



## 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.

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: 21 January 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](mailto:erecruithelp@tshwane.gov.za).  
Do not submit your application here – it will not be accepted.

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

**DEPARTMENT: GROUP PROPERTY**

**Division: Property Management Services**

**Section: Facilities Management and Office Accommodation**

**Location: All regions**

<b>Reference number</b>	<b>GPDD040-2025</b>
<b>Position</b>	<b>CLEANER (100 POSTS) (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF THREE YEARS)</b>
<b>To be advertised</b>	Internal External
<b>This position seeks to attract</b>	African female African male Coloured female Coloured male Indian female Indian male White female White male Person with disability All categories
<b>Salary</b>	R6 000 per month
<b>Job purpose</b>	To render a cleaning service and provide <i>ad hoc</i> removal services
<b>Appointment requirements</b>	Basic literacy with the ability to perform duties Relevant experience in providing cleaning services in an office environment will be an added advantage Physical fitness and good health with the ability to do physical work for continuous periods <b>Applicants must be willing to be placed or deployed anywhere in Tshwane, as required and determined by the departmental management</b>
<b>Personal attributes and/or competencies</b>	Good communication skills; being hard-working; ability to work as part of a team
<b>Primary functions</b>	Render cleaning services at various administrative buildings Clean offices, the office environment, passages and outside areas, including parking and other work areas, by sweeping, scrubbing, polishing, stripping, sealing and vacuuming Empty and clean bins and ashtrays Clean windows, walls, lifts, vehicles, stairways, toilets, washrooms, kitchens and office equipment Fill soap and paper holders and deo-blocks Collect recyclable paper within and for the City Provide <i>ad hoc</i> removal services on request <b>The duties and responsibilities listed in the job description may be changed at any time, depending upon the operational requirements of the employer, on the same job level and within the parameters of the discipline or distinct part of the organisational structure.</b>
<b>SAP</b>	To be determined
<b>New/natural attrition</b>	New
<b>Enquiries</b>	Seraj Khan (012 358 7675) or Wilheminah Bokaba (012 358 4947) ooOOOOoo

## **TO APPLY FOR POSITIONS, FOLLOW THESE EASY STEPS:**

**Step 1: Make sure you have an email address as you will need to use it to register with.**

**Step 2: Go to [www.tshwane.gov.za](http://www.tshwane.gov.za) and click on e-Services and then e-Recruitment. Opening screen will show four options: (1) HOW-TO (user guide with step-by-step instructions), (2) SEARCH (view vacancies currently open for application), (3) REGISTER (first-time users who need to register a profile), (4) LOG IN (users who already registered a profile and have created login details).**

**Step 3: Register your profile on the e-Recruitment system. Choose your own username and password and remember it or make a note as you will be using it a lot in future.**

**Step 4: Complete all the fields in your profile – especially compulsory fields marked with an asterisk (\*) – as this will be your CV with which you will be applying.**

**Step 5: Make sure that you are logged onto your profile with the username and password that you created.**

**Step 6: Go to “Employment Opportunities” or “Job Search” – click on START – and click on the position for which you want to apply and follow the prompts.**

**Step 7: Complete the Questionnaire and submit your application.**

**Remember about the User Guide with step-by-step instructions: Go to [www.tshwane.gov.za](http://www.tshwane.gov.za), click on e-Services and then e-Recruitment and click on option (1) HOW-TO.**

**If you still experience technical problems, you can send a screenshot with the error to [eRecruitHelp@tshwane.gov.za](mailto:eRecruitHelp@tshwane.gov.za) and ask for assistance. (Please note that this inbox is only monitored during working hours.) Do not submit your application here – it will not be accepted.**