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), clicking on the *HOME* tab, scrolling down to *Quick Links* and then clicking on *Job Forums*.

How to apply: Internal and external candidates

Visit the City of Tshwane Careers Portal (https://www.careers.tshwane.gov.za) and click on *Sign up now* if you would like to register a new account or click on *View profile* if you already have an account.

Closing date: 05 October 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: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: A Re Yeng Operations
Location: Sammy Marks Building

Reference number **TRRO571-2026**

Position **DIRECTOR: A RE YENG OPERATIONS**

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 R960 912,00 – R1 334 580,00 per annum

Estimated remuneration package R1 394 088,00 – R1 869 698,00 per annum

Job purpose

To provide strategic leadership and management for the operational and business plans of the TRT operations business unit in accordance with the operational and performance criteria determined by Council and to oversee, manage and control the continued roll out of TRT services and oversee all operational aspects

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Transport Engineering, Operations Management or Quality Management or in a study field related to the position
At least nine years' relevant work experience in a passenger transportation (buses, trains and taxis) environment, preferably a medium to large organisation or firm, of which four years should be at managerial level
A valid Code B driving licence
Computer literacy in Microsoft Office
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

Having integrity; interpersonal skills; being patient; innovative thinking skills; having energy; innovative thinking skills; flexibility; accountability; ability to think strategically; ability to take effective decisions and provide leadership; ability to involve staff in decision-making; good interpersonal and communication skills; problem-solving skills; ability to perform under pressure and adhere to deadlines

Primary functions

Provide strategic operational leadership to A Re Yeng operations
Manage the human resources of the A Re Yeng Operations Section
Manage the finances of the A Re Yeng Operations Section
Manage the A Re Yeng Operations Section

SAP S70009835
New/natural attrition Natural attrition
Enquiries I Tshenye (012 358 6990) or J Masilela (012 358 0255)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Licensing Services
Section: Licensing Services (Regions)
Location: All regions

Reference number **TRRO572-2026**

Position **DEPUTY DIRECTOR: LICENSING OPERATIONAL SUPPORT AND COMPLIANCE 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 T17

Scale R857 964,00 – R1 191 576,00 per annum

Estimated remuneration package R1 261 855,00 – R1 686 480,00 per annum

Job purpose To manage and oversee all functions, responsibilities and activities related to the Licensing Financial, Administrative & Compliance Management operational unit.

Appointment requirements
An appropriate three-year career-related tertiary qualification (degree or national diploma) in Public Administration, Management, Business Administration, Business Management or in any study field related to the position
At least eight years' work experience in a licencing environment
Managerial experience will be an added advantage
Computer literacy
A valid Code B driving licence
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts, standby and overtime when required

Personal attributes and/or competencies Being ethical; good communication skills; excellent writing skills; good general administrative skills; good interpersonal relations; 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; having exceptional and dynamic creativity to improve the functioning of the section; organising and coordination skills; ability to supervise employees

Primary functions
Execute generic management functions
Execute generic financial functions
Information / Personnel Management
Archiving Management
Ensuring compliance with National and Provincial Regulation

SAP S70095091

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: Transport Development
Section: Transport Facilities Management
Location: Ou Raadsaal Building

Reference number **TRRO573-2026**

Position **DEPUTY DIRECTOR: PUBLIC TRANSPORT FACILITY MANAGEMENT AND OPERATIONS**

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 R857 964,00 – R1 191 576,00 per annum

Estimated remuneration package R1 261 855,00 – R1 686 480,00 per annum

Job purpose To provide strategic leadership and management, maintenance and operational efficiency of all public transport facilities (including but not limited to bus terminals, taxi ranks and integrated transport interchanges)

Appointment requirements
A three-year career-related tertiary qualification (degree or national diploma) in Transport Management, Civil Engineering, Facilities Management or in any study field related to the position
At least eight years' work experience in a public transport facilities management, maintenance and/or construction environment
Managerial experience will be an added advantage
Computer literacy
A valid Code B driving licence
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

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

Primary functions
Manage public transport facilities, focusing on resource management, finances and operations
Lead a high-performing team and drive professional growth
Manage budgets, assets and financial reporting
Ensure safety and regulatory compliance
Oversee infrastructure and asset maintenance
Collaborate with service providers and law enforcement
Use data to improve service delivery and efficiency

SAP S70008345
New/natural attrition Natural attrition
Enquiries M Manthwa (012 358 6990) or J Masilela (012 358 0255)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: N/A
Section: Management and Administrative Support
Location: Sammy Marks

Reference number **TRRO574-2026**

Position **DEPUTY DIRECTOR: FINANCE SUPPORT SERVICES**

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 R857 964,00 – R1 191 576,00 per annum

Estimated remuneration package R1 261 855,00 – R1 686 480,00 per annum

Job purpose To ensure and render strategic finance support services to the Roads and Transport Department

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Financial Management or any other study field related to the position
At least eight years' relevant working experience in a financial environment
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
A valid Code B driving licence
Computer literacy (advanced Excel) and knowledge of SAP
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 Having integrity; sound financial management skills; ability to pay attention to detail; having calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions
Manage budget management service support operations
Manage the preparation, monitoring and control of the annual budget to ensure value for money and cost-effective service delivery
Ensure supply chain management support operations
Define service-level requirements with external and internal suppliers
Manage and ensure revenue management support operations
Manage effective corporate governance and performance in the unit
Implement and ensure contract management support operations
Ensure capital project management support operations

	Ensure effective risk management through the implementation of sound financial controls and good corporate governance principles
SAP	S70008283
New/natural attrition	Natural attrition
Enquiries	B Mkhwanazi (012 358 3800) or J Masilela (012 358 0255)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Licensing Services
Section: Licensing Services (Regions)
Location: All regions

Reference number **TRRO575-2026**

Position **FUNCTIONAL HEAD: MAINTENANCE/LOGISTICS**

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 R683 952,00 – R949 944,00 per annum

Estimated remuneration package R902 477,00 – R1 241 035,00 per annum

Job purpose To render a maintenance and logistics service to all regional licencing centres

Appointment requirements

An appropriate three-year tertiary qualification (degree or national diploma) in Logistics Management, Supply Chain Management, Facilities Management or in a study field related to the position
At least six years' relevant working experience in a maintenance and logistics environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Physical fitness and health
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts, standby and overtime when required

Personal attributes and/or competencies Ability to pay attention to detail; problem-solving skills; planning and organising skills; communication skills; cognitive ability; direction setting skills

Primary functions

Conduct personnel management
Manage and oversee licencing centres and vehicles
Manage and oversee the control of operational availability of licencing centres
Manage and oversee the control of all licencing centre communication and the rendering of a regional logistics support service to the licencing centres
Manage and oversee the storage, issue and control of all flammable products
Monitor performance of maintenance personnel to ensure service delivery and personnel empowerment
Manage and oversee subsections through continuous planning, coordinating and monitoring processes and maintenance projects
Conduct inspections in conjunction with subsection heads in all sections at licencing centres

	Communicate, execute and enforce all management decisions, policies and procedures related to maintenance Attend meetings, seminars, conferences, exhibitions and demonstrations related to the Licensing Services Division Conduct financial management of the budget allocated to the section Liaise monthly with service providers and client divisions Provide legal management
SAP	S70095092
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: Licensing Services
Section: Licensing Services (Regions)
Location: All regions

Reference number **TRRO576-2026**

Position **SENIOR ADMINISTRATIVE OFFICER (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 T11

Scale R434 688,00 – R603 720,00 per annum

Estimated remuneration package R585 211,00 – R800 357,00 per annum

Job purpose To render a financial support services function to the Licensing Services Division

Appointment requirements
Grade 12 with Accounting or Maths or Maths Literacy
At least two years' applicable experience in a financial administration environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Having intelligence and integrity; being patient; innovative thinking skills; having energy; flexibility; willingness to accept responsibility; ability to pay attention to detail

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

SAP S70095105; S70095106

New/natural attrition Natural attrition and WPC

Enquiries M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Licensing Services
Section: Licensing Services (Regions)
Location: All regions

Reference number **TRRO577-2026**

Position **LICENCE OFFICER (5 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 T7

Scale R276 264,00 – R383 700,00 per annum

Estimated remuneration package R383 567,00 – R520 312,00 per annum

Job purpose

To register and licence all motor vehicles on the National Traffic Information System as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1993) and its regulations

Appointment requirements

Grade 12
At least six months' experience in an administrative environment
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts, standby and overtime when required

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 fellow colleagues; high levels of technical competency in the candidate's respective field must be evident

Primary functions

Handle enquiries and complaints, direct the public to relevant sections, hand out different forms and scrutinise all applications for transaction forms (check off documentation on check list), put personal stamp on and sign the check list
Receive and check for correctly completed application forms and applicable supporting documentation, and hand all documents to supervisor for transmission to the supervisor verification section
Conduct specific functions, responsibilities and activities related to the certification of roadworthiness
Conduct specific daily tasks, such as enquiries, appointments, renewals, statutory administration, cashier and archiving duties, at the Licencing Services Centre
Ensure that all transaction applications submitted by clients are recorded on the document tracking system

	Verify submitted applications in respect of all relevant vehicle registration and licencing transactions prescribed by the National Road Traffic Act, 1996 and its regulations regarding the documentation to be verified against the filing system in respect of change of ownership, supported by the original identity document of the applicant, and endorse all verified documents to supervisor for processing by the implementation section
SAP	S70015790; S70015817; S70015845; S70095071; S70095072
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: Licensing Services
Section: Licensing Services (Regions)
Location: All regions

Reference number **TRRO578-2026**

Position **SENIOR LICENCE OFFICER (5 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 T11

Scale R434 688,00 – R603 720,00 per annum

Estimated remuneration package R585 211,00 – R800 357,00 per annum

Job purpose To register and licence all motor vehicles on the National Traffic Information System as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1993) and its regulations

Appointment requirements
Grade 12
At least two years' experience in a vehicle registration environment
NaTIS user registration
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 pay attention to detail; planning and organising skills; ability to use technology; cognitive ability; direction setting skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; physical and mental fitness; having integrity; decisiveness

Primary functions
Allocate duties to subordinates
Conduct audits on work done by subordinates
Monitor staff work performance
Monitor the use of face values
Monitor banking and cash-op procedures
Monitoring adherence to ethical values
Monitor absenteeism

SAP S70015760; S70015835; S70015701; S70015963; S70015702

New/natural attrition WPC and 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: Transportation Planning
Section: Transport Infrastructure Planning
Location: C De Wet Depot

Reference number **TRRO579-2026**

Position **CHIEF ENGINEER: STORM WATER NETWORK PLANNING**

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 T16

Scale R766 044,00 – R1 063 932,00 per annum

Estimated remuneration package R1 006 965,00 – R1 386 121,00 per annum

Job purpose

To assist in the execution of professional storm water management services for all storm water drainage systems falling within Tshwane to enhance public safety, protect property from flooding and improve the quality of life of all communities

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or in a study field related to the position
Registration as Professional Engineer or Professional Engineering Technologist in terms of the Engineering Profession Act, 2000 (Act 46 of 2000)
At least seven years' relevant experience in a storm water systems planning environment
Managerial 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

Personal attributes and/or competencies

Having integrity and intelligence; being patient; innovative thinking skills; having energy and imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions

Plan all storm water drainage networks in Tshwane
Establish and update storm water master plans for all catchments
Identify drainage needs and problems, prepare alternative solutions and preliminary designs, executive feasibility studies and compile a list of proposed projects to address the needs
Oversee and evaluate the impact of proposed new developments or changes in land use on all drainage systems
Verify the design and plans of all private developments for compliance with City of Tshwane policy, norms and standards

	Provide a calculation method to calculate storm water bulk contributions and development charges payable by private developers to recover municipal expenditure on providing storm water runoff from new developments
SAP	S70008776
New/natural attrition	Natural attrition
Enquiries	P Odendaal (012 358 7995) 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: Transportation Planning
Section: Intelligent Transport Systems and Traffic Engineering
Location: Belle Ombre Roads and Storm Water Depot

Reference number **TRRO580-2026**

Position **TRAFFIC SIGNAL TECHNICIAN**

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 R434 688,00 – R603 720,00 per annum

Estimated remuneration package R585 211,00 – R800 357,00 per annum

Job purpose To maintain the optimum functionality of signalised intersections in Tshwane

Appointment requirements
An appropriate trade certificate as Electrician (red seal)
At least two years' relevant experience in the maintenance, repair and construction of traffic signals in an electrical environment
Physical fitness and health
A valid Code EC1 driving licence with a valid PrDP
Must undergo a competency assessment
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Good knowledge of Auto motor and Syntell controllers (electrical and mechanical); being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability

Primary functions
Conduct maintenance, repair and construction of traffic signals, including wiring, electronics controllers, fault finding, programmable logic controllers, cable jointing and reticulation
Operate the cherry picker machine
Repair accident damage at intersections
Organise, control and use material, personnel and machinery to perform operational services efficiently

SAP S70044042

New/natural attrition Natural attrition

Enquiries G Rivers (012 358 0720) 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: Transportation Planning
Section: Transport Infrastructure Planning
Location: Centurion Office

Reference number **TRRO581-2026**

Position **ENGINEERING TECHNICIAN: ROADS AND STORM WATER TOWNSHIP DEVELOPMENT OPERATIONS**

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 R486 840,00 – R676 164,00 per annum

Estimated remuneration package R651 590,00 – R892 565,00 per annum

Job purpose To assist in the process of evaluating and finalising township development applications, alienation and lease applications, the assessment of service reports and the compilation of service agreements and development compliance matters

Appointment requirements
An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or in a study field related to the position
At least three years' relevant experience in civil engineering infrastructure planning and/or provision
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 Having integrity and intelligence; being patient; innovative thinking skills; having energy and imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; negotiation skills

Primary functions
Assist in the evaluation and finalisation of township development applications with regard to roads and storm water services, in line with the provisions of town-planning legislation and infrastructure impact
Assist in the evaluation and finalisation of alienation and lease applications for municipal properties
Assist in sharing the latest standards and policies pertaining to the compilation of service reports, evaluation and finalisation of service reports and compilation of service agreements
Assist with development compliance matters by evaluating compliance with the conditions of approval applicable at relevant stages
Provide building plan services as required
Promote operational improvements

SAP	S70008824
New/natural attrition	Natural attrition
Enquiries	A Green (012 358 3571) 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: Transportation Planning
Section: Intelligent Transport Systems and Traffic Engineering
Location: Belle Ombre Transport Depot

Reference number	**TRRO582-2026**
Position	**GENERAL WORKER**
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	R173 436,00 – R202 668,00 per annum
Estimated remuneration package	R252 686,00 – R289 893,00 per annum
Job purpose	To function as a physical support service for a team to execute maintenance and construction on traffic lights
Appointment requirements	Ability to perform duties Basic literacy Relevant experience in a construction or traffic light environment 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	Physical strength to perform work on signalised intersections located on sites that might be uncomfortable to work on and signalised intersections exposed to extreme temperatures; mental strength to handle pressure linked to work demands
Primary function	Assist the artisan (traffic signal technician), senior operator, operator and assistant operator in executing their daily tasks Perform general work Perform concrete work Work on storm water systems Conduct road building, road marking and tar patching Work on traffic signs and lights (robots) Handle vehicles and equipment
SAP	S70044049
New/natural attrition	Natural attrition
Enquiries	G Rivers (012 358 0720) or M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transport Infrastructure Design and Construction
Section: Transport Infrastructure Provision
Location: C De Wet Depot

Reference number **TRRO583-2026**

Position **ENGINEERING TECHNICIAN: ROADS AND STORM WATER INFRASTRUCTURE PROVISION MANAGEMENT (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 T12

Scale R486 840,00 – R676 164,00 per annum

Estimated remuneration package R651 590,00 – R892 565,00 per annum

Job purpose To provide technical support and implementation assistance in the planning, design, tender documentation and contract administration of roads and storm water infrastructure projects, ensuring that all engineering works are executed in accordance with applicable standards, specifications and legislative requirements

Appointment requirements
An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or any other study field related to the position
At least three years' relevant experience in contract management and/or roads and storm water maintenance
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy
Willingness and ability to work shifts and after hours as requested
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 Negotiating skills; project management skills; communication skills; analytical thinking skills; organisational skills; technical skills; being patient; innovative thinking skills; having energy; flexibility; willingness to accept responsibility; ability to pay attention to detail; high hand-eye coordination; high three-dimensional ability; excellent eyesight; ability to meet strict deadlines

Primary functions
Conduct detail design of roads and storm water systems
Prepare issues and evaluate and recommend tenders for roads and storm water projects
Conclude contract management of roads and storm water projects executed by departmental teams and contractors
Conduct administration and overhead supervision of private township development through service agreements administrated by consulting engineers
Conduct construction and materials management

SAP	S70008885; S70008888
New/natural attrition	Natural attrition
Enquiries	P Huma (012 358 0720) 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 Depot

Reference number **TRRO584-2026**

Position **QUALITY CONTROLLER (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 T10

Scale R388 116,00 – R539 040,00 per annum

Estimated remuneration package R525 933,00 – R718 031,00 per annum

Job purpose To monitor, measure and maintain bus rapid transit quality management systems for the City's integrated rapid public transport network internal operations and outsourced operations (bus, stations, automatic fair collection, advanced public transport management systems and urban traffic control) in line with the City's ISO 9001:2015 Quality Management Systems

Appointment requirements
Grade 12
At least two years' relevant experience in a bus service operations environment
A valid Code EC1(04), EC, C1(04) or C driving licence with a valid PrDP
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Ability to pay attention to detail; ability to detect deviations, inconsistencies and non-compliance; having integrity and objectivity to apply quality standards consistently and without bias; communication skills; ability to clearly report findings and liaise with internal teams and service providers; accountability; ability to take responsibility for monitoring outcomes and follow-ups

Primary functions
Carry out daily, weekly, monthly, quarterly and annual quality audits and inspections
Communicate and report on quality audit findings
Implement continuous improvement initiatives

SAP S70009231; S70009331

New/natural attrition Natural attrition

Enquiries V Selamolela (012 358 7919) 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 Depot

Reference number **TRRO585-2026**

Position **SENIOR TRANSPORT 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 R434 688,00 – R603 720,00 per annum

Estimated remuneration package R585 211,00 – R800 357,00 per annum

Job purpose To provide an affordable, safe, reliable and efficient bus service for all residents of Tshwane by planning, scheduling, dispatching, coordinating and monitoring driver movement support to the specialised unit

Appointment requirements
Grade 12
A three-year career-related tertiary qualification (national diploma or degree) in Transport Management or a study field related to the position will be an added advantage
At least two years' experience in a transport-related planning and scheduling environment
A valid Code EC1(04), EC, C1(04) or C driving licence with a valid PrDP
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Business acumen; leadership skills; communication skills; analytical thinking skills; organisational skills; budget management skills; advanced linguistic proficiency; technical skills

Primary functions
Conduct shift scheduling
Conduct duty arrangement
Dispatch buses
Manage leave of relevant personnel
Assist with shifts administration

SAP S70009218

New/natural attrition Natural attrition

Enquiries V Selamolela (012 358 7919) 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 Maintenance
Location: C De Wet, Jan Niemandpark and Pretoria North Depots

Reference number **TRRO586-2026**

Position **ARTISAN (DIESEL MECHANIC)**

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 T10

Scale R388 116,00 – R539 040,00 per annum

Estimated remuneration package R525 933,00 – R718 031,00 per annum

Job purpose To perform general maintenance on buses to ensure a reliable service to the Tshwane Bus Services Division

Appointment requirements
A valid trade certificate as a Diesel Mechanic (red seal)
At least two years' relevant experience in the maintenance of buses and related heavy vehicles
A valid Code EC1(04), EC or C1(04) driving licence with a valid PrDP
Computer literacy (Microsoft Office) will be an added advantage
Ability to do physical work related to operation and maintenance activities for continuous periods
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies Ability to understand and analyse technical drawings; ability to understand and implement technical working methods; competent in operating all bus workshop equipment; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements or road vehicle traffic is a threat

Primary functions
Remove and mount all unit components
Dismantle and mount components such as engines, gearboxes, steering boxes and differentials on buses
Diagnose faults with the help of the job card
Conduct inspections and tests on repaired or modified buses
Perform small auto-electrical repair work if needed
Conduct preventative and corrective maintenance
Attend to vehicle recoveries (breakdowns and towing)
Conduct administration of repairs and maintenance documents
Ensure compliance with occupational health and safety legislation

SAP S70009108

New/natural attrition	Natural attrition
Enquiries	S Setshoge (012 358 7919) or M De Wijn (012 358 7696)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Licensing Services
Subsection: Licensing Operational Support and Compliance Management
Location: All regions

Reference number **TRRO587-2026**

Position **ADMINISTRATIVE OFFICER**

To be advertised Internal External

This position seeks to attract

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

Job level T7

Scale R276 264,00 – R383 700,00 per annum

Estimated remuneration package R383 567,00 – R520 312,00 per annum

Job purpose To render financial administrative support

Appointment requirements
Grade 12 with Accounting, Maths or Maths Literacy
At least six months' relevant working experience in a financial support environment
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good communication skills; organisational skills; negotiation skills; having integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; budget management skills; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines

Primary functions
Conduct financial administration
Provide a financial enquiries and telephone service
Conduct departmental accounts payable administration
Perform SAP administration functions
Provide financial support asset administration and stock control

SAP S70016028

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: Transportation Planning
Section: Integrated Transport Planning
Location: Capital Towers North

Reference number **TRRO588-2026**

Position **SECRETARY**

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 T9

Scale R346 536,00 – R481 284,00 per annum

Estimated remuneration package R473 010,00 – R644 519,00 per annum

Job purpose To render effective and efficient secretarial, clerical and other administrative tasks in support of the Integrated Transport Planning Section

Appointment requirements
Grade 12 plus a secretarial qualification or training
At least one year's administrative experience
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; 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 department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Perform secretarial, clerical and other administrative tasks in support of the director
Respond to telephonic and electronic enquiries and forward such to the appropriate person
Greet and receive clients and visitors
File and process mail
Screen requests for meetings and appointments and help to organise meetings
Execute diverse official secretarial duties

SAP S70008626

New/natural attrition Natural attrition

Enquiries B Ramekane (012 358 7822) or M De Wijn (012 358 7696)

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