



INTERNAL/EXTERNAL JOB FORUM

ERRATUM – CLOSING DATE

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 also 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 in this job forum on a permanent basis.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and 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: 7 May 2025
(Online applications 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 here – it will not be accepted.

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

Reference number **CSHS403-2025**

Position **DIRECTOR: HUMAN CAPITAL PROVISION AND MAINTENANCE**

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

Job level T18

Scale R844 008,00 – R1 172 220,00 per annum

Estimated remuneration package R1 245 291,00 – R1 663 044,00 per annum

Job purpose To plan, manage and direct human capital provision and maintenance initiatives and functions, including human resources acquisition, benefits administration, salary administration and master data and auxiliary services

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

Competency requirements of the post Sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the

department and monitor compliance with same as dictated by group policy; knowledge of principles and practices of project management; ability to work long hours and meet deadlines; physical health; ability to visit outside the workplace when needed or attending meetings after hours; ability to develop communication for various audiences; ability to read situations, interest positions and respond appropriately; ability to communicate sensitive or controversial information effectively; ability to communicate effectively at senior level; ability to handle sensitive one-on-one discussions effectively; ability to anticipate organisational problems and strategise to counteract potential impact; ability to grasp and articulate the municipality's vision and mission and its implications; ability to maintain clear focus on long-term goals and consider alternatives; forward thinking skills; ability to produce innovative ideas

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| Primary functions | <p>Execute generic planning functions</p> <p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Oversee human capital provision and maintenance core business activities</p> |
| SAP | S70016041 |
| New/natural attrition | Natural attrition |
| Enquiries | Lucas Qakaza (012 358 2518) or Thobela Javu (012 358 6244) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

Reference number **CSHS404-2025**

Position **FUNCTIONAL HEAD: BENEFITS AND FUNDS**

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| To be advertised | Internal | External |
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| 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 |
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Job level T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To coordinate specific human resources administrative functions and attend to the general applications and interventions associated with the functionality in order to ensure that adequate guidance and support is made available to employees with respect to comprehending and understanding organisational and legislative procedures related to their employment, benefits and funds

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources or any other study field related to the position
At least six years' relevant experience in a human resources 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 Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Execute supervisory functions
Execute functions pertaining to conditions of service administration, benefits administration, funds administration, allowances administration, corporate leave management and human resources information administration

SAP S70016062

New/natural attrition Natural attrition

Enquiries Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Organisational Development and Efficiency – Organisational Design

Location: Pretoria Central

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|--|--|---|--|--|--|
| Reference number | CSHS405-2025 | | | | |
| Position | DEPUTY DIRECTOR: ORGANISATIONAL DESIGN | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| This position seeks to attract | <div>African female</div> <div>Indian male</div> | <div>African male</div> <div>White female</div> | <div>Coloured female</div> <div>White male</div> | <div>Coloured male</div> <div>Person with disability</div> | <div>Indian female</div> <div>All categories</div> |
| Job level | T17 | | | | |
| Scale | R753 588,00 – R1 046 616,00 per annum | | | | |
| Estimated remuneration package | R1 129 003,00 – R1 501 973,00 per annum | | | | |
| Job purpose | To execute, facilitate and ensure organisational design and productivity improvement services in the various clusters in the City of Tshwane | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Operations Management, Industrial Engineering, Management Services or any other study field related to the position</p> <p>At least eight years' relevant working experience in organisational design</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p> | | | | |
| Personal attributes and/or competencies | Report writing skills; Visio Org Design application skills, integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility | | | | |
| Primary functions | <p>Execute and facilitate organisational structure design and implementation</p> <p>Execute and facilitate organisational architecture maintenance</p> <p>Execute and facilitate organisational productivity improvement</p> <p>Conduct innovation and best practices research</p> <p>Execute generic personnel management functions</p> | | | | |
| SAP | S70054269 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Lucas Qakaza (012 358 2518) | | | | |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Strategic and Operational Support Services
Location: Pretoria Central

Reference number **CSHS406-2025**

Position **KEY ACCOUNT SPECIALIST (3 POSTS)**

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| To be advertised | Internal | External |
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| 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 |
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Job level T17

Scale R753 588,00 – R1 046 616,00 per annum

Estimated remuneration package R1 129 003,00 – R1 501 973,00 per annum

Job purpose To provide a specialist human resources operations service for client departments and regions in support of the City of Tshwane's strategic objectives

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resources or any other study field related to the position
At least eight years' relevant working experience in a human resources operations support 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 Physically healthy; ability to work long hours and meet deadlines; ability to visit outside the workplace if and when needed or attending meetings after hours
Planning and organising: Identify and act on opportunities to partner with other municipal departments to achieve desired results; develop partnership agreements that ensure win outcomes for all parties; project and forecast short-, medium- and long-term needs of the municipality
Human resources service delivery: Ensure sustainability of human resources practices within the municipality; plan and implement human resources service delivery in line with the municipality's internal and external operating environment, business and capability needs for today and the future; support the effective management of human resources in the municipality by means of an effective human resources service delivery model and system; establish functional standards for accurate human resources record-keeping and administration; measure employee engagement and

satisfaction with the delivery of human resources services; design, implement and review human resources policies

Communication: Develop communication for various audiences; ability to read situations, interest positions and respond appropriately; communicate sensitive or controversial information effectively; communicate effectively at senior level; handle sensitive one-on-one discussions effectively; use appropriate language and style to capture the attention of the audience

Problem solving and analysis: Anticipate organisational problems and strategies to counteract potential impact

Direction setting: Grasp and articulate the municipality's vision and mission and its implications; maintain a clear focus on long-term goals and consider alternatives; be forward thinking and produce innovative ideas

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| Primary functions | Execute generic management functions Execute generic financial functions Manage and coordinate staffing processes Manage the administration of employee benefits and conditions of service Ensure the implementation of human resources strategies Provide generic human resources administration support Conduct effective resignation payment administration Conduct effective sundry termination payment operations Manage, control and supervise staff, ensuring achievement of objectives Ensure understanding of legal implications by staff and self for effective payment of terminating staff to avoid fruitless expenditure |
| SAP | S70016265; S70044680; S70016261 |
| New/natural attrition | Natural attrition |
| Enquiries | A Singo (012 358 3889) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

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|--|---|--|--|--|--|
| Reference number | CSHS407-2025 | | | | |
| Position | HUMAN CAPITAL PROCESSOR (BENEFITS – ALLOWANCES) | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| This position seeks to attract | <div>African female</div> <div>African male</div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> <div>Indian male</div> <div>White female</div> <div>White male</div> <div>Person with disability</div> <div>All categories</div> | | | | |
| Job level | T11 | | | | |
| Scale | R381 804,00 – R530 268,00 per annum | | | | |
| Estimated remuneration package | R517 899,00 – R706 866,00 per annum | | | | |
| Job purpose | To render an efficient administrative service involving homeowners' allowance, housing allowance and pension-backed home loans | | | | |
| Appointment requirements | Grade 12 At least two years' relevant experience in a human resources environment Experience in benefits administration 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 | Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability and ethical conduct; problem solving and analysis skills | | | | |
| Primary functions | Administer and register homeowners' allowance, housing allowance and pension fund loans Handle queries and provide advice Administer bond rejections Administer rental subsidy and housing allowance according to the policy Receive application forms for rental subsidy from employees Receive application forms for housing subsidy from employees Verify documents and attachments for correctness Check the information on the application form against the policy guidelines Capture the information on the SAP system File application forms electronically | | | | |

Receive annual statements from employees and process according to circulars
Respond to enquiries from employees, City departments and external service providers
Assist with induction when requested
Resolve allowance-related matters for salary runs
Ensure accuracy of pension-backed home allowance employment confirmations

SAP

S70016069

**New/natural
attrition**

Natural attrition

Enquiries

Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

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|--|---|--|--|--|--|
| Reference number | CSHS415-2025 | | | | |
| Position | HUMAN CAPITAL PROCESSOR (BENEFITS – TRANSPORT) | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| This position seeks to attract | <div>African female</div> <div>African male</div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> <div>Indian male</div> <div>White female</div> <div>White male</div> <div>Person with disability</div> <div>All categories</div> | | | | |
| Job level | T11 | | | | |
| Scale | R381 804,00 – R530 268,00 per annum | | | | |
| Estimated remuneration package | R517 899,00 – R706 866,00 per annum | | | | |
| Job purpose | To render an efficient administrative service involving transport allowance | | | | |
| Appointment requirements | Grade 12 At least two years' relevant experience in a human resources environment Experience in the administration of transport allowance 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 | Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability and ethical conduct; problem solving and analysis skills | | | | |
| Primary functions | Administer transport allowance Ensure personal to incumbent transport allowance accuracy Handle transport allowance enquiries Execute relief duties when requested by the supervisor at inductions or campaign activities Administer rectifications to transport allowance discrepancies Process the termination of transport allowance received from departments Administer the process of acknowledgement of debt according to Council policy | | | | |
| SAP | S70016076 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Lucas Qakaza (012 358 2518) | | | | |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

Reference number **CSHS416-2025**

Position **HUMAN CAPITAL PROCESSOR (BENEFITS - LEAVE)**

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| To be advertised | Internal | External |
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| 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 |
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Job level T11

Scale R381 804,00 – R530 268,00 per annum

Estimated remuneration package R517 899,00 – R706 866,00 per annum

Job purpose To render an efficient administrative service involving leave management

Appointment requirements

Grade 12
At least two years' relevant experience in a human resources environment
Relevant experience in leave management 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

Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; accountability and ethical conduct; problem solving and analysis skills

Primary functions

Make copies of documents
File documents electronically
File captured leave forms and daily input report
File created leave cards in the card cabinet in numerical order
File leave cards of separate personnel in the card cabinet in numerical order
Receive, sort and endorse mail received from different departments
Check documents for compliance with the policy
Return documents with errors or lacking information to departments
Record encashment in the encashment book
Record any resignations in the resignation book
Process declarations
Process encashment of accrued vacation leave

Process encashment of accrued vacation leave for payment of water and lights accounts according to the policy
 Execute approved cash focus
 Capture vacation leave, unpaid leave, sick leave, injury on duty leave, study leave, examination leave and special leave on the SAP system
 Executive quota corrections
 Reconcile leave credits daily
 Correct incorrect leave credits on the system
 Correct leave quota when an employee resigns
 Create recovery loans due to insufficient leave credits

SAP S70016092

New/natural attrition Natural attrition

Enquiries Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Strategic and Operational Support Services
Location: Tshwane House

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|--|---|--|--|--|--|
| Reference number | CSHS408-2025 | | | | |
| Position | HUMAN CAPITAL OFFICER | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| This position seeks to attract | <div>African female</div> <div>Indian male</div> <div>African male</div> <div>White female</div> <div>Coloured female</div> <div>White male</div> <div>Coloured male</div> <div>Person with disability</div> <div>Indian female</div> <div>All categories</div> | | | | |
| Job level | T12 | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | |
| Job purpose | To manage, maintain and oversee all administrative duties executed by senior administrative officers necessary to support the rendering of an efficient human capital strategic and operational support function per service group | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position</p> <p>At least three years' relevant working experience in a human resources support environment</p> <p>Supervisory experience will be an added advantage</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p> | | | | |
| Personal attributes and/or competencies | Ability to understand how a human resources department functions; basic knowledge of the City of Tshwane; basic industry knowledge; knowledge of the City's priorities and goals; ability to operate within the City's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; displays an adequate understanding of the roles and responsibilities of human resources within the City; ability to understand the links between people, systems, practices and policy and how these contribute to the City's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions | | | | |
| Primary functions | Conduct human capital strategic and operational support function enquiries and liaise with departments | | | | |

Manage, maintain and oversee captured information on the SAP HCM/Payroll system
Supervise the effective appointment, promotion, transfer and secondment of all City of Tshwane officials, office-bearers and Section 57 employees
Supervise termination processes performed by the section

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| SAP | S70016101 |
| New/natural attrition | Natural attrition |
| Enquiries | Lucas Qakaza (012 358 2518) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Change Management

Location: Tshwane House

Reference number CSHS409-2025

Position CHANGE MANAGEMENT OFFICER

To be advertised Internal External

This position seeks to attract

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|----------------|--------------|-----------------|------------------------|----------------|
| 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 R427 608,00 – R593 904,00 per annum

Estimated remuneration package R576 199,00 – R787 863,00 per annum

Job purpose To render a change management function

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position

At least three years' relevant working experience in a change management 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

Organisational awareness: Understand how a human resources department functions; basic knowledge of the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery

Consulting: Able to identify internal and external stakeholders relevant to projects; show confidence in engaging with internal and external stakeholders; communicate effectively; accurately capture details of meetings and proceedings for formal record

Change management: Able to understand change drivers, clarify issues and provide direction in simple change management process; aid with the initiation and management of change processes that have a low risk and impact in a localised context (sections and departments); assist in brainstorming ways of minimising resistance to change and make appropriate recommendations; communicate the need for change in the change process effectively; promote change as an opportunity rather than a threat; show empathy in dealing with individuals struggling to overcome resistance to change

Communication: Demonstrate effective oral and written communication; communicate effectively with colleagues and clients

Problem solving and analysis: Explain potential impact of problems to own working environment; demonstrate logical problem-solving approach and provide rationale for proposed solutions; determine root causes of problems and evaluate whether solutions address root causes

Primary functions

Conduct assessment of organisational culture
Measure organisational culture
Perform audit of organisational culture
Assist in the management of change
Conduct stakeholder analysis
Review changing communication effectiveness

SAP

S70016490

New/natural attrition

Natural attrition

Enquiries

Elmarie Meyer (012 358 4664)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

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|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS410-2025 | | | | |
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – ELECTRICAL | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| 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 | T12 | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | |
| Job purpose | To provide competency training to apprentice artisans to enable them to become fully qualified in an electrician trade | | | | |
| Appointment requirements | <p>An appropriate career-related qualification (N5/N6) or equivalent qualification</p> <p>Trade certificate as an Electrician (red seal)</p> <p>Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage</p> <p>At least three years' relevant working experience in a technical training environment</p> <p>Supervisory experience can be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p> | | | | |
| Personal attributes and/or competencies | <p>Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; ability to operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions</p> | | | | |

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|------------------------------|---|
| Primary functions | Conduct operational staff skills development |
| | Conduct operational staff capacity development |
| | Provide operational job-related technical training |
| | Provide operational VEM (vehicle, equipment and machinery) training |
| | Provide course content development and maintenance |
| SAP | S70016329 |
| New/natural attrition | Natural attrition |
| Enquiries | Magomarela Ramaube (012 358 0111) or Lucas Qakaza (012 358 2518) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

| | | | | | |
|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS411-2025 | | | | |
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – WELDING | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| 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 | T12 | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | |
| Job purpose | To provide competency training to apprentice artisans to enable them to become fully qualified in a welding trade | | | | |
| Appointment requirements | <p>An appropriate career-related qualification (N5/N6) or equivalent qualification</p> <p>Trade certificate as a Welder (red seal)</p> <p>Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage</p> <p>At least three years' relevant working experience in a technical training environment</p> <p>Supervisor experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p> | | | | |
| Personal attributes and/or competencies | <p>Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; ability to operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions</p> | | | | |

| | |
|------------------------------|---|
| Primary functions | Conduct operational staff skills development |
| | Conduct operational staff capacity development |
| | Provide operational job-related technical training |
| | Provide operational VEM (vehicle, equipment and machinery) training |
| | Provide course content development and maintenance |
| SAP | S70016335 |
| New/natural attrition | Natural attrition |
| Enquiries | Magomarela Ramaube (012 358 0111) or Lucas Qakaza (012 358 2518) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

| | | | | | |
|--|---|--|--|--|--|
| Reference number | CSHS412-2025 | | | | |
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – BOILERMAKING | | | | |
| To be advertised | <div>Internal</div> <div>External</div> | | | | |
| This position seeks to attract | <div>African female</div> <div>Indian male</div> <div>African male</div> <div>White female</div> <div>Coloured female</div> <div>White male</div> <div>Coloured male</div> <div>Person with disability</div> <div>Indian female</div> <div>All categories</div> | | | | |
| Job level | T12 | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | |
| Job purpose | To provide competency training to apprentice artisans to enable them to become fully qualified in a boilermaker trade | | | | |
| Appointment requirements | <p>An appropriate career-related qualification (N5/N6) or equivalent qualification Trade certificate as a Boilermaker (red seal) Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage At least three years' relevant working experience in a technical training 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</p> | | | | |
| Personal attributes and/or competencies | <p>Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality's priorities and goals; ability to operate within the municipality's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions</p> | | | | |

| | |
|------------------------------|---|
| Primary functions | Conduct operational staff skills development Conduct operational staff capacity development Provide operational job-related technical training Provide operational VEM (vehicle, equipment and machinery) training Provide course content development and maintenance |
| SAP | S70094475 |
| New/natural attrition | Natural attrition |
| Enquiries | Magomarela Ramaube (012 358 0111) or Lucas Qakaza (012 358 2518) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

Re-advertisement

| Reference number | CSHS413-2025 | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------|------------------------|----------------|--|----------|--|----------|--|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) – MOTOR MECHANIC | | | | | | | | | | | | | | | | | | | |
| To be advertised | <table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table> | | | | | Internal | | External | | | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| Internal | | External | | | | | | | | | | | | | | | | | | |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | | | | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | | | | | | | | | | |
| This position seeks to attract | | | | | | | | | | | | | | | | | | | | |
| Job level | T12 | | | | | | | | | | | | | | | | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | | | | | | | | | | | | | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | | | | | | | | | | | | | | | | |
| Job purpose | To provide competency training to apprentice artisans to enable them to become fully qualified in a motor mechanic trade | | | | | | | | | | | | | | | | | | | |
| Appointment requirements | An appropriate career-related qualification (N5/N6) or equivalent qualification Trade certificate as a Motor Mechanic (petrol and diesel) (red seal) Qualified Education, Training and Development Practitioner (ETDP) will be an added advantage At least three years’ relevant working experience in a technical training 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 | Understanding of how a human resources department functions; basic knowledge about the municipality; basic industry knowledge; knowledge of the municipality’s priorities and goals; ability to operate within the municipality’s policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; adequate understanding of the roles and responsibilities of human resources within the municipality; ability to understand links between people, systems, practices and policy and how this contributes to the municipality’s success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and | | | | | | | | | | | | | | | | | | | |

responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions

| | |
|------------------------------|---|
| Primary functions | Conduct operational staff skills development Conduct operational staff capacity development Provide operational job-related technical training Provide operational VEM (vehicle, equipment and machinery) training Provide course content development and maintenance |
| SAP | S70016331 |
| New/natural attrition | Natural attrition |
| Enquiries | Magomarela Ramaube (012 358 0111) or Lucas Qakaza (012 358 2518) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Discipline Management

Location: Pretoria Central

Reference number CSHS414-2025

Position DIRECTOR: DISCIPLINE MANAGEMENT

To be advertised

| | |
|----------|----------|
| Internal | External |
|----------|----------|

This position seeks to attract

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

Job level T18

Scale R844 008,00 – R1 172 220,00 per annum

Estimated remuneration package R1 245 291,00 – R1 663 044,00 per annum

Job purpose To oversee the effective management of the Discipline Management Directorate in the City of Tshwane

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma)

At least nine years' relevant working experience in discipline management and presenting cases at disciplinary hearings, the Bargaining Council, Commission for Conciliation, Mediation and Arbitration (CCMA) or Labour Court, of which at least four years should be at management level

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

Good understanding of the policies, collective agreements and legislation that govern disciplinary matters at local government level; strategic and leadership capabilities; strategic planning and execution skills; presentation and communication skills; problem-solving skills; healthy person who has the ability to work long hours and meet deadlines; ability to visit offices within the City of Tshwane metropolitan area when needed or attending meetings after hours; sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human

capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions, the public and relevant stakeholders; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance with same as dictated by group policy; knowledge of principles and practices of project management;

Primary functions

Define and adjust key performance indicators and job descriptions of personnel against service delivery imperatives

Evaluate the capability of prospective applicants and lead interview and selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional and technical skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitor the adequacy of current training interventions and report on impact after training

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Analyse employee attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Control expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verify and certify payments for progress on capital projects and service contracts

Analyse trends and operating requirements, forward plans to establish and determine funding and expenditure for the period, and consolidate the department's operating and capital budget

Evaluate the department's performance against the budget and address deviations and variances with appropriate personnel

Monitor and implement corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedure

Communicate with Council's Financial Section on audit findings and recommendations, and institute the necessary investigative or corrective measures

Maintain the section's asset register

Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans

Monitor progress of specific key performance indicators and measures

Ensure that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented

Analyse and align requirements with operating capacity and capability

Ensure that investigation reports received are processed and finalised

Ensure the effective prosecution of misconduct cases

Manage and implement strategic objectives and innovative interventions in the directorate
 Report on the performance of the directorate to the Divisional Head: Labour Relations Management
 Continuously develop technical expertise within the directorate to enhance the capacity of the unit
 Keep abreast of latest policy and legislative developments in the South African labour market
 Manage the resources within the directorate in an effective and efficient manner
 Implement effective talent management processes within the directorate, such as attraction, retention and development
 Provide professional advice to managers and employees

SAP

S70060353

New/natural attrition

Natural attrition

Enquiries

Ronald Oppelt (012 358 8535) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Operations Cluster

Location: Tshwane regions

Reference number EMSS179-2025

Position COMPANY COMMANDER (42 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

Indian female

Job level

T11

Scale

R381 804,00 – R530 268,00 per annum

Estimated remuneration package

R517 899,00 – R706 866,00 per annum

Job purpose

To perform various managerial, administrative and technical tasks associated with fire and rescue operations, fire station operations and maintenance, fire and life safety, command and control, and training activities on a shift basis

Appointment requirements

Grade 12

Second year of a National Diploma in Fire Technology (T2) or a Graduate Diploma in Fire Technology

Basic Life Support (BAA/BLS)

At least three years' continuous experience in operational fire services

A valid Code C driving licence

Must have reasonable levels of physical and medical fitness with no respiratory anomalies

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 to be assigned to any geographical fire station in Tshwane

Willingness and ability to work shifts, overtime, standby and after hours during weekends and public holidays with little or no notice

Personal attributes and/or competencies

Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extremely stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness; intelligence; patience; being energetic; innovative thinking skills; willingness to accept responsibility; negotiating skills; leadership skills; analytical skills; organisational skills; technical skills

| | |
|------------------------------|--|
| Primary functions | Combat and extinguish fires Render rescue services Handle hazardous material incidents Render special services Render humanitarian services Render emergency medical services Render urban search and rescue services Conduct daily tasks and activities |
| SAP | S70017780; S70018109; S70017764; S70018033; S70017719; S70018130; S70017727; S70017807; S70017909; S70018074; S70017952; S70018062; S70018049; S70018129; S70018020; S70017726; S70017914; S70017975; S70018097; S70095150; S70095151; S70095152; S70018048; S70018063; S70018081; S70018082; S70018116; S70018140; S70018204; S70018226; S70018239; S70018261; S70018262; S70018272; S70018279; S70018289; S70018295; S70018296; S70018306; S70009627; S70009636; S70019229 |
| New/natural attrition | Natural and new attrition |
| Enquiries | A Ndwamato (012 358 8637) or E Malomane (012 358 4603) |

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Training Academy

Location: Erasmuskloof Fire Station

Re-advertisement

| Reference number | EMSS180-2025 | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------|------------------------|----------------|--|----------|--|----------|--|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | TRAINING OFFICER (9 POSTS) | | | | | | | | | | | | | | | | | | | |
| To be advertised | <table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table> | | | | | Internal | | External | | | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| Internal | | External | | | | | | | | | | | | | | | | | | |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | | | | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | | | | | | | | | | |
| This position seeks to attract | | | | | | | | | | | | | | | | | | | | |
| Job level | T12 | | | | | | | | | | | | | | | | | | | |
| Scale | R427 608,00 – R593 904,00 per annum | | | | | | | | | | | | | | | | | | | |
| Estimated remuneration package | R576 199,00 – R787 863,00 per annum | | | | | | | | | | | | | | | | | | | |
| Job purpose | To design, deliver and assess comprehensive training programmes that equip firefighters and emergency responders with the necessary skills, knowledge and competencies to perform their duties safely and effectively | | | | | | | | | | | | | | | | | | | |
| Appointment requirements | Grade 12 National Diploma in Fire Technology, Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE) BTech or advanced diploma will be an added advantage Fire Service Instructor 1 Fire Service Instructor 2 will be an added advantage Facilitator Course will be an added advantage At least three to five years’ experience in a fire and rescue operational environment A valid Code C driving licence with valid PrDP 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 Willingness to be subjected to medical evaluation Willingness and ability to be on standby and work overtime after hours, on weekends and public holidays with little or no notice | | | | | | | | | | | | | | | | | | | |
| Personal attributes and/or competencies | Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills | | | | | | | | | | | | | | | | | | | |
| Primary functions | Conduct classroom and practical training on relevant training topics | | | | | | | | | | | | | | | | | | | |

Assist in the development and updating of training programmes and curriculums to meet the specific needs of the department
Evaluate the performance and competency of trainees through practical exercises, written exams and scenario-based assessments
Participate in public education programmes to teach fire safety to the community, schools and businesses

SAP S70019122; S70019123; S70019124; S70019133; S70019134; S70019135;
S70019137; S70019138; S70019139

New/natural attrition Natural attrition

Enquiries Agnes Ndwamato (012 358 8637) or Elsie Malomane (012 358 4603)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: N/A

Section: Management and Administrative Support

Location: Tshwane House

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|-------------------------------------|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CMED060-2025 | | | | |
| Position | SENIOR ADMINISTRATIVE OFFICER | | | | |
| 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 | T11 | | | | |
| Scale | R381 804,00 – R530 268,00 per annum | | | | |
| Estimated remuneration package | R517 899,00 – R706 866,00 per annum | | | | |
| Job purpose | To manage general administration in the department | | | | |
| Appointment requirements | Grade 12 At least two years’ relevant experience in administration Supervisory experience will be an added advantage A valid Code B driving licence 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 | | | | |
| Competency requirements of the post | Excellent communication skills; good organisational skills; ability to work systematically; ability to work as part of a team; good interpersonal relations | | | | |
| Primary functions | Ensure induction of new staff Handle all personnel-related queries Administer day-day auxiliary services Assist with asset management Handling occupational health and safety compliance matters Maintain all relevant procedures and ensure accessibility by all staff Oversee the procurement of goods and services within the section Oversee the management of assets within the section Assist with administration of occupational health and safety to ensure compliance Ensure coordination and integration of projects and programmes Develop an archive of appropriate templates | | | | |
| SAP | S70001946 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Faith Mangwegape (012 358 5350) | | | | |

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Marketing

Section: Integrated Marketing Services

Location: Tshwane House

Reference number CMED061-2025

Position FUNCTIONAL HEAD: INTERNAL MARKETING

| 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 T15

Scale R600 744,00 – R834 372,00 per annum

Estimated remuneration package R796 569,00 – R1 093 934,00 per annum

Job purpose To develop and implement strategic marketing plans to enhance employee engagement, promote the organisational culture and align internal stakeholders with the organisation's mission, vision and values

Appointment requirements

- An appropriate three-year career-related tertiary qualification (degree or national diploma) in Marketing or any other study field related to the position
- At least six years' relevant experience in a marketing and communication field
- 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

Planning and organising (project management) skills; ability to gather information, analyse issues and deal with complexity and ambiguity; ability to pay attention to detail; ability to work within a relatively structured environment; interpersonal and communication skills: ability to use technology; creativity and innovation skills

Primary functions

- Execute generic personnel management functions
- Executive internal marketing plans
- Implement employee engagement campaigns
- Ensure brand advocacy
- Create content
- Collaborate and coordinate with internal departments
- Oversee employee feedback, research and insights
- Manage internal events and initiatives

Ensure innovation and best practices

SAP

S70002008

**New/natural
attrition**

Natural attrition

Enquiries

Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Events Management

Section: Strategic Events

Location: Pretoria Central (Tshwane House)

Reference number CMED062-2025

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 R242 640,00 – R337 008,00 per annum

Estimated remuneration package R340 769,00 – R460 882,00 per annum

Job purpose To provide effective and efficient administrative support services

Appointment requirements

Grade 12

At least one year's relevant working experience in administrative support services

A valid Code B driving licence 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

Competency requirements of the post

Ability to plan activities and set goals; ability to apply the principles and practices of project management; good organisational skills; good written and verbal communication skills; presentation skills; interpersonal skills; ability to work under pressure: analytic thinking skills

Primary functions

Perform administrative functions related to the work in an office environment

Ensure effective and efficient logistical support services

Assist with compiling and processing various reports in compliance with regulations

Administer and monitor financial management support in order to ensure that finances are maintained in an accurate and timely manner

Provide secretariat services on an *ad hoc* basis

Ensure the effective and efficient control of procurements and payments

SAP S70002079

New/natural attrition Natural attrition

Enquiries Minky Matloa (012 358 6065) or Faith Mangwegape (012 358 5350)

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