



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

FOR INTERNAL AND EXTERNAL CANDIDATES TO APPLY

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: 5 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.

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Geomatics

Location: Pretoria Central

Reference number	ECDE213-2026										
Position	GISc OPERATOR (2 POSTS)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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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 specialised GIS data dissemination service for development purposes										
Appointment requirements	<p>Grade 12 with Mathematics (excluding Mathematics Literacy) or Geography</p> <p>Completed short courses in the ESRI suite of products will be an added advantage</p> <p>At least two years' relevant experience working with geospatial data (using ArcGIS software)</p> <p>Experience working with clients will be an added advantage</p> <p>Experience in Microsoft Office computer software (Access, Excel, PowerPoint and Word)</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>No colour blindness, because mapping requires colour differentiation</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	<p>Organisational awareness: Ability to understand the key drivers in the sector and the City and to apply this understanding to meet service delivery objectives and challenges</p> <p>Problem solving: Gather information from a range of sources and analyse data to identify problems and issues in order to make effective decisions</p> <p>Data capturing: Collect, capture and exchange GIS data with and from various formats and sources</p> <p>Spatial analysis: Ability to perform spatial queries and build cartographic models</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond</p>										
Primary functions	<p>Supply geomatics information to clients</p> <p>Manage the geo-information call centre desk</p> <p>Supply zoning information and issue zoning certificates, relevant annexures, consent uses, manuals and zoning plans</p> <p>Supply and maintain topographic data</p>										

Assist in conducting site inspections for validating purposes
Assist in populating the topographic database

SAP S70001458*; S70001445*

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or Elba Swart (012 358 7872)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: Business Compliance and Regulation

Location: Region 3

Reference number	ECDE214-2026										
Position	COMPLIANCE OFFICER (2 POSTS)										
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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 conduct by-law operations at formal and informal businesses, check compliance according to legislation and conduct business campaigns in various regions										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Business Management or any other field related to the position</p> <p>At least three years' relevant experience in office administration</p> <p>Relevant experience in business compliance will be an added advantage</p> <p>Computer literacy</p> <p>A valid Code B driving licence</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	<p>Attention to detail: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards</p> <p>Analytical skills: Ability to identify patterns across situations that are not obviously related and identify key or underlying issues in complex situations</p> <p>Interpersonal relations: Ability to establish and maintain productive relationships with people within and outside of the City</p>										
Primary functions	<p>Process new licence applications for formal and informal businesses</p> <p>Process renewals of licences for formal and informal businesses</p> <p>Compile and maintain registers and evidence for all participants</p> <p>Process event licences</p>										
SAP	S70079595*; S70020374*										
New/natural attrition	WPC approved										
Enquiries	Christo Geldenhuys (012 358 8446) or Bob Sebola (012 358 4019)										

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Operations

Location: Tshwane Market

Reference number ECDE215-2026

Position **PRODUCT CONTROL OFFICER**

To be advertised

Internal	External
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This position seeks to attract

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

Job level T7

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

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

Job purpose To ensure that the City of Tshwane receives its revenue through the prescribed market commission on all deliveries to the Tshwane Market

Appointment requirements Grade 12
 At least six months’ relevant working experience in an environment where goods are received, properly recorded and verified, and stock audits are carried out
 Computer literacy
Willingness and ability to work shifts outside usual working hours as per the employer’s operational requirements
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Competency requirements of the post
Planning and organising: Ability to plan activities within specific time frames and then execute these activities accordingly
Use of technology: Ability to use technology in the workplace to optimise the functioning of the City
Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others
Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture

Primary functions
 Process delivery trucks and accompanying documentation
 Issue goods received notes to market agents
 Capture deliveries on the sales system
 Scan all documentation to the sales system for auditing at the back office
 Conduct daily reconciliation of deliveries
 Conduct daily reconciliation of consignments received to system records
 Investigate and rectify delivery anomalies and discrepancies
 Perform stocktakes and related audits
 Issue stock shortages and payment notices to market agents

Perform other *ad hoc* consignment control duties as and when required
Handle enquiries and complaints for all deliveries and sales-related matters

SAP S70073835*

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or Patrick Mphahlele (012 358 2352)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: N/A

Section: Management and Administrative Support

Location: Middestad Building, Pretoria Central

Reference number	ECDE216-2026																		
Position	ADMINISTRATIVE OFFICER (2 POSTS)																		
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This position seeks to attract																			
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 ensure that all fleet and asset-related administrative duties within the department are executed																		
Appointment requirements	<p>Grade 12</p> <p>At least six months' relevant experience in an administrative environment</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>																		
Competency requirements of the post	<p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities accordingly</p> <p>Use of technology: Ability to use technology in the workplace to optimise the functioning of the City</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p> <p>Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture</p>																		
Primary functions	<p>Ensure the orderly and efficient flow of information in the execution of the division's proceedings</p> <p>Perform administrative functions related to logistical support services</p> <p>Administer and monitor financial management support</p> <p>Conduct general office management</p> <p>Provide a secretariat service</p> <p>Conduct fleet management administration</p> <p>Conduct insurance claims administration</p> <p>Monitor lease tenders for VEM administration</p> <p>Conduct communication systems administration (radios)</p>																		
SAP	S70001174*; S70001188*																		

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or Thabani Khanyile (012 358 2893)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Financial Management

Location: Tshwane Market

Reference number	ECDE217-2026										
Position	DEPUTY DIRECTOR: MARKET ACCOUNTS MANAGEMENT										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td align="center" style="width:50%;">Internal</td> <td align="center" 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 cash management support to the Fresh Produce Market Division										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Financial Management, Accounting or Finance or any study field related to the position</p> <p>At least eight years' relevant working experience in finance</p> <p>Managerial experience will be an added advantage</p> <p>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 <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	<p>Accounting: Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to</p> <p>Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates</p> <p>Financial management: Drive the optimisation of financial management in the City through the use of standard operating procedures</p> <p>Financial reporting: Ability to identify overall objectives of financial reporting, specific information needs of stakeholders and the general information needs of others</p> <p>Organisational awareness: Ability to understand the key drivers in the sector and the City and to apply this understanding to meet service delivery objectives and challenges</p> <p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan</p>										
Primary functions	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										

Monitor and control the section budget so that income and expenditure are in line with Council requirements
Execute general management functions
Render and manage cash management services
Manage the Tshwane Market's cashier service by setting performance criteria, evaluating performance against such criteria and implementing remedial measures to address shortcomings

SAP S70002576*

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or TM Madima (012 358 2347)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Development Facilitation and Implementation

Location: Region 3

Reference number **ECDE218-2026**

Position **PROJECT MANAGER**

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

Job level T15

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

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

Job purpose To provide expertise and capacity regarding facilitation and related processes in support of the City’s strategic investment

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in City Planning or related built environment field, such as Spatial Planning (Regional/Subregional/Local), Infrastructure Provision, Land Use Management, Development Facilitation or Project Management

At least six years’ relevant working experience in one or more of the following fields: Spatial planning (regional/subregional/local); land use management; infrastructure provision; development facilitation or project management

Registration with the South African Council for Planners (SACPLAN) or with Project Management South Africa (PMSA)

A valid Code B driving licence

Computer literacy

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Competency requirements of the post

Attention to detail: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards

People management: Manage and encourage people, optimise their outputs and effectively manage relationships to achieve municipal goals

Organisational awareness: Ability to understand the City’s objectives and the impact of decisions on the community and the functioning of the department

Data processing and analysis: Ability to process data and bring about improvements in the way data is processed

Interpersonal relationships: Ability to establish and maintain productive relationships with people within and outside of the City

Problem solving: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture

Primary functions Facilitate the functioning of the Tshwane Property Development Forum

Facilitate strategic urban developments
Facilitate identified government-led land development projects
Facilitate the submission of non-governmental organisation (early childhood development centres, etc) land development applications in designated areas
Provide expertise and capacity about project planning, management and implementation

SAP

S70001487

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Lovemore Nkuna (012 358 3065)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Financial Management

Location: Tshwane Market

Reference number ECDE219-2026

Position **DIRECTOR: MARKET FINANCIAL MANAGEMENT**

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 T18

Scale R917 328,00 – R1 274 052,00 per annum

Estimated remuneration package R1 338 614,00 – R1 792 657,00 per annum

Job purpose To manage financial operations support to the Tshwane Market

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Financial Management, Accounting, Finance or in a study field related to the position
At least nine years' relevant working experience in a financial environment, of which at least four years should be at managerial level
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
A valid Code B driving licence.
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Competency requirements of the post **Accounting:** Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to
Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates
Financial management: Drive the optimisation of financial management in the City through the use of standard operating procedures
Financial reporting: Ability to identify overall objectives of financial reporting, specific information needs of stakeholders and the general information needs of others
Organisational awareness: Ability to understand the key drivers in the sector and the City and to apply this understanding to meet service delivery objectives and challenges
Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan

Primary functions 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

Review the Tshwane Market business plan
Review the performance of the Market Financial Management Section, identify areas of improvement and implement action plans for such improvement
Implement, monitor and report progress on audit findings for the Tshwane Market
Prepare the annual budget, periodic planning and procurement plan for the Tshwane Market
Conduct monthly reviews of the Tshwane Market's budget performance together with the management team
Conduct revenue management

SAP S70002574

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or TM Madima (012 358 2347)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Infrastructure

Location: Tshwane Market

Reference number ECDE220-2026

Position **FUNCTIONAL HEAD: MAINTENANCE PLANNING AND COORDINATION**

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 render a maintenance planning and coordination function at the Tshwane Market

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Electrical Engineering or in a study field related to the position
A trade certificate as electrician and wireman’s licence
At least six years’ relevant working experience in a facility maintenance 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 six days a week (Monday to Saturday) and to work irregular hours and overtime when required

Competency requirements of the post **Managing work:** Effectively manage own time and available resources and tools to ensure that work is completed efficiently and on time
Facility-specific skills: Show a satisfactory level of technical skill, knowledge, experience and education relevant to community facilities
Workplace safety: Ability to identify and correct conditions that affect employee safety
Interpersonal relationships: Ability to establish and maintain productive relationships with people within and outside of the City
Action orientation: Display high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises, which manifests itself in one’s ability to stay focused on task and be energetic, persistent and reliable

Primary functions Develop and implement a maintenance plan for Tshwane Market facilities
Prepare and submit monthly, quarterly and annual progress reports on the maintenance plan and the status of Tshwane Market facilities
Audit electrical and mechanical installations and implement corrective measures where applicable

Install and replace meters where required
Source service providers required for repairs and maintenance of Tshwane Market facilities
Source material required for repairs and maintenance of Tshwane Market facilities
Liaise with the City of Tshwane Energy and Electricity Business Unit for maintenance and repairs of heavy current installations
Manage cleaning services

SAP S70079582*

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or C Mahlatji (012 358 8812)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Operations

Location: Tshwane Market

Reference number ECDE221-2026

Position OCCUPATIONAL HEALTH AND SAFETY 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 ensure compliance by management and employees of the Tshwane Market with the legal requirements pertaining to safety in the workplace by assisting in the prevention of accidents and safeguarding against safety hazards, which may arise out of work-related activities

Appointment requirements A relevant three-year career-related tertiary qualification (degree or national diploma) in Occupational Health and Safety
NEBOSH, SAMTRAC, ISO 45001 or Lead Auditor certificate(s) will be an added advantage
At least three years' relevant working experience in an occupational health and safety environment
A valid Code B driving licence
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Competency requirements of the post **Written communication:** Communicate complex information in a manner that is understandable (language and format) to the specific audience
Information strategy: Ability to develop strategies for the management and storage of electronic content
Technical strategy and planning: Demonstrate an ability to develop a technical strategy for the organisation and plan the rollout of appropriate systems
Installation and integration: Capacity to install specific hardware and software solutions in different environments
Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others

Primary functions Ensure compliance with occupational health and safety-related policies, procedures, standards and guidelines
Conduct incident investigations (injuries on duty)

Conduct occupational health and safety information, communication and awareness actions
Conduct occupational health and safety workplace inspections and assist investigators from the Department of Labour with workplace inspections by providing required information
Render external consultation
Conduct site inspections
Provide advice and guidance at the Tshwane Market regarding occupational health and safety aspects
Conduct hazard identification and risk assessment

SAP S70079579*

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or Moses Letsoalo (012 358 2355)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Development

Location: Tshwane Market

Reference number	ECDE222-2026										
Position	SYSTEM INFORMATION AND DEVELOPMENT OFFICER										
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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 develop new fresh produce marketing business opportunities nationally and internationally and to provide information services to clients of the Tshwane Market										
Appointment requirements	<p>A relevant three-year career-related tertiary qualification (degree or national diploma) in Agribusiness Management, Agricultural Economics, Rural Development and Extension, Agricultural Management (Crop Production or Marketing or Agribusiness) or any other study field related the position</p> <p>At least three years' relevant working experience in an agriculture industry environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Willingness and ability to travel and to work on Saturdays and holidays as and when required</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	<p>Written communication: Communicate complex information in a manner that is understandable (language and format) to the specific audience</p> <p>Information strategy: Ability to develop strategies for the management and storage of electronic content</p> <p>Technical strategy and planning: Demonstrate an ability to develop a technical strategy for the organisation and plan the rollout of appropriate systems</p> <p>Installation and integration: Capacity to install specific hardware and software solutions in different environments</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p>										
Primary functions	<p>Capture any data from sales that can be used in the strategic marketing section</p> <p>Process information needed in negotiations with market clients</p> <p>Compile statistical reports and distribute the general information to market clients</p> <p>Develop a database of all market clients to whom this information is distributed</p> <p>Increase market branding and visibility</p>										
SAP	S70002718*										
New/natural attrition	WPC approved										
Enquiries	Christo Geldenhuys (012 358 8446) or Betty Komote (012 358 2315)										

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Various sections in the division

Location: Tshwane House

Reference number	LESE100-2026										
Position	LEGAL ADVISOR (2 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								
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Job level	T15										
Scale	R652 931,00 – R906 864,00 per annum										
Estimated remuneration package	R862 995,00 – R1 186 203,00 per annum										
Job purpose	To deliver a service to internal and external clients regarding corporate legal advice and compliance										
Appointment requirements	<p>LLB or any other relevant legal degree</p> <p>A postgraduate qualification in law will be an advantage</p> <p>Being an admitted attorney or advocate with sound knowledge of the principles of law will be an added advantage</p> <p>At least six years' relevant working experience in legislative drafting by-laws, opinions, development of policies, legal research, delegations or legal comments on reports</p> <p>A valid Code B driving licence</p> <p>Computer literacy and being conversant in Microsoft Word, Excel, Project 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>										
Competency requirements of the post	<p>Written communication: Communicate complex information in a manner that is understandable (language and format) to the specific audience</p> <p>Information strategy: Ability to develop strategies for the management and storage of electronic content</p> <p>Technical strategy and planning: Demonstrate an ability to develop a technical strategy for the organisation and plan the rollout of appropriate systems</p> <p>Installation and integration: Capacity to install specific hardware and software solutions in different environments</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p>										
Primary functions	Provide legal advice and comments relating to concept legislation, bills and local legislation (by-laws and tariffs).										

Represent the Legal Counsel Division at internal and external meetings, consultations and negotiations and render a legal service during such meetings. Provide written and oral legal opinions to the administration, committees of Council and Council regarding any matter related to the business of local government. Draft legal comments on all reports to be submitted for consideration by the administration, committees of Council and Council. Ensure compliance with legislation and policy and to protect the interests of the City. Assist in the drafting and implementation of policies.

SAP	S70017204; S70017215
New/natural attrition	WPC approved
Enquiries	Christo Geldenhuys (012 358 8446) or Pieter Robinson (012 358 7434)

Advise internal departments on contractual risk and provide guidance on contractual disputes

Provide general advice and support on areas of contractual legislation, such as verification of documents and approval of forms

Render opinions and comments on contracts and legislative interpretation, where necessary

SAP S70017171

New/natural attrition WPC approved

Enquiries Christo Geldenhuys (012 358 8446) or Edith Kgatla (012 358 7416)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Municipal Courts

Section: Municipal Courts Prosecutions

Location: Any region

Reference number	LESE102-2026										
Position	PROSECUTOR										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 render a prosecutorial service in respect of municipal offences and contraventions by competently prosecuting offenders and contraveners in the appointed region										
Appointment requirements	<p>LLB or other relevant legal degree</p> <p>A postgraduate qualification in law will be an added advantage</p> <p>At least six years' relevant working experience, of which at least three years should be relevant experience in a criminal court prosecution environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
Competency requirements of the post	<p>Written communication and drafting: Ability to communicate complex legal information in understandable documents for specific audiences</p> <p>Ethics and professionalism: Ability to identify and deal with ethical issues and conflicts of interest</p> <p>Interpersonal relations: Ability to establish and maintain productive relationships with people within and outside of the City</p> <p>Litigation management: Ability to manage legal disputes brought against the City by applying legal procedures and managing stakeholders to resolve the legal matter</p>										
Primary functions	<p>Execute generic personnel management functions</p> <p>Provide legal advice</p> <p>Draft legal documents</p> <p>Research legal aspects</p> <p>Prosecute cases on the court roll</p> <p>Make impartial recommendations</p>										
SAP	S70017288*										
New/natural attrition	WPC approved										
Enquiries	Christo Geldenhuys (012 358 8446) or Charles Deeme (012 358 9774)										

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Council, Corporate and Legislative Compliance

Location: Functioning in all regions

Reference number	LESE103-2026										
Position	DIRECTOR: COUNCIL, CORPORATE AND LEGISLATIVE COMPLIANCE										
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								
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Job level	T18										
Scale	R917 328,00 – R1 274 052,00 per annum										
Estimated remuneration package	R1 338 614,00 – R1 792 657,00 per annum										
Job purpose	To manage corporate legal compliance to ensure competent, professional, timeous, efficient and effective knowledge and awareness of the legislative framework in which the City of Tshwane functions										
Appointment requirements	LLB or other relevant legal degree Being an admitted attorney or advocate At least nine years' relevant working experience, of which four years should be at managerial level Experience in a legal environment, preferably in local government A valid Code B driving licence Computer literacy Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost										
Competency requirements of the post	Written communication and drafting: Ability to communicate complex legal information in understandable documents for specific audiences Problem solving: Ability to identify potential problem areas, break the problem into component parts, generate potential solutions, select an option and implement it Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan Organisational awareness: Ability to understand the City's objectives and the impact of legal decisions on the community and the functioning of the various directorates Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to goals										
Primary functions	Execute generic management and financial functions.										

Identify and define immediate, short- and long-term objectives and enhance awareness of the legislative framework in which the City functions.
Assist client departments in giving legal comments on reports, legal opinions and general legal compliance function.
Manage the drafting of by-laws and delegations.
Manage the drafting and implementation of policy.
Ensure the drafting of contracts and other legal documents.
Manage legal administrative and technical processes in accordance with relevant legislation.

SAP

S70017197

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Job Malobola (012 358 7392)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: NA

Section: Secretariat Services

Location: Region 3

Reference number	LESE104-2026										
Position	DEPUTY DIRECTOR: DOCUMENT MANAGEMENT, C9 AND TRACKING										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 render an effective and efficient document management, C9 and resolution tracking support service										
Appointment requirements	<p>A relevant three-year career-related tertiary qualification (degree or national diploma) in Public Administration or Office Administration or Management or any study field related to the position</p> <p>At least eight years' working experience in a document management environment</p> <p>Supervisory (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>										
Competency requirements of the post	<p>Attention to detail: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards</p> <p>Problem solving: Ability to identify potential problem areas, break the problem into component parts, generate potential solutions, select an option and implement it</p> <p>Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan</p> <p>Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to the verbal and written communication of others</p> <p>Cognitive ability: Ability to gather information, analyse issues and deal with complexity and ambiguity. show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the bigger picture</p> <p>Direction setting: Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to goals</p>										
Primary functions	<p>Execute generic management functions</p> <p>Execute generic financial functions</p>										

Manage and ensure the rendering of a document library and registry service
Manage and ensure the rendering of a tracking and analysis service for oversight committees, the Mayoral Committee, top management and bid committees

SAP S70000664

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Faik Alexander (012 358 6069)

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