

INTERNAL/EXTERNAL JOB FORUM ERRATUM – CLOSING DATE EXTENSION

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 or via Tshwane domain (<https://www.tshwane.gov.za>) and clicking on the CAREER LINK (Tshwane Careers is also located under the E-services link on the website) OR by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on the CAREER LINK (Tshwane Careers is also located under the E-services link on the website)

EXTERNAL CANDIDATES ONLY

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

Closing date: 13 March 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.

- **Internals without Tshwane Email Addresses**

Please note that you can apply externally using the public website domain www.tshwane.gov.za using your private email address (Eg Gmail, Yahoo, iCloud etc).

- **Internals with inactive Tshwane Email Addresses**

Please note that you can also apply externally using the public website domain www.tshwane.gov.za using your private email address (Eg Gmail, Yahoo, iCloud etc).

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 Building (Pretoria)

Re-advertisement

Reference number TRRO546-2026

Position DRAWING OFFICE ASSISTANT

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 R254 808,00 – R353 892,00 per annum

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

Job purpose To deliver an administrative support service function to the Technical Information Management Unit

Appointment requirements Grade 12
Relevant experience in an administrative support and customer care services environment
Relevant experience in a drawing office 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 Ability to work in a fast-paced, rapidly changing environment; creative thinking skills with an excellent eye for detail; ability to handle stress and work under pressure; good time management and planning skills; analytical thinking skills; good judgement and ability to make sound decisions in complex situations; good communication skills; good interpersonal skills; ability to impart skills to colleagues; high levels of technical competency in the candidate's respective field must be evident

Primary functions Provide assistance to the drawing office as requested (public service and enquiries)
Handle telephone enquiries and service provision to the public
File civil roads and storm water plans
Trace lost civil drawing plans, file plans and fix damaged plans
Fix filing strips to the drawings that must be hung in the drawing cabinets
Clean plan cabinets and all electronic systems
File and index new plans in cabinets

SAP S70008900

**New/natural
attrition** Natural attrition

Enquiries S Audie (012 358 3470) 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

Location: C de Wet, Pretoria North or East Lynne Bus Depots

Re-advertisement

Reference number	TRRO547-2026				
Position	BUS DRIVER (11 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	Indian female
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 transport passengers and commuters via the City’s public transport infrastructure				
Appointment requirements	Grade 10 Relevant driving experience of heavy motor vehicle(s) A valid Code C, EC1(04), EC or C1(04) driving licence with a valid PrDP No criminal record Physical fitness and health Willingness and ability to work shifts and overtime 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	Leadership skills; communication skills; analytical thinking skills; organisational skills; budget management skills; advanced linguistic proficiency; technical skills				
Primary functions	Ensure the safe transportation of passengers Manage the Automated Fare Collection (AFC) system to ensure that passengers tap in and tap out on the bus Follow the designated routes as per the schedule or per instruction Perform special duty functions as and when required Obey traffic rules and regulations in line with the National Road Traffic Act, 1996 (Act 93 of 1996) and all other relevant laws Have knowledge of the National Road Traffic Act, 1996				
SAP	S70009329; S70009276; S70009331; S70009265; S70009260; S70009353; S70009449; S70009493; S70009538; S70009253; S70009267				

**New/natural
attrition**

Natural attrition

Enquiries

MV Selamolela (012 358 7919) or Mary 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 Maintenance

Location: C de Wet, Jan Niemand and Pretoria North Bus Depots

Reference number TRRO548-2026

Position OPERATOR (3 POSTS)

To be advertised Internal External

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

Job level T6

Scale R227 508,00 – R315 984,00 per annum

Estimated remuneration package R322 542,00 – R435 1555,00 per annum

Job purpose To be responsible for general maintenance on buses

Appointment requirements Grade 10
Relevant one year experience in the maintenance of buses and equipment
A valid Code EC1(04), EC or C driving licence with a valid PrDP
Physical fitness and good health with no back problems
Willingness to work overtime and standby
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 Analytical thinking skills; communication skills; problem-solving skills; ability to work as part of a team; ability to work under pressure; innovation thinking skills; flexibility; having patience

Primary functions Remove and mount all unit components such as water pumps, cooling systems and other loose units on buses or vehicles
Dismantle and mount components such as engines, gearboxes, steering boxes and differentials on buses and vehicles (light and heavy)
Diagnose faults on buses and vehicles with the help of the job card and conduct repairs according to the job card
Maintain and participate in housekeeping by ensuring that the work area is always clean and tidy
Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Obey the rules according to the Code of Conduct
Ensure that all equipment used is according to safety regulations
Test drive buses upon completion of repair work

SAP S70009014; S70009036; S70009006

**New/natural
attrition
Enquiries**

Natural attrition

S Setshogoe (012 358 0244) / Mary 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: N/A

Location: C de Wet Depot

Reference number	TRRO549-2026										
Position	SENIOR SECRETARY										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </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	T10										
Scale	R357 972,00 – R497 184,00 per annum										
Estimated remuneration package	R488 598,00 – R665 789,00 per annum										
Job purpose	To render a secretarial and administrative support service to the Office of the Divisional Head: Tshwane Bus Services										
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least one year's relevant secretarial experience</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	Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions; ability to maintain confidentiality regarding sensitive information										
Primary functions	<p>Provide a reception service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer-operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p> <p>Manage communication for the division and track compliance by all staff, especially the direct reports of the divisional head</p> <p>Engage the Office of the Group Head weekly to ensure reporting alignment</p>										
SAP	S70008969										
New/natural attrition	Natural attrition										
Enquiries	M Matlaila (012 358 2363) or Mary 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 Maintenance

Location: C de Wet, Jan Niemand or Pretoria North Bus Depots

Reference number TRRO550-2026

Position PETROL PUMP ATTENDANT (2 POSTS)

To be advertised Internal External

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

Job level T2

Scale R166 800,00 – R200 832,00 per annum

Estimated remuneration package R245 272,00 – R288 588 per annum

Job purpose To be responsible for the issuing of fuel where these posts are allocated for the rendering of an efficient and effective fuel provisioning service to all the components of the City of Tshwane to enable the City to fulfil its commitments

Appointment requirements Ability to perform duties
Basic literacy, able to read and write.
Relative experience in fuel attendance will be an added advantage
Physical fitness and health with no back problems
Willingness and ability to work shifts and overtime
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 do physical work related to the refuelling of vehicles; ability to be safety conscious in workplace

Primary functions Receive fuel
Refuel buses
Record fuel dispensed
Conduct housekeeping of work area
Clean oil spillages with sawdust
Pick up litter and empty garbage containers at waste areas
Obey safety regulations

SAP S70008978; S70008981

New/natural attrition Natural attrition

Enquiries S Setshogoe (012 358 0244) / Mary 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 Maintenance

Location: C de Wet, Jan Niemand or Pretoria North Bus Depots

Reference number **TRRO551-2026**

Position **SENIOR 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 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 an administrative, financial and logistical service to the facility management section of the Tshwane Bus Services Division

Appointment requirements Grade 12
 Asset management course will be an added advantage
 At least two years' relevant experience in and a general knowledge of asset management, insurance management and internal store reservation and monthly reporting
 A valid Code B driving licence
 Experience in the use of SAP S/4 HANA will be an added advantage
 Computer literacy (Microsoft package)
 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 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 functions Registering all insurance claims on the electronic claims administration system and update the monthly report accordingly
 Monitoring the progress of the operation of the electronic claims administration system within the functional unit
 Keeping contractor database up to date
 Facility management
 Handle the incoming and outgoing correspondence of the area office to ensure effective distribution of correspondence

Maintain office machines, such as photocopiers and telephone systems, and report defects to the supervisor to ensure effective communication between various role players

Maintain the interim archive to ensure proper record-keeping and auditing

Submission of inputs to the representative, in terms of the Occupational Health and Safety Act Controlling

Stock of stationery, consumables cleaning material PPE and office suppliers

Issuing of the stock to personnel

SAP

S70009565

**New/natural
attrition**

Natural attrition

Enquiries

S Setshogoe (012 358 0244) / Mary 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 Maintenance

Location: C de Wet, Jan Niemand or Pretoria North Bus Depots

Reference number TRRO552-2026

Position SUPERVISOR (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 T2

Scale R166 800,00 – R200 832,00 per annum

Estimated remuneration package R245 272,00 – R288 588 per annum

Job purpose To support the Tshwane Bus Services Division by providing cleaning services and effectively supervising general workers

Appointment requirements Basic literacy, able to read and write
Relative experience in bus cleaning environment-will be an added advantage
Physical fitness and health
Willingness to work overtime and standby
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 Analytical thinking skills; communication skills; problem-solving skills; leadership skills; ability to work as part of a team; ability to work under pressure; innovation thinking skills; flexibility; ability to pay attention to detail; having patience; willingness to accept responsibility

Primary functions Supervise operational teams
Execute visits to different Depots to ensure compliance of operations
Represent the Section at OHS and Management meeting
Set out tasks for the operational team
Enforce occupational health and safety standards on-site
Set programme activities and goals for the team
Maintain records of work in progress and completed
Removal and safe disposal of waste and oil contaminated items
Complete daily time sheets
Monitor waste removal Contractors
Ensure compliance with PPE

**SAP
New/natural
attrition
Enquiries**

S70009143; S70009139

Natural attrition

S Setshoge (012 358 0243) 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: Transport Facilities Management

Location: All Regions

Reference number TRRO554-2026

Position GENERAL WORKER (3 POSTS)

To be advertised Internal External

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

Job level T1

Scale R159 936,00 – R186 936,00 per annum

Estimated remuneration package R236 535,00 – R270 901,00 per annum

Job purpose To perform various cleaning tasks to maintain good and healthy conditions and standards by keeping areas clean and tidy in transport facilities and premises

Appointment requirements Ability to perform duties
Basic literacy
Relevant experience in performing cleaning tasks will be an added advantage
Physically fit and in good health
Ability to stand for long and walk long distances
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 functions Conduct daily upkeep of facilities
Pick up litter and sweep in and around the facilities
Cut grass and de-weed plants on and around pavements and walkways
Clean buildings
Help with loading and unloading different objects
Clean flowerbeds
Clean ablution facilities
Empty small bins on facility platforms
Remove waste dumping in and around facilities
Handle small equipment and machinery

SAP S70008569; S70008381; S70008524

**New/natural
attrition**

Natural attrition

Enquiries

Stella Zulu (012 358 1070) / Mary 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: Transport Facilities Management

Location: All Regions

Reference number TRRO555-2026

Position SUPERVISOR

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 T2

Scale R166 800,00 – R200 832,00 per annum

Estimated remuneration package R245 272,00 – R288 588,00 per annum

Job purpose To ensure cleaning services of public transport facilities and to supervise general workers

Appointment requirements

- Ability to perform duties
- Basic literacy
- Relevant experience in performing cleaning tasks
- Physically fit and in good health
- Ability to stand for long and walk long distances
- Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/ or competencies Being hard-working; ability to work with the public; willingness to work shifts; willingness to be moved frequently to different facilities and areas around Tshwane; good health; adaptability

Primary functions

- Monitor cleaning of facility
- Ensure adherence to occupational health and safety regulations
- Monitor attendance register and leave taken by subordinates
- Attend section meetings
- Monitor waste removal contractors
- Report maintenance issues

SAP S70008373

New/natural attrition Natural attrition

Enquiries Stella Zulu (012 358 1070) / Mary 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: Transport Facilities Management

Location: All Regions

Reference number **TRRO556-2026**

Position **SENIOR FACILITY 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 render effective, efficient and economic facility maintenance services within the City of Tshwane

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 two years' relevant experience in 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; should be self-driven; ability to understand and implement the supervisor's instructions; ability to work under pressure to meet tight deadlines; shows a satisfactory level of technical skill, knowledge, experience and education relevant to facilities

Primary functions Be responsible for the operation, control and coordination of facilities
 Assist the supervisor in developing systems for monitoring and evaluation of public transport facilities
 Ensure that departments are effectively supported through facilities maintenance operations
 Be responsible for the management of facility finance and administration
 Be responsible for the management and coordination of facility rentals

See to it that departments are effectively supported by providing access to facility maintenance research (distribution of research results and promoting of buy-in into research)

See to it that City policies and directives relating to facilities operations are adhered to by managing and coordinating the following within the functional unit: Code of Conduct, human resources directives, finance directives and occupational health and safety directives

SAP

S70008358

**New/natural
attrition**

Natural attrition

Enquiries

S Zulu (012 358 1070) or M de Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licensing Services

Subsection: Licensing Services – Region 3

Location: All regions

Reference number TRRO557-2026

Position CHIEF LICENSE 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 T12

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

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

Job purpose To manage and oversee all functions, responsibilities and activities related to the Registering and Licensing Authority Services Unit and to render effective and efficient service delivery within the Registering and Licensing Authority Services Unit by ensuring compliance with national legislation and provincial regulations through policy and procedural-driven management and the optimal management of best practice technology

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field related to the position
At least three years' relevant experience in a motor vehicle registration and licensing environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy
NaTIS user registration will be an added 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

Personal attributes and/or competencies Strategic management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Take responsibility for any management aspect within the Registering and Licensing Authority Services Unit as delegated by the deputy director or functional head
Implement organisational planning in order to ensure consistency and efficacy
Address concerns of the public or clients in respect of legislative issues, service delivery, personnel conduct, etc in order to ensure customer care and satisfaction

Participate in drafting and controlling the budget
Check audits from eNaTIS and implement changes to operating procedures
Respond to audit queries raised by the inspectorate
Implement and maintain various record systems in order to ensure accountable administration
Continually monitor procedures and records in order to detect, eliminate and prevent any suspicious inspection results and ensure that corrective actions are effective
Control and verify administrative functions as performed by senior personnel in order to ensure performance and compliance
Render a professional and competitive administrative service to clients in order to ensure customer satisfaction
Ensure the collection of all prescribed fees in respect of motor vehicle registration and licensing in order to comply with the provincial service-level agreement
Manage and control any changes, amendments or modifications to any work instructions of the registering authority throughout Tshwane
Provide safety training to external and internal staff members in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Attend safety meetings with safety representatives and senior staff

SAP: S70008373

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

Divisional: Licensing Services

Section: N/A

Location: Tshwane Metro Police Department Headquarters

Reference number	TRRO558-2026															
Position	SENIOR SECRETARY															
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
Internal	External															
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	T10															
Scale	R357 972,00 – R497 184,00 per annum															
Estimated remuneration package	R488 598,00 – R665 789,00 per annum															
Job purpose	To render a secretarial and administrative support service to the Office of the Divisional Head: Licensing Services															
Appointment requirements	<p>Grade 12 plus a secretarial qualification or training</p> <p>At least one year's relevant secretarial experience</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	Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions; ability to maintain confidentiality regarding sensitive information															
Primary functions	<p>Provide a reception service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer-operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p> <p>Manage communication for the division and track compliance by all staff, especially the direct reports of the divisional head</p> <p>Engage the Office of the Group Head weekly to ensure reporting alignment</p>															
SAP	S70095064															
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: Tshwane Bus Services

Section: Bus Services Maintenance

Location: C de Wet, Jan Niemand or Pretoria North Bus Depots

Reference number	TRRO559-2026										
Position	GENERAL WORKER (3 POSTS)										
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 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	T1										
Scale	R159 936,00 – R186 936,00 per annum										
Estimated remuneration package	R236 535,00 – R270 901,00 per annum										
Job purpose	To perform various cleaning tasks to keep interiors and fixtures of offices and other establishments in the division clean and tidy										
Appointment requirements	<p>Ability to perform duties</p> <p>Basic literacy</p> <p>Relevant experience in performing cleaning tasks will be an added advantage</p> <p>Physically fit and in good health</p> <p>Ability to stand for long and walk long distances</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Personal attributes and/or competencies	Ability to work under pressure; innovation thinking skills; flexibility; having patience; communication skills; ability to work as part of a team; knowledge of workplace safety regulations										
Primary functions	<p>Clean and maintain the interior and exterior of buses to required hygiene and safety standards.</p> <p>Clean offices, depots, workshops, ablution facilities, kitchens and other municipal buildings.</p> <p>Sweep, mop, vacuum, polish and dust floors, furniture, fittings and equipment.</p> <p>Remove litter, empty refuse bins and dispose of waste at designated areas.</p> <p>Maintain cleanliness of surrounding grounds, including sweeping walkways, cutting grass and removing weeds.</p> <p>Load, unload and move furniture, equipment and goods as required.</p> <p>Use cleaning materials and equipment safely and comply with occupational health and safety regulations.</p> <p>Perform general cleaning and labour duties as directed by the supervisor.</p>										

SAP S70009197; S70009154; S70002620

New/natural attrition Natural attrition

Enquiries S Setshogoe (012 358 0244) or Mary de Wijn (012 358 7696)

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