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.

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.

Please note the following closing dates:
GROUP HEAD: SHARED SERVICES – 2 October 2026
GROUP HEAD: GROUP PROPERTY – 8 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.

GROUP HEAD: SHARED SERVICES
DEPARTMENT: SHARED SERVICES
(EXTENSION OF PREVIOUS ADVERTISEMENT)
CANDIDATES THAT PREVIOUSLY APPLIED NEED NOT RE-APPLY
Reference number: SSDD058-2026
(CLOSING DATE: 2 OCTOBER 2026)

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

Job level: T22
Scale: R1 511 976,00 – R2 099 976,00 per annum
Estimated remuneration package: R2 105 090,00 – R2 853 504,00 per annum

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

This position seeks to attract:

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

Appointment requirements

- A relevant bachelor's degree in Public Management, Political Science, Social Science, Law, Corporate Fleet Management and Logistics, ICT Governance and Digital Technology or General Corporate Administrative Support Services
- A master's degree in Business Administration, Corporate Fleet Management, Logistics or ICT Governance will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least 12 years' experience in ICT governance, corporate fleet management, corporate administration and information management, preferably in a local government environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good knowledge of governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the 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, but the incumbent must comply within the prescribed 18-month period
- No criminal record (excluding previous conviction(s) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations)
Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising
Functional competencies: Business processes; use of technology; data processing and analysis
Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus
Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation
Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To exercise control over the shared services function with the aim of maintaining impartial, accountable, transparent and efficient shared services, subject to legislated context responsibilities, national standards and the directives of the Governance and Support Officer. The incumbent will be responsible and accountable for the following key performance areas:

- ICT governance, application and infrastructure management
- Corporate fleet management
- Corporate administration and information management (GIS)
- Management and administrative support

Enquiries: Faith Mangwegape (012 358 5350)

GROUP HEAD: GROUP PROPERTY
DEPARTMENT: GROUP PROPERTY
Reference number: GPDD065-2026
(CLOSING DATE: 8 OCTOBER 2026)

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

Job level: T22
Scale: R1 511 976,00 – R2 099 976,00 per annum
Estimated remuneration package: R2 105 090,00 – R2 853 504,00 per annum

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

This position seeks to attract:

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

Appointment requirements

- A relevant bachelor's degree in the Built Environment, Property Studies, Real Estate Management, Property Valuation or LLB
- A master's degree in Business Administration or Built Environment or a property-related qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least 12 years' experience in property management and development, with experience in commercialisation of property portfolios, maintenance and facilities management, preferably in local government, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good knowledge of governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the 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, but the incumbent must comply within the prescribed 18-month period
- No criminal record (excluding previous conviction(s) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations)
Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising
Functional competencies: Business processes; use of technology; data processing and analysis
Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus
Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation
Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To be responsible for the overall strategic leadership, governance and oversight of Group Property by directing and managing the City's property portfolio to ensure the effective optimisation, use, development and management of the City's properties in support of the City's strategic objectives, service delivery mandate and financial sustainability, while providing strategic property advisory services with the objective to facilitate the development and management of City-owned properties to maximise commercial opportunities for the City in the short- and longer term. The incumbent will be responsible and accountable for the following key performance areas:

- Property management services that include facilities management, revenue and contract management, and investment management
- Property asset management and advisory services
- Management and administrative support

Enquiries: Faith Mangwegape (012 358 5350)

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