelines

SAP S70008330

New/natural attrition WPC

Enquiries J Mashaba (012 358 2289) or M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations: Bus Services Operations Management

Location: C de Wet Depot

Reference number	TRRO564-2026				
Position	DEPUTY DIRECTOR: BUS SERVICES OPERATIONS MANAGEMENT				
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	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 deliver a municipal bus service enhancement operations function to the City of Tshwane to render a high-quality bus service to communities				
Appointment requirements	<p>An appropriate three-year career-related qualification (degree or national diploma) in Transport Management or any study field related to the position</p> <p>At least eight years' relevant working experience in a transport environment</p> <p>Managerial 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	Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills: negotiation and conflict-handling skills; planning and organising skills; good verbal and written communication skills				
Primary functions	<p>Execute generic management functions</p> <p>Conduct bus services planning, scheduling and dispatching coordination and monitoring</p> <p>Conduct bus charter services operations</p> <p>Ensure bus services maintenance coordination and monitoring</p> <p>Oversee bus projects and financial management</p> <p>Oversee the management of bus services enhancement operations</p>				
SAP	S70009206				
New/natural attrition	WPC				
Enquiries	M Matlaila (012 358 2363) or JN Masilela (012 358 0255)				

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Maintenance

Location: C de Wet, Jan Niemandpark and/or Pretoria North Depots

Reference number	TRRO565-2026				
Position	DEPUTY DIRECTOR: BUS SERVICES WORKSHOP AND MAINTENANCE				
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	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 manage, inspect and evaluate defects on buses and refer buses for repairs and to manage and handle administration for all technical matters				
Appointment requirements	<p>An appropriate three-year career-related qualification (degree or national diploma) in Mechanical Engineering or any study field related to the position</p> <p>At least eight years' working experience in the maintenance of heavy vehicles</p> <p>Managerial experience will be an added advantage</p> <p>Project management experience will be an added advantage</p> <p>Asset management 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	Ability to do physical work related to the refuelling of vehicles; ability to be safety conscious in the workplace				
Primary functions	<p>Lead and guide staff within the Tshwane Bus Services Maintenance and Fleet Section</p> <p>Manage and control the annual budget of the section</p> <p>Coordinate the approval and implementation of technical and fleet strategies</p> <p>Ensure an effective fleet and maintenance management system</p> <p>Ensure compliance with legislation, like environmental management and occupational health and safety</p>				
SAP	S70008985				
New/natural attrition	WPC				
Enquiries	M Matlaila (012 358 2363) or JN Masilela (012 358 0255)				

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Infrastructure Design and Construction

Section: Transport Infrastructure Provision

Location: C de Wet Depot

Reference number	TRRO566-2026										
Position	ENGINEERING CONSULTANT										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T15										
Scale	R652 932,00 – R906 864,00 per annum										
Estimated remuneration package	R862 995,00 – R1 186 203,00 per annum										
Job purpose	To provide planning and design services of all the components of road and storm water systems										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma), BEng or BTech in Civil Engineering or in a study field related to the position</p> <p>At least six years' relevant experience in evaluating and designing various aspects of road and storm water components in construction</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	Good interpersonal skills; flexibility; ability to pay attention to detail; excellent communication skills; ability to work under pressure; having integrity; innovative thinking skills; ability to maintain confidentiality										
Primary function	<p>Ensure detail design of road and storm water systems</p> <p>Prepare, issue, evaluate and recommend tenders for road and storm water projects</p> <p>Conduct contract management of road and storm water projects executed by departmental teams and contractors</p> <p>Ensure administration and quality assurance of private township development through service agreements</p> <p>Conduct construction and materials management</p> <p>Manage personnel</p>										
SAP	S70094963										
New/natural attrition	WPC										
Enquiries	P Huma (012 358 7778) or M De Wijn (012 358 7696)										

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Infrastructure Design and Construction

Section: Transport Infrastructure Provision

Location: C de Wet Depot

Reference number TRRO567-2026

Position WORKS INSPECTOR

To be advertised	Internal	External
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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
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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 ensure that contractors performing road and storm water construction projects within the road reserve comply with set standards and specifications

Appointment requirements An appropriate trade certificate as Bricklayer/Mason (red seal)
At least two years' relevant experience in technical drawing and road construction
A valid Code C1 or EC1 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
Willingness to work overtime and be on standby

Personal attributes and/ or competencies Analytical thinking skills; communication skills; problem-solving skills; leadership skills; ability to work as part of team; ability to work under pressure; innovation thinking skills; flexibility; ability to pay attention to detail; patience; willingness to accept responsibility

Primary functions Conduct routine and *ad hoc* site inspections during the construction of road and storm water projects
Complete inspections on finished road and storm water projects
Conduct final inspections on finished road and storm water construction projects after the retention period
Attend to construction problems and give support to contractors in solving problems on-site
Report on projects
Train employees on-site

SAP S70008890
New/natural attrition WPC
Enquiries P Huma (012 358 7778) or M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licensing Services

Section: Licensing Operational Support and Compliance Management

Location: Licensing Operational Support and Compliance Management (All regions)

Reference number TRRO568-2026

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised	Internal	External
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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
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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 render a financial support services function to the division

Appointment requirements Grade 12
At least two years' relevant experience in a financial administration 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
Willingness and ability to work overtime

Personal attributes and/ or competencies Having intelligence and patience; integrity; innovative thinking skills; energetic; flexibility; willingness to accept responsibility; ability to pay attention to detail

Primary functions Execute operating and capital budget compilation
Provide regional banking services operations support
Execute budget control
Render financial control operations support
Execute project and grant funding administration, payments and contract management
Render revenue management operations support
Deliver insurance management
Supervise finance support staff

SAP S70095105

New/natural attrition WPC

Enquiries M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licensing Services

Section: Licensing Operational Support and Compliance Management

Location: Licensing Operational Support and Compliance Management (All regions)

Reference number TRRO569-2026

Position DRIVER

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 T6

Scale R235 476,00 – R327 048,00 per annum

Estimated remuneration package R331 651,00 – R448 205,00 per annum

Job purpose To provide an effective, efficient and affordable distribution service to the department

Appointment requirements Grade 10
Relevant experience in driver duties
Physical fitness and good health
A valid Code B driving licence
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/ or competencies Communication skills; being responsible and reliable; ability to understand and execute instructions; ability to immediately switch duties per instruction

Primary function Transport goods and/or documents
Render an external and internal distribution service from other municipal offices and/or other offices and organisations, including regional offices
Deliver and collect internal and external correspondence
Ensure vehicle maintenance management and compliance with corporate and departmental policies to take proper care of the official motor vehicle used

SAP S70095093

New/natural attrition Natural attrition

Enquiries M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: N/A

Section: Management and Administrative Support

Location: Sammy Marks

Reference number TRRO570-2026

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 R652 932,00 – R906 864,00 per annum

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

Job purpose To provide management and administrative support to the department

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Business Administration or any other study field related to the position
At least six years' relevant working experience in a strategic 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

Personal attributes and/ or competencies Performance management skills; communication management skills; planning and organisational skills; good interpersonal skills; ability to work under pressure; ability to pay attention to detail; good linguistic proficiency

Primary functions Execute departmental managerial support services
Facilitate the development and review or updating of the legislated five-year departmental Integrated Development Plan and facilitate and coordinate the development of business plans
Deliver business plan information and coordination operation services
Deliver Service Delivery and Budget Implementation Plan technical guidance operations
Deliver quarterly performance reporting
Deliver strategic managerial support
Be responsible for the risk register and gap analysis of the department
Provide guidance to divisions in the identification of departmental risks and action plans

SAP S70008271

**New/natural
attrition**

WPC

Enquiries

M De Wijn (012 358 7696)

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