



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: 4 May 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.

Manage and ensure service-level agreement support operations
 Provide support to departmental meetings and events
 Define best practices through participation and benchmarking with external and international models
 Provide inputs towards the review of policies related to jobs and oversee the drafting of job descriptions, performance agreements and performance reviews
 Provide effective advice and recommendations on the enhancement of policies regarding the operations of the unit and management and administration functions, including the development and presentation of alternatives for policy modification and their respective implications for decision-making
 Manage processes to identify, interview, qualify, recruit and place individuals within the function
 Ensure that the environment is conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section
 Ensure compliance with occupation health and safety policies
 Ensure compliance with the Skills Development Plan for the section
 Ensure compliance with the Employment Equity Policy and plans for the section
 Ensure effective asset and fleet management
 Ensure the implementation of change management programmes
 Ensure compliance with the complaints management system and customer relations management system
 Ensure compliance with records management policies and procedures
 Produce reports as and when required

SAP S70095137*
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: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation

Location: Pretoria Central

Reference number	HOSD125-2026										
Position	DEPUTY DIRECTOR: PROJECT MANAGEMENT										
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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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 provide technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Civil or Structural Engineering, Construction or any other study field related to the position</p> <p>Professional registration with the Engineering Council of South Africa (ECSA) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage</p> <p>At least eight years' relevant working experience in a project management environment</p> <p>Managerial experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint</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	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										
Primary functions	<p>Provide technical support to directors, the Divisional Head: Human Settlements Provision and assurance to operations</p> <p>Coordinate and analyse information to support informed decision-making on project progress, expenditure and reporting</p> <p>Compile and submit reports to committees, Council, executive management and external stakeholders, as well as prepare responses to audit queries</p>										

Oversee the administration of payment certificates, contributing to financial accountability and compliance across the organisation

Be responsible for conceptualisation, design management, team structure, scope statement, business requirements, project plans, procurement, contract management, quality assurance and compliance and ensure proper integration to the plans of the City

Execute generic management functions

Conduct contract management and financial planning

Prepare the Integrated Development Plan, budget, Service Delivery and Budget Implementation Plan and business plans for reporting purposes to internal and external stakeholders

Prepare the capital and operational budget

Support the Human Settlements Department in obtaining funding for new development projects

Manage and ensure strategic support services

Ensure overall project quality management and product quality management

Ensure risk management, risk response and risk monitoring and control

Identify professional and technical skill gaps and complete developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities

Ensure a conducive climate to promote and sustain motivational levels, productivity and performance by directing and controlling outcomes associated with the use of personnel within the section

Define and adjust the key indicators and job descriptions of personnel against service delivery requirements

Manage the signing of performance agreements by project managers

Implement human resources policies and procedures

Review the ownership structures of new projects as proposed by the department

Respond to enquiries from community members, Chapter 9 institutions and the media regarding human settlements issues

Conduct stakeholder management

Manage the assets within the section

Ensure full implementation of the Asset Management Policy by ensuring the capitalisation of assets under construction

SAP	S70031701*
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: HUMAN SETTLEMENTS

Division: Human Settlements Administration

Section: Housing Rental Management

Location: Pretoria Central

Reference number HOSD126-2026

Position DEPUTY DIRECTOR: SOCIAL HOUSING FACILITATION

To be advertised Internal External

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

Job level T17

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

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

Job purpose To develop, facilitate, coordinate, manage and grow social housing delivery, including the implementation of the Affordable Rental Housing Strategy and Implementation Plan and related policies, strategies and programmes in the City

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Built Environment, Human Settlements, Construction Project Management, Town and Regional Planning, Urban Planning or any other study field related to the position
At least eight years' relevant working experience in a social or rental housing sector, with experience in construction management, project management, contract management, human settlements planning, business planning and coordination
Managerial experience will be an added advantage
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
Knowledge of housing policies and the Social Housing Act, 2008 (Act 16 of 2008) will be an added advantage
A valid Code B driving licence
Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint
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 Must have in-depth understanding of the intergovernmental relations systems and practices and human settlements and social housing policies and practices; being ethical; excellent communication skills; interpersonal relations skills; ability to work as part of a team; ability to be professional at all times; ability to pay attention to detail; ability to work independently at strategic level; having integrity; ability to work under pressure; ability to be flexible and ensure that all deadlines are met; exceptional and dynamic creativity to improve the functioning of the section; excellent administrative,

organising and coordination skills; strong financial and project management skills; analytical thinking skills; presentation skills

Primary functions

Provide technical and operational expertise in alignment with national and provincial policy and national and international good practices in social housing to develop and grow the social housing sector of Tshwane
Be responsible for creating a conducive environment for social housing institutions and other stakeholders to develop and expand the sector and contribute to addressing the housing backlog in Tshwane
Create a conducive and supportive environment for the development of social housing opportunities
Build relationships with social housing partners to meet social housing planning and development goals
Manage the delivery of social housing units and the implementation of the City of Tshwane Affordable Housing Strategy and Implementation Plan
Liaise with social housing institutions and other stakeholders to ensure the development of social housing units in the restructuring zones of Tshwane
Develop, drive and ensure implementation of the National Human Settlements Social Housing Policy and the City of Tshwane Affordable Housing Strategy, Implementation Plan and the social housing pipeline of new social and rental housing projects
Assist in managing stakeholder relations with regard to identifying and acquiring funding sources for social and rental housing projects
Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section
Attend intergovernmental relations forums and other related forums

SAP

S70095124*

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: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation Support

Location: Pretoria Central

Reference number	HOSD127-2026										
Position	PROGRAMME OFFICER										
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Job level	T14										
Scale	R582 996,00 – R809 676,00 per annum										
Estimated remuneration package	R773 979,00 – R1 062 500,00 per annum										
Job purpose	To coordinate activities associated with projects and provide support to project managers, directors and divisional heads and to perform various administrative and technical tasks to ensure the smooth running of processes and systems for successful implementation of the programme										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration or Business Administration or any other study field related to the position</p> <p>At least five years' working experience in a support services 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>										
Personal attributes and/or competencies	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										
Primary functions	<p>Assisting in project planning, monitoring progress and ensuring adherence to timelines and deliverables</p> <p>Handle administrative tasks, such as Integrated Development Plan, budget, Service Delivery and Budget Implementation Plan and business plan tracking and reporting</p> <p>Work closely with project managers, directors and the divisional head, assisting in project planning, monitoring progress and ensuring adherence to timelines and deliverables</p> <p>Play a vital role in facilitating effective communication among project teams and stakeholders, organising meetings and events, and maintaining project documentation</p>										

Assist in monitoring risks, resolving issues and ensuring compliance with relevant policies and regulations throughout the programme life cycle

Assist in the implementation, coordination and management of projects

Support project managers, directors and the divisional head in executing programme activities

Coordinate with various teams and stakeholders to ensure smooth programme operations

Assist in the development of project plans, objectives and timelines

Monitor programme progress against established milestones and deliverables

Track the implementation of the Service Delivery and Budget Implementation Plan, business plans, project plans and performance agreements (key performance indicators) and evaluate programme outcomes

Maintain accurate and up-to-date programme documentation, including project files, records and reports

Prepare regular progress reports, status updates and presentations for internal and external stakeholders

Ensure proper documentation of meetings, decisions and action items

Assist with budget tracking, expense monitoring and financial reporting

Collaborate with finance and procurement teams to ensure efficient resource allocation

Facilitate effective communication and collaboration among project teams, stakeholders and partners

Assist in organising and coordinating meetings, strategic sessions and other programme-related events

Draft and disseminate programme-related communication, including emails, notices and memorandums

Execute generic management functions

Execute programme and project administration, including record-keeping

Execute generic financial functions

Compile internal and external regulated and unregulated reports

Manage effective delivery of services to the business unit of functions reporting to the position

Ensure maintenance of an effective and efficient filing and archiving system for the business unit

SAP	S70009761*
New/natural attrition	WPC approved
Enquiries	Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation

Location: Pretoria Central

Reference number	HOSD128-2026										
Position	PROJECT MANAGER: PROJECT MANAGEMENT										
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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 execution of housing-related projects to achieve successful completion within time and budget and according to specification										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil or Structural Engineering, Construction or any other study field related to the position</p> <p>Registration with the Engineering Council of South Africa (ECSA) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage</p> <p>At least six years' relevant experience in a civil, construction and project management environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy with good working knowledge of the Microsoft Office packages</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> <p>Must be willing and able to work after hours and weekends, if required</p>										
Personal attributes and/or competencies	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										
Primary functions	<p>Ensure programme and project process and implementation management</p> <p>Manage complex civil and construction projects from conceptualisation, design, procurement, contract management, quality assurance to compliance and ensure their proper integration to the plans of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan and Municipal Sustainable Human Settlements Plan)</p> <p>Coordinate reporting in the City, province and national government</p>										

Report on the Service Delivery and Budget Implementation Plan, risk management, audit, oversight committees and all project-related issues
 Report on the Human Settlements Development Grant to the provincial government
 Report on the Urban Settlements Development Grant and Informal Settlements Upgrading Partnership Grant to the national Department of Human Settlements
 Review the project quality management and product quality management to identify issues, concerns and challenges in the overall management of the project and identify the opportunities that can be realised through improvements to the attention of project and product quality
 Manage and coordinate activities on new projects to ensure completion thereof within time, cost and specification
 Facilitate the establishment of a project steering committee and coordinate their meetings
 Prepare a plan, budget and schedule of all activities required for execution of the project
 Coordinate activities according to plan
 Prepare project reports
 Provide guidance to the project team
 Provide problem-solving and dispute resolution
 Provide continuous interaction and consultation with all role players
 Administer payments related to projects

SAP S70009751*

New/natural attrition WPC approved

Enquiries Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations – Region 1

Section: Housing and Human Settlements – Rental Housing

Location: Region 1

Reference number	HOSD129-2026				
Position	SENIOR ADMINISTRATIVE OFFICER				
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	T11				
Scale	R414 972,00 – R576 336,00 per annum				
Estimated remuneration package	R560 116,00 – R756 502,00 per annum				
Job purpose	To provide an administrative support service to the Rental Administration Section				
Appointment requirements	<p>Grade 12</p> <p>At least two years' experience in a financial or housing and human settlements environment</p> <p>SAP financial knowledge and experience 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	<p>Being ethical; good communication skills; general and good administrative skills; good interpersonal relations skills; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees under their supervision</p>				
Primary functions	<p>Provide administrative assistance in the administration of housing schemes</p> <p>Prepare contracts for signing by housing officers and tenants</p> <p>Render a filing service</p> <p>Provide administrative assistance in the financial management of housing schemes</p> <p>Provide personnel support</p> <p>Provide administrative support</p> <p>Be responsible for the maintenance of the waiting list</p> <p>Render an enquiry service</p>				
SAP	S70021507*				
New/natural attrition	WPC approved				
Enquiries	Sarah Shiburi (012 358 8237)				

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Housing Rental Management
Location: Pretoria Central

Reference number	HOSD130-2026										
Position	ADMINISTRATIVE OFFICER (2 POSTS)										
To be advertised	<table border="1" 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								
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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 provide an administrative support service to the Rental Administration Section										
Appointment requirements	<p>Grade 12</p> <p>At least six months' relevant working experience</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	Being ethical; good communication skills; good general administrative skills; good interpersonal relations; ability to be a good team member; ability to pay attention to detail; ability to be professional; ability to work independently at a strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills										
Primary functions	<p>Provide administrative assistance</p> <p>Provide assistance with financial administration</p> <p>Provide personnel support</p> <p>Be responsible for maintaining the waiting list</p>										
SAP	S70009725; S70021537										
New/natural attrition	Natural attrition										
Enquiries	Sarah Shiburi (012 358 8237)										

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Housing Rental Management
Location: Pretoria Central

Reference number **HOSD131-2026**

Position **GENERAL WORKER (3 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 T1

Scale R165 564,00 – R193 476,00 per annum

Estimated remuneration package R242 666,00 – R278 193,00 per annum

Job purpose To render a cleaning service at all rental housing schemes

Appointment requirements

- Ability to perform duties
- Relevant experience in performing cleaning tasks will be an added advantage
- Physical fitness and good health
- Ability to stand 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

- Ability to do physical work for continuous periods related to operation and maintenance activities; ability to work under pressure; ability to work in a group; good communication skills

Primary functions

- Deliver effective cleaning services of buildings
- Deliver effective cleaning of grounds

SAP S70021502; S70025850, S70030222

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Beneficiary Administration and Conveyancing
Location: Pretoria Central

Reference number	HOSD132-2026
Position	HOUSING POLICY AND STANDARDS MONITORING 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	R464 760,00 – R645 492,00 per annum
Estimated remuneration package	R623 487,00 – R853 525,00 per annum
Job purpose	To perform operations related to beneficiary administration, conveyancing policy as well as standards monitoring
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national Diploma) in Public Management, Development Management or any other study field related to the position At least three years' relevant working experience in a housing beneficiary and conveyancing 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	Being ethical; good communication skills; general and good administrative skills; good interpersonal relations and customer relations skills; ability to work as part of a team; ability to pay attention to detail; ability to always be professional; ability to work independently; ability to work under pressure; flexibility; ability to meet given deadlines and interpret prescripts
Primary functions	Perform waiting list planning, control and applications operations Perform subsidy and beneficiary allocations operations Perform housing allocation operations Perform consumer education operations Render housing sales management operations Render property registration and transfer operations
SAP	S70009715
New/natural attrition	Natural attrition
Enquiries	Sarah Shiburi (012 358 8237)

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