



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, physical 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 be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

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>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (not to be confused with e-Tshwane) (e-Recruitment is also located under both the *E-services* and the *Careers* links)

Closing date: 5 February 2025
(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

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Resorts Operations

Location: Tshwane regions

Reference number	AEMA218-2024										
Position	RESORT SUPERINTENDENT (3 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male									
Job level	T11										
Scale	R376 152,00 – R522 420,00 per annum										
Estimated remuneration package	R510 705,00 – R696 877,00 per annum										
Job purpose	To promote the effective functioning of the department by rendering, supplying and managing leisure facilities and activities by means of a resort and caravan park to the public										
Appointment requirements	<p>Grade 12</p> <p>A post-matric qualification will be an added advantage</p> <p>At least two years' relevant experience in a resort environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Ability to pay attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills; budget management skills; project management skills; good business acumen; ability to work independently; being assertive in dealing and liaising with the public; ability to work under pressure										
Primary functions	<p>Establish a resort and caravan park or camp site service</p> <p>Assist and ensure that the resort is managed properly</p> <p>Assist and promote financial control</p> <p>Assist with the determination of leisure needs of the community</p> <p>Assist with the promotion of resort services and facilities</p> <p>Assist with the general administration and management of the resort</p> <p>Assist with the implementation of a network of information about resorts and leisure facilities</p>										
SAP	S70073128; S70056484; S70094877										
New/natural attrition	Natural attrition										
Enquiries	Gwen Ntsoeng (012 358 8480) or F Tshivhase (012 358 1459)										

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Section: Waste Management (regional)

Location: Tshwane regions

Reference number	AEMA219-2024										
Position	AREA INSPECTOR (5 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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Job level	T12										
Scale	R421 284,00 – R585 120,00 per annum										
Estimated remuneration package	R568 150,00 – R776 683,00 per annum										
Job purpose	To inspect and monitor designated areas concerning refuse removal, street cleaning, illegal dumping hotspots, open stands and public areas, and to attend to public complaints within Tshwane										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position</p> <p>BSc Environmental Management or a qualification in Environmental Health will be an added advantage</p> <p>At least three years' relevant experience in a waste management environment of which at least one year should be at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Good communication skills; good managerial skills; ability to work under pressure; ability to work in a team; ability to liaise with external stakeholders; good problem-solving skills, good report writing skills										
Primary functions	<p>Identify and monitor problem areas in relation to litter picking, street cleaning and illegal dumping removal services</p> <p>Periodically review and update waste management plans to align with operational demands</p> <p>Promote a clean and healthy environment by conducting clean-up and awareness campaigns and promoting waste minimisation initiatives</p> <p>Ensure the rendering of adequate refuse removal services, in accordance with service standards</p> <p>Ensure the optimum use of refuse removal vehicles, yellow plant and equipment</p> <p>Conduct regular inspections to ensure the efficient use of waste management resources allocated</p> <p>Inspect premises to determine type and level of waste management service required</p> <p>Attend to, investigate and resolve complaints</p> <p>Enforce applicable laws and regulations pertaining to waste management</p>										

Enforce the Solid Waste By-law and issue notices and fines
Perform administrative functions relating to the section

SAP S70021420; S70022528; S70024695; S70027359; S70027260

New/natural attrition Natural attrition

Enquiries Gwen Ntsoeng (012 358 8480)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Location: Landfills and Transfer Station Management

Reference number	AEMA220-2024				
Position	CARETAKER (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T6				
Scale	R213 444,00 – R296 448,00 per annum				
Estimated remuneration package	R303 608,00 – R409 257,00 per annum				
Job purpose	To performing duties related to the operational activities of landfills and transfer station sites				
Appointment requirements	Grade 12 At least one year's relevant experience in landfill and transfer station operations and management A valid driving licence Computer literacy Willingness and ability to work shifts				
Personal attributes and/or competencies	Ability to read and write; good communication skills; ability to work under pressure; ability to work as part of a team; ability to liaise with external stakeholders; good problem-solving skills; good report writing skills				
Primary function	Ensure proper operations and management of disposal sites to ensure adherence to permit conditions and applicable regulatory framework Ensure daily processing, covering and compaction of waste cells Ensure management and supervision of equipment allocated on-site Ensure management and maintenance of disposal facility infrastructure Provide supervisory functions to personnel allocated on-site Manage waste recycling activities at disposal sites Attend to and investigate complaints and incidences relating to disposal site operations Report any form of non-compliance to the immediate supervisor Adhere to occupational health and safety requirements during operations at landfill sites Render all administrative functions relating to operations and the management of disposal facilities				
SAP	S70002940; S70002883				
New/natural attrition	Natural attrition				
Enquiries	Gwen Ntsoeng (012 358 8480)				

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Resorts Operations

Location: Resorts

Reference number	AEMA221-2024										
Position	CASHIER (4 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T7										
Scale	R239 052,00 – R332 016,00 per annum										
Estimated remuneration package	R336 203,00 – R454 528,00 per annum										
Job purpose	To perform tasks and activities associated with receiving and collecting revenue for services or products from the public, and reconciling total collections against receipts and preparing schedules for verification for bank deposits										
Appointment requirements	Grade 12 with Accounting and/or Maths as subjects At least one year's relevant experience as a cashier Must undergo vetting Computer literacy										
Personal attributes and/or competencies	Ability to pay attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills										
Primary functions	Receive cash Reconcile cash Conduct document and records management Conduct customer relations services										
SAP	S70024537; S70024530; S70024529; S70029781										
New/natural attrition	Natural attrition										
Enquiries	Gwen Ntsoeng (012 358 8480)										

Provide GIS and administrative support services towards the effective and efficient functioning of the environmental planning function
Participate in the compilation, expansion and updating of the City's open space management policies
Ensure the consideration and integration of sensitive environments and open space factors within development initiatives
Secure future open space resources
Assist the deputy directors and director in the compilation of any form of strategic open space resource investigation, assessment, study, framework, policy or strategy

SAP

S70002352

**New/natural
attrition**

Natural attrition

Enquiries

Gwen Ntsoeng (012 358 8480)

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Section: Waste Management (Landfills and Transfer Station Management)

Location: Landfills and transfer sites (all regions)

Reference number	AEMA223-2024				
Position	GENERAL WORKER (10 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T1				
Scale	R150 048,00 – R175 368,00 per annum				
Estimated remuneration package	R222 917,00 – R255 145,00 per annum				
Job purpose	To assist in ensuring that the landfill site or transfer station is operated in accordance with the permit conditions by ensuring the cleanliness of the site, inspecting incoming waste, directing vehicles to offload at designated areas, and cleaning and maintaining offices, access routes, infrastructure and/or equipment on-site				
Appointment requirements	Ability to perform duties Basic literacy Related experience in waste management will be an added advantage Ability to do physical work for continuous period in hard conditions The candidate is expected to work shift hours as determined by management				
Personal attributes and/or competencies	Willingness to accept responsibility; physical fitness and good health; ability to work under pressure; ability to work in a group; good communication skills				
Primary functions	Ensure that the landfill or garden sites comply with permit conditions and are always kept clean Clean and maintain offices and any site infrastructure and equipment Ensure that all access roads are kept clean from windblown litter and other debris deposited alongside the road Ensure that storm water channels and trenches are not blocked and kept clean Clean and remove weeds as and when required Inspect incoming vehicles to ensure that waste transported is authorised on-site Direct incoming vehicles to dump at designated areas on the site Report incidences and/or any non-compliance to immediate supervisor Always adhere to occupational health and safety regulations				
SAP	S70002849; S70002842; S70002802; S70002821; S70002841; S70002839; S70024883; S70002416; S70030138; S70027283				
New/natural attrition	Natural attrition				
Enquiries	Gwen Ntsoeng (012 358 8480)				

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Nature Conservation Operations

Location: Nature conservation resorts

Reference number	AEMA224-2024										
Position	DEPUTY DIRECTOR: NATURE CONSERVATION (2 POSTS)										
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Job level	T17										
Scale	R742 440,00 – R1 031 148,00 per annum										
Estimated remuneration package	R1 116 014,00 – R1 483 486,00 per annum										
Job purpose	To ensure the sustainable use of urban nature areas through eco-tourism and to conserve all biodiversity assets and priority areas within Tshwane in line with legislative provisions, including the National Environmental Management Act, 1998 (Act 107 of 1998) and its regulations, the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004), the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003) and provincial ordinances										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Nature Conservation, Environmental Management or any other study field related to the position</p> <p>At least eight years' working experience within the nature, environmental or biodiversity management sector of which four years should be at management level</p> <p>A valid driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; ability to do presentations										
Primary functions	<p>Render a biodiversity and urban nature conservation operations function</p> <p>Manage nature reserves, bird sanctuaries and nature areas according to legislation and accepted wildlife management ideals</p> <p>Exercise alien plant control throughout Tshwane</p> <p>Attend to problem animals and provide the public with information</p> <p>Execute generic financial functions (capex and opex)</p> <p>Conduct general administration related to the section</p>										
SAP	S70002500; S70002489										
New/natural attrition	Natural attrition										
Enquiries	Gwen Ntsoeng (012 358 8480)										

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Environmental Planning and Open Space Management

Location: Tshwane House

Reference number	AEMA225-2024										
Position	DEPUTY DIRECTOR: LANDSCAPE AND URBAN DESIGN										
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Job level	T17										
Scale	R742 440,00 – R1 031 148,00 per annum										
Estimated remuneration package	R1 116 014,00 – R1 483 486,00 per annum										
Job purpose	To lead the subsection responsible for delivering full professional landscape architectural services in Tshwane and to ensure that there is appropriate strategic planning, detail design and development of landscape-related projects										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Landscape Architecture</p> <p>A postgraduate degree in Landscape Architecture will be an added advantage</p> <p>Registration as a Professional Landscape Architect with the South African Council for the Landscape Architectural Profession (SACLAP)</p> <p>At least eight years' relevant experience in professional landscape architectural services of which at least four years should be at managerial level</p> <p>A valid driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	<p>Planning and organising skills: ability to plan and organise the work unit using goal setting, objectives and targets, and creating work schedules and work plans with associated resources and budgets according to the City's procedures in order to achieve the tasks, functions and results of the work unit; problem-solving skills: ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner and be aware of consequences and implications; direction setting skills; ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to goals; facility-specific skills: shows a satisfactory level of technical skills, knowledge, experience and education relevant to community facilities; integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; negotiating skills; business acumen; leadership skills; project management skills; communication skills; budget management skills; ability to do presentations; working knowledge and operational application of legislation, including the National Environmental Management Act, 1998 (Act 107 of 1998) (and relevant provincial legislation), the Spatial Planning and Land Use Management Act, 2013 (Act 16 of</p>										

2013), the City of Tshwane Land Use Management By-law 2016 (amended 2024) and the Tshwane Land Use Scheme, 2024

Primary functions

Conduct management and administration of the subsection
Conduct landscape and urban design
Supervise officials within the section for the compilation of landscape frameworks, master plans and open resource layouts
Compile landscape frameworks, master plans and open resource layouts
Compile landscape development policies, guidelines and similar documents aimed at ensuring improved implementation of municipal regulatory documents related to landscape architectural functions and the environment of Tshwane
Participate in the strategic planning of open space resources by making landscape and urban streetscape design inputs on policies, by-laws and other strategic planning documents
Develop impact management by ensuring the consideration and integration of sensitive environments and open space factors within development initiatives
Provide specialist landscape architectural services by planning, designing and managing landscape, streetscape and/or open space projects
Review landscape development plans submitted to the City through the building control site development plan application process against set landscape and urban streetscape design requirements
Carry out site inspections to ensure compliance with conditions of approval and issue a compliance certificate
Attend meetings and comment on relevant documentation, at all times providing input specifically relating to site and landscape development plans

SAP

S70002339

New/natural attrition

Natural attrition

Enquiries

Gwen Ntsoeng (012 358 8480)

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