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: 14 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: HUMAN SETTLEMENTS
Division: Human Settlements Provision
Section: Project Implementation Support
Location: Tshwane House

Reference number **HOSD134-2026**

Position **SUPPORT SERVICES 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 R486 840,00 – R676 164,00 per annum

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

Job purpose To provide effective administrative and operational project support to the Human Settlements Provision Division, including coordinating financial and logistical support services to the programme officer, project managers, deputy directors, directors and divisional head by facilitating the smooth and efficient functioning of processes and systems to support the successful delivery of the division's programmes and objectives

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration or Business Administration or any other study field related to the position
At least three years' working experience in an administrative 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 Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Provide, compile and coordinate activities associated with project management, project implementation and contract management
Provide financial, administrative and logistical support to the programme officer, project managers, deputy directors, directors and divisional head
Manage, coordinate and compile reports for the Service Delivery and Budget Implementation Plan, Business Plan, Section 79 reports and the division's scorecard

	Provide administrative support in the division by facilitating and coordinating correspondence, such as drafting and disseminating project-related communication, including memorandums, circulars, emails, newsletters and reports Maintain accurate and up-to-date project documentation, including project files, records, and reports Coordinate and compile responses to media enquiries and stakeholders, such as the Petitions Committee, Chapter 09 institutions such as the Office of the Public Protector, South African Human Rights Commission and Auditor-General of South Africa, and any other organ of state Assist in organising and coordinating meetings, workshops and other project-related events Provide logistical support to the division by arranging project and contractual management meetings and ensuring that all administrative and secretariat support services are provided Ensure proper documentation of meetings, decisions and action items Play a vital role in facilitating effective communication among project teams and stakeholders, organising meetings and events, and maintaining project documentation Ensure proper filing and record management
SAP	S70009679
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4917) or Sarah Shiburi (012 358 8237)

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

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

Reference number **HOSD135-2026**

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 provide effective cleaning services across all rental housing schemes by maintaining a clean, hygienic, safe and healthy environment for tenants, visitors and employees, while ensuring that municipal cleaning standards and procedures are adhered to at all times

Appointment requirements

Ability to perform duties
Basic literacy
Relevant experience in providing cleaning services 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

Ability to perform physical work for extended periods in support of operational and maintenance activities; good physical stamina and endurance to undertake cleaning and maintenance-related tasks; ability to work effectively under pressure and maintain productivity in demanding environments; ability to work cooperatively and effectively as part of a team; good verbal communication and interpersonal skills; ability to follow instructions and adhere to established procedures and standards; being reliable, responsible and committed to completing assigned tasks; having a positive attitude with a willingness to learn and contribute to service delivery objectives; ability to maintain a high standard of cleanliness, safety and professionalism in the workplace

Primary functions

Clean and maintain facilities, communal areas, corridors, stairways, ablution facilities and other areas
Sweep, mop, dust, vacuum and sanitise designated areas in accordance with established cleaning standards
Empty waste bins and ensure the proper disposal of refuse
Replenish cleaning and hygiene supplies as required
Report damages, defects and maintenance issues identified during cleaning activities
Sweep and clean walkways, pavements, entrances, parking areas and surrounding grounds
Collect and dispose of litter and other waste from designated outdoor areas

	Maintain cleanliness and a neat appearance of hostel and rental housing scheme surroundings Assist in keeping public and common spaces safe, hygienic and free from hazards Report unsafe conditions, vandalism and maintenance requirements to the relevant supervisor
SAP	S70030220
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4971) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 6
Section: Community Services – Housing and Human Settlement
Location: Mamelodi Office

Reference number **HOSD136-2026**

Position **SENIOR 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 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 administrative support service and assist with the provision of effective and efficient property and facilities management of affordable rental housing, including hostels in the region, ensuring legislative compliance, protecting the City's property interests, facilitating secure tenure for qualifying beneficiaries, managing associated risks and stakeholder relationships, and driving the efficient delivery of housing property rental and ownership programmes that contribute to sustainable human settlements and improved socio-economic development

Appointment requirements

Grade 12
At least three years' experience in a human settlement and rental administration environment
A valid Code B driving licence
Computer literacy
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies

Being energetic, proactive and highly motivated with strong leadership abilities; excellent listening skills; ability to manage and resolve conflict effectively and professionally; computer literacy with experience in records management, filing systems and general administrative procedures; ability to work efficiently under pressure while maintaining accuracy and attention to detail; strong written and verbal communication skills with the ability to interact effectively with diverse stakeholders; ability to be committed to service excellence and treating residents, colleagues and clients with courtesy, respect and professionalism at all times; excellent telephone etiquette and customer service skills; sound understanding of human settlements and local government processes and procedures

Primary functions

Assist with the administration, supervision and coordination of the human settlements rental portfolio to ensure effective property and facilities management
Supervise and support tenant administration processes, including tenant screening, allocations, lease agreement management, occupancy audits, tenant relations, dispute resolution and stakeholder communication

Coordinate the opening of tenant accounts with Group Financial Services and ensure optimal rental collection and revenue management
Monitor rental accounts and enforce compliance with lease agreements, credit control policies and relevant municipal regulations
Manage the use, productivity and performance of personnel within the unit to achieve service delivery objectives
Ensure adherence to human resources, human settlements and other applicable policies, procedures and performance management requirements, including staff attendance monitoring
Assist in ensuring the effective, efficient and economical use of staff resources, office equipment and operational assets
Ensure the effective management and administration of the functional unit in line with organisational objectives and service standards
Respond to enquiries from tenants, residents, councillors and other stakeholders, ensuring quality, professional and timeous responses
Coordinate maintenance and repair activities and collaborate closely with internal departments and external service providers to ensure property upkeep
Facilitate the establishment, development and ongoing support of resident committees to strengthen community participation and engagement
Liaise and collaborate with councillors, community leaders and other key stakeholders to support service delivery and resolve community concerns
Assist in analysing changing operational and community needs and implement improvements to work processes, procedures and service delivery practices
Promote effective stakeholder relations and maintain positive communication channels between tenants, communities and the City
Ensure compliance with relevant legislation, policies and governance requirements related to municipal rental housing management
Support the maintenance of all tenants, property and administrative records through effective filing and document management systems, ensuring accuracy, confidentiality, accessibility and compliance with record management policies
Ensure proper filing, safekeeping, retrieval, archiving and disposal of documents in accordance with municipal records management procedures and legislative requirements

SAP	S70030257
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4971) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 7
Section: Community Services – Housing and Human Settlement
Location: To operate in Regions 5, 6 and 7 (Mamelodi Office)

Reference number **SDTM1406-7-2026**

Position **DEPUTY DIRECTOR: HUMAN SETTLEMENT: RENTAL STOCK AND INFORMAL SETTLEMENTS**

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 oversee the management of informal settlements and the living conditions, control and formal upgrading of informal settlements within Tshwane, to act as the vital link between vulnerable communities from informal settlements and the City and to manage land use and the provision of essential services to residents in informal settlements

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Development Planning, Town Planning, Public Administration, Public Management or Human Settlements Development or any other study field related to the position
Registration with an appropriate professional body will be an added advantage
At least eight years' relevant working experience in human settlements, preferably in managing and upgrading informal settlements
Managerial experience will be an added advantage
A valid Code B driving licence and own transport
Computer literacy and proficiency in Microsoft Word, Excel and PowerPoint
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies

Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions

Oversee informal settlements management through the implementation of the Informal Settlements Management Policy and the Informal Settlements Upgrading Strategy

Conduct shack marking and the registration of beneficiaries in informal settlements for proper control and upgrading processes
Establish and manage the integrated beneficiary management list comprising the National Housing Needs Register, Informal Settlements Beneficiary List, Hostel Beneficiary list and Rental Waiting List
Coordinate the reblocking and relocation of beneficiaries in line with the layout maps provided by human settlement planners
Manage the provision of rudimentary services to informal settlements (rudimentary water, rudimentary sewer, rudimentary waste management and grading of access routes) in consultation with the formalisation team
Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling the outcomes associated with the use, productivity and performance of personnel
Monitor and control the section budget so that income and expenditure are in line with Council requirements
Establish and implement the standard operating procedure for informal settlements management in the City of Tshwane
Be responsible for the declaration of informal settlements to be recognised by the City through the Informal Settlements Management Policy
Develop operational policies and ensure their implementation and compliance
Interface with other departments and other spheres of government to ensure speedy resolution on the management and upgrading of informal settlements
Oversee the procurement process, project management, contract management, financial management and human resources management of the subsection
Optimise performance through communication and stakeholder participation
Assist the director to set up a performance management system for the section
Collate operating and capital budget information and prepare the budget for the subsection
Organise, motivate and manage personnel and resources
Ensure regular engagement in operations and technical decision-making and facilitation of projects and staff meetings
Coordinate and facilitate project team meetings internally and externally
Write reports
Comply with the performance management system and departmental scorecards
Identify and manage risks
Execute generic personnel functions

SAP S70031199

New/natural attrition Natural attrition

Enquiries Michelle Hendricks (012 358 4971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 6
Section: Community Services – Housing and Human Settlement
Location: Mamelodi Office

Reference number **SDTM1407-6-2026**

Position **FUNCTIONAL HEAD: HIGH-RISE BUILDINGS AND FREE-STANDING HOUSES ADMINISTRATION**

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 provide effective and efficient property and facilities management of affordable rental housing stock, including hostels in the region

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Property or Facilities Management, Public or Development Management or Human Settlements Management or any other study field related to the position
A project management qualification and experience will be an added advantage
At least six years' relevant working experience in a property management, facilities management or human settlements 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 Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Manage and oversee the human settlements rental portfolio to ensure effective property, facilities and tenant administration in line with municipal objectives and service delivery standards
Ensure legislative compliance, protect the City's property interests, facilitate secure tenure for qualifying beneficiaries, manage associated risks and stakeholder relationships, and drive the efficient delivery of rental housing portfolio and ownership

programmes that contribute to sustainable human settlements and improved socio-economic development
Supervise tenant management processes, including screening, allocations, lease administration, occupancy audits, tenant relations, dispute resolution and stakeholder communication
Plan, implement, monitor and evaluate operational programmes, work plans and performance measures to improve service delivery and operational efficiency
Coordinate tenant account administration with Group Financial Services and monitor rental income, arrears and revenue collection in compliance with lease agreements and credit control policies
Supervise and manage staff performance, productivity, attendance, training and development in accordance with human resources policies and procedures
Coordinate maintenance programmes, property inspections, repairs and upgrades to ensure optimal use and upkeep of municipal rental properties and assets
Manage stakeholder relations with tenants, residents, councillors, resident committees, community structures and other stakeholders, ensuring effective communication, collaboration and timely resolution of enquiries and complaints
Ensure compliance with applicable legislation, municipal policies, governance frameworks, lease agreements and operational procedures, while identifying and mitigating operational risks
Oversee records, information and document management systems, ensuring the secure storage, retrieval, archiving, disposal, accuracy, confidentiality and accessibility of administrative, tenant, property and financial records
Support audit requirements by maintaining complete, accurate and readily accessible records and documentation
Facilitate and support the establishment and functioning of resident committees and promote community participation, stakeholder engagement and conflict resolution to strengthen relationships between the City and tenants
Monitor service delivery trends, operational challenges and community needs, and implement continuous improvement initiatives to enhance efficiency, effectiveness and customer service

SAP S70030249

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 1
Section: Community Services – Housing and Human Settlement
Functional Matrix: Housing Demand Database, Subsidy and Beneficiary Admin
Location: Winterveld/Mabopane

Reference number **SDTM1408-1-2026**

Position **REGIONAL 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 T14

Scale R610 692,00 – R848 136,00 per annum

Estimated remuneration package R809 231,00 – R1 111 453,00 per annum

Job purpose To manage the conveyancing and title deeds functions, National Housing Needs Register (NHNR), subsidy administration, housing consumer education as well as the overall management of the local office and satellite offices

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public or Development Management, Law (Conveyancing) or any other study field related to the position
At least five years' relevant working experience in a human settlement, beneficiary administration and title deeds environment in government-subsidised housing and conveyancing
Must be trained, competent and knowledgeable to use the NHNR and housing subsidy systems
Knowledge and experience in the facilitation of property registrations (title deeds), issuing and beneficiary administration
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy
Must undergo a criminal record check and should 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 work independently; having integrity; professionalism; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Manage the housing administration and conveyancing functions

Capture potential beneficiaries in the NHNR
Complete housing subsidy application forms
Capture and view applications on the housing subsidy system
Submit subsidy applications to the Gauteng Department of Human Settlements
Participate in the housing allocation process and manage the allocation of houses after approvals are received
Work with the Gauteng Department of Human Settlements and the Joint Allocations Committee as required
Manage the implementation of human settlements functions and their policies accordingly
Manage relevant cross-border projects, attend meetings and ensure that all related activities are implemented and reported on
Investigate and attend to all correspondence, including from all Chapter 9 institutions, and legal matters
Supervise subordinates at the local housing offices and satellite offices
Ensure the safekeeping of title deeds
Issue title deeds timeously to beneficiaries
Provide responses to internal and external correspondence within specified timelines as and when required
Be responsible for the smooth running and coordination of housing activities at the satellite offices
Liaise with ward councillors and other stakeholders and role players regarding housing issues (such as conveyancers, employers and financial institutions)
Manage the execution of inspections in loco and verifications on-site
Facilitate negotiation and dispute resolution meetings
Compile monthly reports of title deeds issued and housing allocations
Aid with support services and logistical arrangements regarding minute taking and report writing
Implement and ensure compliance with relevant policies, administrative systems and procedures
Liaise with the head office on housing activities at the local housing offices and satellite offices

SAP S70021505

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Regions 1, 3 and 6
Section: Community Services – Housing and Human Settlement
Functional Matrix: Housing Demand Database, Subsidy and Beneficiary Admin
Location: Soshanguve, Ga-Rankuwa, Tshwane House and Mamelodi

Reference number	**SDTM1409-2026**
Position	**SENIOR ADMINISTRATIVE OFFICER (4 POSTS) (FIVE-YEAR FIXED-TERM CONTRACT)**
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 and assist in the supervision of the effective and efficient management of the National Housing Needs Register (NHNR), housing subsidy systems, title deeds, conveyancing and consumer education programmes
Appointment requirements	Grade 12 At least two years' experience in a human settlement and beneficiary administration of government-subsidised housing environment Knowledge and experience of the NHNR and housing subsidy system will be an added advantage 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 work under pressure; good written and verbal communication skills; ability to treat residents with courtesy and respect; service excellence skills; good telephone etiquette; understanding of local and human settlements government programmes; excellent administrative skills
Primary functions	Maintain the NHNR and housing subsidy system Facilitate property registration (title deeds), issue title deeds and ensure conveyancing in the region Supervise and administer the beneficiary administration, title deeds and conveyancing process, including the housing subsidy application process and the filing and safekeeping of all documents Implement human settlements functions and their policies accordingly Conduct inspections in loco and verification regarding housing projects when required Collect statistics and information for reporting Ensure that all reports are submitted timeously Supervise the work of administrative officers and subordinates

	Handle public and general office walk-in enquiries and complaints together with administrative officers and ensure that deadlines are met Compile the meeting agenda, write minutes of the meetings and write reports through consultation with the manager Ensure that regular meetings are held with the team and attend meetings as and when required Provide responses to internal and external correspondence within the specified timelines as and when required Supervise all logistical and administrative matters Supervise the opening of house files and municipal services accounts for beneficiaries and consumers Perform other administrative duties and assist other regions or offices as and when instructed by superiors Supervise the housing allocation process Ensure that all forms are correctly completed and that supporting documentation is submitted Work with the Gauteng Department of Human Settlements and the Joint Allocations Committee as required Ensure that approved beneficiaries are informed accordingly of their approvals Ensure that beneficiaries of decedents are provided with a referral letter to the Master of the High Court Inform all unapproved beneficiaries (subsidy) of the reasons for their non-approval Ensure that all policies and administrative systems are adhered to Implement consumer education programmes in the region as and when required
SAP	S70021513 (Region 1); S70095624 (Region 3); S70030183 (Region 6); S70030184 (Region 6)
New/natural attrition	Funded by the Urban Settlements Development Grant
Enquiries	Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Regions 2, 3 and 6
Section: Community Services – Housing and Human Settlement
Location: Tshwane House, Sinoville and Mamelodi

Reference number **SDTM1410-2026**

Position **SENIOR ADMINISTRATIVE OFFICER (3 POSTS) (FIVE-YEAR FIXED-TERM CONTRACT)**

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 administrative support and assist in the supervision of the rental management section

Appointment requirements
Grade 12
At least two years' experience in a rental administration environment
SAP financial knowledge and 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 Being energetic, proactive and highly motivated with strong leadership abilities; excellent listening skills; ability to manage and resolve conflict effectively and professionally; computer literacy with experience in records management, filing systems and general administrative procedures; ability to work efficiently under pressure while maintaining accuracy and attention to detail; strong written and verbal communication skills with the ability to interact effectively with diverse stakeholders; ability to be committed to service excellence and treating residents, colleagues and clients with courtesy, respect and professionalism at all times; excellent telephone etiquette and customer service skills; sound understanding of human settlements and local government processes and procedures

Primary functions
Assist with and supervise all property, facilities, tenant and beneficiary management functions, including the management of lease agreements and rental payments
Provide administration and management of all rental tribunal functions
Assist in investigations and prepare reports to respond to court orders and Chapter 9 Institutions matters
Provide efficient supervision and administrative support
Provide supervision and administration of human resources matters
Ensure filing and safekeeping of documents

	Supervise the work of administrative officers and subordinates Compile agenda and minutes of meetings and write reports through consultation with the manager Implement and ensure compliance with relevant policies, administrative systems and procedures Supervise all logistical and administrative matters Supervise the opening of unit files and municipal services accounts for beneficiaries and consumers Perform other administrative duties and assist other regions and offices as and when instructed by superiors
SAP	S70022613 (Region 2); S70025796 (Region 3); new (Region 6)
New/natural attrition	Funded by the Urban Settlements Development Grant
Enquiries	Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Regions 3 and 4
Section: Community Services – Housing and Human Settlement
Location: Tshwane House and Centurion

Reference number **SDTM1411-2026**

Position **ADMINISTRATIVE OFFICER (3 POSTS) (FIVE-YEAR FIXED-TERM CONTRACT)**

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 provide an administrative support service to the rental management section

Appointment requirements
Grade 12
At least 12 months' 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 dedicated and ethical; strong communication, administrative and interpersonal skills; having integrity; professionalism; ability to work independently and collaboratively within a team; ability to be highly organised; ability to pay attention to detail; capability to perform under pressure while meeting deadlines; exceptional creativity and problem-solving abilities; ability to improve operational efficiency and service delivery

Primary functions
Provide all administrative support and assistance in the section
Provide assistance with maintaining all administrative support systems
Assist in the preparation and filing of all reports and other documentation
Provide housing information to clients
Attend to housing-related enquiries
Maintain the filing system for the section

SAP S70025805 (Region 3); S70025806 (Region 3): S70027449 (Region 4)

New/natural attrition Funded by the Urban Settlements Development Grant

Enquiries Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Regions 1, 2 and 3
Section: Community Services – Housing and Human Settlement
Functional Matrix: Housing Demand Database, Subsidy and Beneficiary Admin
Location: Soshanguve, Tshwane House and Themba

Reference number **SDTM1412-2026**

Position **ADMINISTRATIVE OFFICER (3 POSTS) (FIVE-YEAR FIXED-TERM CONTRACT)**

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 provide an administrative support service to the beneficiary administration and conveyancing section

Appointment requirements
Grade 12
At least six months' experience in a beneficiary administration and conveyancing environment
Computer literacy
Must undergo a criminal record check and such a person should allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Having high ethical standards and integrity in the execution of duties; good verbal and written communication skills; sound general administrative and record-keeping skills; strong interpersonal and relationship management skills; ability to work effectively as a team member and contribute positively to team objectives; ability to pay attention to detail and accuracy; ability to maintain professional conduct and behaviour at all times; being honest, trustworthy and accountable in all dealings; ability to work effectively under pressure and manage competing priorities; flexibility and adaptability to changing operational requirements; ability to meet set deadlines and achieve required performance standards; ability to be innovative, proactive and dynamic, with the ability to identify and implement improvements to enhance the functioning of the section; good planning, organising and coordination skills; ability to exercise sound judgment; problem-solving skills; ability to work independently with minimal supervision when required

Primary functions
Provide all administrative support and assistance in the beneficiary administration and conveyancing section
Assisting with all reporting, auditing and related support

	Capture and register potential beneficiaries on the National Housing Needs Register Capture subsidy applications in the housing subsidy system Provide housing information to clients Attend to housing-related enquiries Maintain the filing system Issue title deeds Complete housing subsidy application forms
SAP	S70021515 (Region 1); S70021520 (Region 1); S70025775 (Region 3)
New/natural attrition	Funded by the Urban Settlements Development Grant
Enquiries	Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 5
Section: Community Services – Human Settlement (Informal Settlements Management)
Location: Region 5

Reference number **SDTM1413-5-2026**

Position **FUNCTIONAL HEAD: INFORMAL SETTLEMENTS MANAGEMENT AND COMMUNITY LIAISON**

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 manage and control all informal settlements in accordance with the implementation of the Municipal Sustainable Human Settlements Plan, Informal Settlements Management Policy and the Informal Settlements Upgrading Strategy

Appointment requirements
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Town Planning, Public Administration or Management, Development Studies, Human Settlements, Social Sciences or any other study field related to the position
At least six years' relevant working experience in a human settlement administration environment, preferably in local government
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 Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; having integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions
Conduct regular surveys to determine the location, origin and extent of conditions prevailing in each informal settlement
Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the City
Prepare specifications for the procurement of service providers to ensure the successful execution of informal settlements management

Prepare contracts and ensure project and contract management for the successful execution of informal settlements management
Appoint and manage contractors for the relocation and grading of access roads and internal streets in informal settlements as and when required
Prepare and implement the budget and expenditure management for informal settlements management
Manage and supervise the community liaison officer, senior administrative officer and administrative officer responsible for informal settlements
Inform and oversee the implementation of standard operating procedures, systems and processes for the successful execution of informal settlements management
Coordinate teams for the successful implementation of the resettlement plan
Help the deputy director, director and divisional head respond to enquiries from Council committees, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organs of state, media and other legal matters (this includes enquiries from Section 79 committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998))
Manage the informal settlements database in line with the National Housing Needs Register, list of hostel residents and list of backyard dwellers
Work closely with the formalisation team to implement the resettlement plan
Coordinate stakeholders and intergovernmental relations in relation to informal settlements management in terms of the Constitution of the Republic of South Africa, 1996
Assist in monitoring risks, resolving issues and ensuring compliance with relevant policies and regulations regarding informal settlements management
Facilitate effective communication and collaboration among project teams, stakeholders and partners

SAP	S70028158
New/natural attrition	Natural attrition
Enquiries	Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations
Section: Community Services
Location: Region 6

Re-advertisement

Reference number **SDTM1414-6-2026**

Position **RELATION 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 T6

Scale R227 508,00 – R315 984,00 per annum

Estimated remuneration package R322 542,00 – R435 155,00 per annum

Job purpose

To provide effective property and facilities management support by maintaining access control procedures, ensuring efficient tenant management, coordinating the day-to-day operations of the hostel and maintaining high standards of cleanliness, safety and functionality throughout the premises

Appointment requirements

Grade 10
At least six months' relevant experience in a human settlements or security environment
Physical fitness and health
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 high ethical standards and unquestionable integrity; good verbal and written communication skills; strong interpersonal and relationship management skills; ability to work effectively as part of a team and contribute positively to team objectives; ability to pay attention to detail and accuracy; ability to be professional at all times; ability to perform effectively under pressure and in demanding situations; ability to meet deadlines and manage multiple tasks simultaneously; strong administrative and record-keeping skills

Primary functions

Monitor and control the entry and exit of residents, visitors and service providers
Maintain visitor registers and ensure compliance with hostel access procedures
Safeguard hostel assets and property through effective access control measures
Allocate hostel accommodation units to residents in accordance with approved policies and procedures
Maintain accurate occupancy records and allocation registers
Facilitate resident allocations and departures
Perform regular inspections and patrols of hostel facilities and surrounding areas
Identify and report security, safety and operational risks

	Monitor compliance with hostel rules and regulations Ensure compliance with municipal by-laws, hostel policies and house rules Address non-compliance and escalate violations through the appropriate channels Promote a safe, orderly and disciplined living environment Conduct routine inspections to identify maintenance and repair requirements Report facility defects, damages and service interruptions promptly Follow up on reported maintenance issues to ensure timely resolution Serve as a communication link between residents, management, service providers and relevant stakeholders Attend to resident queries, complaints and service requests Facilitate effective communication regarding hostel operations and services Monitor and supervise the performance of general workers and other service providers to ensure that cleanliness and maintenance standards are met Provide guidance and support to residents on hostel rules and operational procedures Promote harmonious relationships and ensure adherence to established standards and regulations
SAP	S70030175
New/natural attrition	Natural attrition
Enquiries	Michelle Hendricks (012 358 4971) or Sarah Shiburi (012 358 8237)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations – Region 1
Section: Community Services
Location: Ga-Rankuwa

Reference number **SDTM1415-1-2026**

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 provide an administrative support service to the beneficiary administration and conveyancing section

Appointment requirements
Grade 12
At least six months' experience in a housing and human settlements environment
Computer literacy
Must undergo a criminal record check and such a person should allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good written and verbal communication skills; capacity to plan and prioritise tasks in a systematic manner; ability to work under pressure; good written and verbal communication skills; ability to work in a group; ability to be assertive in dealing and liaising with the public

Primary functions
Capture registrations on the National Housing Needs Register
Capture subsidy applications on the housing subsidy system
Provide a logistical and administrative support service
Provide an enquiry and information service to clients
Maintain the filing system
Issue title deeds
Complete subsidy application forms
Provide a typing service

SAP S70021521

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237)

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