



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: 29 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.

DIVISIONAL HEAD: CITY SUSTAINABILITY
DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER
(Reference number: SDTM1323-2026)

Location: To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

Job level: T21

Scale: R1 288 752,00 – R1 789 944,00 per annum

Estimated remuneration package: R1 812 567,00 – R2 450 491,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests

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 |

Appointment requirements

- A relevant bachelor's degree in Public Management, Science, Social Science, Development Studies, Agriculture and Environment or any other study field related to the position
- A postgraduate qualification in management science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a city sustainability environment, of which at least five years must be at senior management level
- Good knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Must undergo a competency assessment
- A valid Code B driving licence
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem-solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring

Primary function: To exercise control over the city sustainability function with the aim of maintaining impartial, accountable, transparent and efficient services to the City Sustainability Division within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Operations Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Sustainability finance mechanisms
- Climate adaptation and resilience
- Climate mitigation programmes
- City diplomacy and profiling

Enquiries: Charmaine de Villiers (012 358 4345) or Thea Louw (012 358 1226)

DIVISIONAL HEAD: EXPANDED PUBLIC WORKS PROGRAMME
DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT
(Reference number: CSDS065-2026)

Location: To be stationed at Sammy Marks, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

Job level: T21

Scale: R1 288 752,00 – R1 789 944,00 per annum

Estimated remuneration package: R1 812 567,00 – R2 450 491,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests

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 |

Appointment requirements

- A relevant bachelor's degree in Public Administration, Business Administration or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in grant and project management in a social development environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of the Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous convictions related to political activities under the previous dispensation), and candidates must undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem-solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction-setting; coaching and mentoring

Primary function: To exercise control over the Expanded Public Works Programme function with the aim of maintaining an impartial, accountable, transparent and efficient service to the Expanded Public Works Programme in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Sector coordination

- Monitoring, evaluation and reporting
- Grant and programme management

Enquiries: Michelle Hendricks (012 358 4971)

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