



## 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 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 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: 11 March 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

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: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Operations Management**  
**Location: All regions**

**Re-advertisement**

<b>Reference number</b>	<b>SSDD030-2025</b>										
<b>Position</b>	<b>SUPERINTENDENT (WORKSHOP MANAGER)</b>										
<b>To be advertised</b>	<table style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	<b>All categories</b>							
<b>Job level</b>	T12										
<b>Scale</b>	R421 284,00 – R585 120,00 per annum										
<b>Estimated remuneration package</b>	R568 150,00 – R776 683,00 per annum										
<b>Job purpose</b>	To oversee the administering and management of vehicles, machinery and equipment repairs										
<b>Appointment requirements</b>	<p>Grade 12  N3 or N4 in Motor Mechanic or any other study field related to the position  Trade certificate obtained from any institution accredited by the Department of Higher Education as a diesel or petrol mechanic would be an added advantage  At least five years' relevant experience in a fleet mechanical maintenance environment, of which at least three years should be supervisory experience in the maintenance of vehicles  A valid Code B driving licence  Physical fitness and health  Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  Computer literacy  Proficiency in SAP S/4HANA will be an added advantage  <b>Willingness to work standby and overtime</b></p>										
<b>Personal attributes and/or competencies</b>	Strong technical knowledge of vehicles and mechanical systems; being responsible and reliable; analytical thinking skills; good interpersonal skills; problem-solving skills; ability to work under pressure; accuracy; ability to pay attention to detail; excellent verbal and written communication skills; physical fitness and health; assertive and decisive decision-making skills										



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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Operations Management**  
**Location: All regions**

**Re-advertisement**

**Reference number** SSDD031-2025

**Position** FOREMAN

**To be advertised** Internal External

**This position seeks to attract** African female African male Coloured female Coloured male Indian female  
Indian male White female White male Person with disability **All categories**

**Job level** T11

**Scale** R376 152,00 – R522 420,00 per annum

**Estimated remuneration package** R510 705,00 – R696 877,00 per annum

**Job purpose** To manage the daily repair of vehicles, machinery and equipment

**Appointment requirements** Grade 12  
N2 in Motor Mechanic or equivalent qualification  
Trade certificate obtained from any institution accredited by the Department of Higher Education as a diesel or petrol mechanic would be an added advantage  
At least four years' relevant experience in a fleet maintenance workshop, of which at least two years should be supervisory experience  
A valid Code B driving licence  
Physical fitness and health  
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
Computer literacy  
Proficiency in SAP S/4HANA will be an added advantage  
**Willingness to work overtime and standby when required**

**Personal attributes and/or competencies** Strong technical knowledge of vehicles and mechanical systems; reliability; good human relations skills; positive attitude; verbal and written communication skills; trainability

**Primary functions** Assign duties to workshop staff  
Manage and allocate repair work done by contractors  
Ensure that staff adhere to occupational health and safety regulations at all times  
Ensure that personnel receive appropriate training to meet industry needs  
Ensure that workshop equipment is always certified

Compile weekly business performance reports  
Manage and update the workshop asset register  
Control and manage daily staff attendance and time sheets  
Ensure excellent workshop hygiene  
Ensure that relevant tools are available for staff  
Respond to clients' queries regarding fleet booked in or repaired  
Approve the acquisition of required spares  
Approve repair quotations  
Manage the consumption of consumables allocated  
Enforce discipline among colleagues

**SAP** S70016890

**New/natural attrition** Natural attrition

**Enquiries** Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)

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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Operations Management**  
**Location: All regions**

<b>Reference number</b>	<b>SSDD032-2025</b>										
<b>Position</b>	<b>MAINTENANCE PLANNING OFFICER</b>										
<b>To be advertised</b>	<table border="1" style="width: 100%; background-color: #cccccc;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	<b>All categories</b>							
<b>Job level</b>	T10										
<b>Scale</b>	R335 844,00 – R466 452,00 per annum										
<b>Estimated remuneration package</b>	R459 401,00 – R625 640,00 per annum										
<b>Job purpose</b>	To manage the daily planning of assignments, ordering required spares and services and capturing data on electronic systems (SAP S/4HANA and insurance system)										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>At least two years' relevant experience in a fleet mechanical or planning maintenance environment</p> <p>A valid Code B driving licence</p> <p>Proficiency in SAP S/4HANA will be an added advantage</p> <p>Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Reliability; good human relations skills; ability to work independently regarding the execution of assigned duties; positive attitude; verbal and written communication skills; trainability										
<b>Primary functions</b>	<p>Process fleet maintenance requirements on the SAP or insurance system</p> <p>Register insurance cases on the insurance system</p> <p>Order spare parts for all VEMs</p> <p>Deal with enquiries and services to clients</p> <p>Perform general administrative duties as assigned</p> <p>Monitor repair progress on vehicles booked in</p>										
<b>SAP</b>	S70016821										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)										

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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Acquisition and Reporting**  
**Location: All regions**

<b>Reference number</b>	<b>SSDD033-2025</b>
<b>Position</b>	<b>SENIOR ADMINISTRATIVE OFFICER</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>Job level</b>	T11
<b>Scale</b>	R376 152,00 – R552 420,00 per annum
<b>Estimated remuneration package</b>	R510 705,00 – R696 877,00 per annum
<b>Job purpose</b>	To execute general fleet administration and ensure that all City fleet records and details are kept up to date and accurate on SAP and eNaTIS
<b>Appointment requirements</b>	Grade 12 A tertiary qualification will be an added advantage At least two years' relevant experience in a fleet management environment Supervisory experience will be an added advantage A valid Code B driving licence Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Computer literacy SAP proficiency will be an advantage
<b>Personal attributes and/or competencies</b>	Good verbal and written communication skills; good interpersonal skills; ability to work under pressure; being responsible and reliable; assertive and decisive decision-making skills
<b>Primary functions</b>	Conduct general fleet administration, such as fleet licencing, scrapping, data capturing and finance and insurance management Ensure that monthly fleet licence renewals are done well in advance Ensure that all deregistration of scrapped vehicles, equipment and machinery is processed accordingly Manage monthly licence distribution to fleet users Register newly acquired vehicles, equipment and machinery on SAP
<b>SAP</b>	S70016803
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)

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

**DEPARTMENT: SHARED SERVICES**

**Division: Corporate Fleet Management**

**Section: Fleet Acquisition and Reporting**

**Location: All regions**

**Reference number**                    **SSDD034-2025**

**Position**                                    **SENIOR ADMINISTRATIVE OFFICER**

**To be advertised**                    **Internal**                                    **External**

**This position seeks to attract**                    African female    African male    Coloured female    Coloured male    Indian female  
 Indian male    White female    White male    Person with disability    All categories

**Job level**                                    T11

**Scale**                                        R376 152,00 – R552 420,00 per annum

**Estimated remuneration package**                    R510 705,00 – R696 877,00 per annum

**Job purpose**                                To execute general fleet administration, including the procurement and preparation of new fleet

**Appointment requirements**                    Grade 12  
 A tertiary qualification will be an added advantage  
 At least two years' relevant experience in a fleet management environment  
 Supervisory experience will be an added advantage  
 A valid Code B driving licence  
 Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
 Computer literacy  
 SAP proficiency will be an advantage

**Personal attributes and/or competencies**                    Good verbal and written communication skills; good interpersonal skills; ability to work under pressure; being responsible and reliable; assertive and decisive decision-making skills

**Primary functions**                                Coordinate and administrate fleet procurement  
 Assist in researching, sourcing and acquiring vehicles to meet organisational needs  
 Maintain accurate records of fleet acquisition activities, contracts and vehicle inventories  
 Prepare reports and presentations on fleet procurement  
 Collaborate with internal users to identify vehicle requirements  
 Coordinate vehicle licencing, insurance and registration  
 Ensure that vehicles procured meet regulatory and safety standards  
 Maintain detailed documentation for audits and compliance

**SAP**    S70016820

**New/natural attrition**                    New

**Enquiries**                                        Faith Seeta (012 358 2459) or Susan Tabane (012 358 0852)



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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Operations Management**  
**Location: All regions**

<b>Reference number</b>	<b>SSDD035-2025</b>				
<b>Position</b>	<b>ADMINISTRATIVE OFFICER (2 POSTS)</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T7				
<b>Scale</b>	R239 052,00 – R332 016,00 per annum				
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum				
<b>Job purpose</b>	To provide effective and efficient general administrative support to ensure the smooth functioning of fleet operation activities				
<b>Appointment requirements</b>	Grade 12 At least one year's relevant working experience in administrative support services Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Computer literacy and SAP proficiency				
<b>Competency requirements of the post</b>	Ability to pay attention to detail; good time management skills in completing assigned tasks; ability to be a good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks				
<b>Primary functions</b>	Maintain records of fleet maintenance schedules, inspections and repairs Schedule routine maintenance and repairs with service providers Coordinate with fleet controllers and drivers to ensure that vehicles are available for servicing Monitor the inventory of tools, equipment and supplies Ensure that equipment and tools are certified at specified intervals Maintain occupational health and safety registers for audits Prepare weekly, monthly, quarterly and annual reports Prepare fleet maintenance presentations for management				
<b>SAP</b>	S70017074; S70016804				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	Faith Seeta (012 358 2459) or Susan Tabane (012 358 0852)				

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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Subsection: Fleet Support Office**  
**Location: All regions**

<b>Reference number</b>	<b>SSDD036-2025</b>
<b>Position</b>	<b>ADMINISTRATIVE OFFICER</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>Job level</b>	T7
<b>Scale</b>	R239 052,00 – R332 016,00 per annum
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum
<b>Job purpose</b>	To provide various daily essential administrative support and operational services to divisional sections at all levels
<b>Appointment requirements</b>	Grade 12 At least one year’s relevant working experience in administrative support services Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Computer literacy and SAP proficiency
<b>Competency requirements of the post</b>	Ability to pay attention to detail; good time management skills in completing assigned tasks; ability to be a good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks
<b>Primary functions</b>	Provide support to executives and senior management Manage correspondence, emails and phone calls Schedule meetings, appointments and events Maintain and organise records, files and documents Ensure that office supplies are stocked and office equipment is functional Assist with onboarding new employees Maintain personnel records and manage leave requests Coordinate staff training and development sessions Manage invoices, purchase orders and petty cash
<b>SAP</b>	S70016833
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Faith Seeta (012 358 2459) or Susan Tabane (012 258 0852)

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

**DEPARTMENT: SHARED SERVICES**

**Division: Corporate Fleet Management**

**Section: Fleet Operations Management**

**Location: All regions**

<b>Reference number</b>	<b>SSDD037-2025</b>				
<b>Position</b>	<b>DRIVER (2 POSTS)</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T6				
<b>Scale</b>	R213 444,00 – R296 448,00 per annum				
<b>Estimated remuneration package</b>	R303 608,00 – R409 257,00 per annum				
<b>Job purpose</b>	To transport goods, people and other materials to designated locations				
<b>Appointment requirements</b>	Grade 12 Relevant experience as a driver A valid Code B driving licence A successful candidate may be required to obtain a valid PrDP at their own cost Physical fitness and in good health Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Must be willing and able to perform standby duties and work overtime when required				
<b>Personal attributes and/or competencies</b>	Good interpersonal skills; excellent verbal and written communication skills; ability to pay attention to detail; good eyesight				
<b>Primary functions</b>	Transport personnel to and from work areas according to the supervisor's orders Transport materials to and from different areas as instructed Ensure punctuality and reliability in all assignments Protect the integrity of goods and the safety passengers Ensure the secure and timely delivery of passengers, goods or materials				
<b>SAP</b>	S70016952; S70016872				
<b>New/natural attrition Enquiries</b>	Natural attrition Faith Seeta (012 358 2459) or Susan Tabane (012 358 0852)				

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

**DEPARTMENT: SHARED SERVICES**  
**Division: Corporate Fleet Management**  
**Section: Fleet Operations Management**  
**Location: All regions**

<b>Reference number</b>	<b>SSDD038-2025</b>										
<b>Position</b>	<b>ARTISAN ASSISTANT</b>										
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Indian male	White female	White male	Person with disability	<b>All categories</b>							
<b>Job level</b>	T2										
<b>Scale</b>	R156 480,00 – R188 412,00 per annum										
<b>Estimated remuneration package</b>	R231 104,00 – R271 747,00 per annum										
<b>Job purpose</b>	To assist the artisans and workshop operations with the repair and maintenance of vehicles, equipment and machinery										
<b>Appointment requirements</b>	<p>Ability to perform duties as assigned by supervisor</p> <p>Relevant experience in a vehicle maintenance workshop will be an added advantage</p> <p>Physical fitness and health</p> <p>Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost</p> <p><b>Ability to perform standby duties and work overtime when required</b></p> <p><b>Willingness and ability to work shifts</b></p>										
<b>Personal attributes and/or competencies</b>	Physical fitness and health; good interpersonal skills; excellent communication skills; hard working; being responsible and reliable; ability to understand instructions										
<b>Primary functions</b>	<p>Assist artisans and workshop operations in executing daily fleet repair tasks</p> <p>Attend to breakdowns as and when required</p> <p>Conduct workshop housekeeping</p> <p>Conduct general maintenance of vehicles, equipment and machinery</p> <p>Keep to safety standards as indicated in the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p>										
<b>SAP</b>	S70016965										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)										

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

**DEPARTMENT: SHARED SERVICES**

**Division: Corporate Fleet Management**

**Subsection: Fleet Support Office**

**Location: All regions**

<b>Reference number</b>	<b>SSDD039-2025</b>
<b>Position</b>	<b>GENERAL WORKER (2 POSTS)</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>Job level</b>	T1
<b>Scale</b>	R150 048,00 – R175 368,00 per annum
<b>Estimated remuneration package</b>	R222 917,00 – R255 145,00 per annum
<b>Job purpose</b>	To provide housekeeping in all areas, including the yard, workshops, offices and vehicles, according to occupational health and safety regulations
<b>Appointment requirements</b>	Basic literacy Relevant experience in performing cleaning tasks Physically fit and in good health Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Ability to stand for long and walk long distances
<b>Personal attributes and/or competencies</b>	Excellent communication skills; being responsible and reliable; ability to understand and execute instructions; ability to immediately switch duties per instructions
<b>Primary functions</b>	Clean all areas, workshops, offices, the yard, garden and vehicles Move furniture and equipment between buildings
<b>SAP</b>	S70016989; S70016846
<b>Enquiries</b>	Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)

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

**DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING**

**Division: Fresh Produce Market**

**Section: Market Development**

**Location: Tshwane Fresh Produce Market**

**Re-advertisement**

**Reference number** ECDE176-2025

**Position** DEPUTY DIRECTOR: MAINTENANCE CAPITAL PROJECTS

**To be advertised** Internal External

**This position seeks to attract** African female African male Coloured female Coloured male Indian female  
Indian male White female White male Person with disability All categories

**Job level** T17

**Scale** 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 manage the development and delivery of capital and operational projects, to ensure that essential business services are provided at the fresh produce market by managing all project activities over functional, departmental and organisational lines and for external organisations as well as to ensure that projects are completed within the budget, allocated time and to the required standards of the City of Tshwane

**Appointment requirements** An appropriate three-year career-related tertiary qualification (national diploma or degree) in Civil Engineering, Structural Engineering, Electrical Engineering or Mechanical Engineering.  
At least eight years' relevant working experience, of which at least four years should be at managerial level  
A valid Code B driving licence  
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
Computer literacy

**Competency requirements of the post** Strong analytical and decision-making skills; solid work ethic and ability to work well with others as well as independently; strong interpersonal communication skills; good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirements that will impact on the function to be executed; integrity; intelligence;

innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; analytical thinking skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency

**Primary functions** Monitor and control the section budget so that income and expenditure are in line with Council requirements  
Manage assets within the section  
Oversee and manage the planning and implementation of fresh produce market capital and operational projects  
Ensure effective project management by reviewing project position descriptions and outlining duties, responsibilities and restrictions  
Provide project coordination and communication to ensure the effective execution of duties  
Control and oversee projects and ensure that essential business services are provided

**SAP** S70002713

**New/natural attrition** Natural attrition

**Enquiries** Christo Geldenhuys (012 358 8446) or Tshifhiwa M Madima (012 358 2347)

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

**DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT**

**Division: Customer Centre Operations**

**Section: Customer Care Walk-in Centre**

**Location: All regions**

**Reference number**      **CRMD030-2025**

**Position**                      **SENIOR CUSTOMER CARE CONSULTANT**

**To be advertised**              Internal                                      External

**This position seeks to attract**

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

**Job level**                      T11

**Scale**                              R376 152,00 – R522 420,00 per annum

**Estimated remuneration package**                      R510 705,00 – R696 877,00 per annum

**Job purpose**                      To supervise call centre agents and customer care consultants in the call centre or walk-in centres within regions and render a customer service to the public

**Appointment requirements**                      Grade 12  
 An appropriate career-related qualification will be an added advantage  
 At least two years' relevant working experience in a walk-in centre, face-to-face or call centre (virtual contact centre) in a multi-site environment  
 Supervisory experience will be an added advantage  
 Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
 Computer literacy (knowledge of SAP CIC and CRM will be an added advantage)  
**Candidates must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on operational requirements**

**Personal attributes and/or competencies**                      Multilingualism; excellent verbal and written communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; planning skills; leading and controlling skills; ability to cope with stress; team leader attributes; being a team player; ability to pay attention to detail; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience; ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence; intellectual and cognitive ability

**Primary functions**                      Supervise call centre agents and walk-in centre consultants and handle complaints and enquiries



Ensure correctness of information  
Interact with external role players  
Implement and maintain systems  
Keep statistical data  
Ensure adherence to corporate occupational health and safety standards and procedures

**SAP** S70009815

**New/natural attrition** Natural attrition

**Enquiries** P Matseba (012 358 1231) or B Tau (012 358 8857)

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

**DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT**

**Division: Customer Centre Operations**

**Section: Customer Care Walk-in Centre**

**Location: Any walk-in centre citywide**

**Reference number**            **CRMD031-2025**

**Position**                            **CUSTOMER CARE CONSULTANT**

<b>To be advertised</b>	Internal	External			
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<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

**Job level**                            T10

**Scale**                                    R335 844,00 – R466 452,00 per annum

**Estimated remuneration package**            R459 401,00 – R625 640,00 per annum

**Job purpose**                            To handle face-to-face, telephonic and email interactions and correspondence in general with customers regarding all City of Tshwane services, to meet customers' needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers and to locate customers' details on the system to resolve enquiries efficiently in order to provide a consistent standard of quality service

**Appointment requirements**            Grade 12  
 At least two years' relevant experience in customer care and call centre experience with experience in call centre technological systems  
 Relevant experience and knowledge of the City of Tshwane, its operations, billing processes and Batho Pele principles  
 Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
 Computer literacy (extensive knowledge of Excel, Word and Outlook)  
 Knowledge of SAP CIC and CRM will be an added advantage  
**The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on operational requirements**

**Personal attributes and/or competencies**            Multilingualism; excellent verbal and written communication skills; ability to work under pressure, ability to meet deadlines; good organisational skills; planning skills; leading and controlling skills; ability to cope with stress; team leader attributes; being a team player; ability to pay attention to detail; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence; intellectual and cognitive ability

**Primary functions** Render a customer service to the public and attend to walk-in, telephonic and written complaints and enquiries  
Analyse requests and capture relevant information on the computer system using the appropriate software package  
Liaise with other departments and external role players to resolve complaints  
Participate in and initiate continuous improvement and corrective actions  
Implement and maintain systems  
Keep statistical data of all complaints and enquiries  
Give input to the monthly statistical data report on received and outstanding complaints and enquiries  
Participate in information-sharing, development and implementation

**SAP** S70026241

**New/natural attrition** Natural attrition

**Enquiries** P Matseba (012 358 1231) or B Tau (012 358 8857)

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

**DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT**

**Division: Customer Centre Operations**

**Section: Virtual Contact Centre**

**Location: Any centre citywide**

**Reference number** CRMD032-2025

**Position** CALL CENTRE AGENT (8 POSTS)

<b>To be advertised</b>	Internal	External
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<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

**Job level** T10

**Scale** R335 844,00 – R466 452,00 per annum

**Estimated remuneration package** R459 401,00 – R625 640,00 per annum

**Job purpose** To handle face-to-face, telephonic and email interactions and correspondence in general with customers on all City of Tshwane services

**Appointment requirements** Grade 12  
 At least two years' relevant experience in customer care and call centre experience with experience in call centre technological systems  
 Relevant experience and knowledge of the City of Tshwane, its operations, billing processes and Batho Pele principles  
 Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
 Computer literacy (extensive knowledge of Excel, Word and Outlook)  
 Knowledge of SAP CIC and CRM will be an added advantage  
**Candidates must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on operational requirements**

**Personal attributes and/or competencies** Multilingualism; excellent verbal and written communication skills; ability to work under pressure, ability to meet deadlines; good organisational skills; planning skills; leading and controlling skills; ability to cope with stress; team leader attributes; being a team player; ability to pay attention to detail; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence; intellectual and cognitive ability

**Primary functions** Identify and meet customers' needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers

Locate customers' details on the system to resolve issues efficiently in order to provide a service of consistent quality standard  
Manage and maintain relationships with customers and colleagues  
Manage and resolve a variety of customer queries and complaints (participate in and initiate continuous improvement and corrective actions)  
Capture and record customer requests and information (provide related information and process general customer requests)  
Meet and adhere to performance standards

**SAP** S70011488; S70011566; S70011539; S70011471; S70011465; S70011374;  
S70011568; S70011585

**New/natural attrition** Natural attrition

**Enquiries** J Ramalepe (012 358 9006) or B Tau (012 358 8857)

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

**DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT**

**Division: Customer Relations Process Management**

**Subsection: Customer Interaction and Touch**

**Location: Centurion**

<b>Reference number</b>	<b>CRMD033-2025</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: CUSTOMER INTERACTION AND TOUCH</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female Indian male</td> <td>African male White female</td> <td>Coloured female White male</td> <td>Coloured male Person with disability</td> <td>Indian female All categories</td> </tr> </table>	Internal	External				African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
<b>This position seeks to attract</b>											
<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To provide policy, process, procedure and technical support to touch points to carry out monitoring and evaluation in line with the strategic intent of customer relations management										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field relevant to the position</p> <p>At least eight years' relevant working experience in a customer care relations environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost</p> <p>Computer literacy</p>										
<b>Competency requirements of the post</b>	Advanced technical skills (Microsoft Excel and Word); advanced linguistic proficiency; ability to do presentations; strategic and business planning skills; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; decisiveness; ability to pay attention to detail; integrity; social and emotional intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility										
<b>Primary functions</b>	<p>Develop and maintain a touch point performance monitoring and evaluation strategy</p> <p>Maintain the implementation of a customer relations monitoring and evaluation framework</p> <p>Lead customer satisfaction initiatives and surveys</p> <p>Execute generic personnel and financial management functions for the subsection</p>										
<b>SAP</b>	S70031419										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	F Kgaditse (012 358 8021) or T Kone (012 358 3139)										

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

**DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT**

**Division: Customer Centre Operations**

**Section: Customer Care Walk-in Centre**

**Location: Region 6**

<b>Reference number</b>	<b>CRMD034-2025</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: CUSTOMER CARE WALK-IN CENTRE</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td><b>Internal</b></td> <td><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
<b>Internal</b>	<b>External</b>										
<b>This position seeks to attract</b>	<table border="1"> <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>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To ensure quality customer service at customer relations management walk-in centres										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field relevant to the position</p> <p>At least eight years' relevant working experience in a customer care relations environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost</p> <p>Computer literacy</p>										
<b>Competency requirements of the post</b>	Advanced technical skills (Microsoft Excel and Word); advanced linguistic proficiency; ability to do presentations; strategic and business planning skills; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; decisiveness; ability to pay attention to detail; integrity; social and emotional intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility										
<b>Primary functions</b>	<p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Manage customer care walk-in services</p> <p>Identify and define immediate, short- and long-term objectives</p>										
<b>SAP</b>	S70030540										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	M Chikane (012 358 8728) or T Kone (012 358 3139)										





infrastructure by contractors and internal construction teams, supported by hired local labour, contractors and suppliers

Render a technical and technological service to provide and ensure that the following necessary resources are used effectively: Personnel, finance, control systems, materials, buildings, vehicles, equipment and machinery

Monitor and control the section's budget so that income and expenditure are in line with the City's requirements

<b>SAP</b>	S70028183
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	E Becker (012 358 7604)



Inspect all the work carried out by contractors by checking the quality of the work done  
Verify quantities for payment purposes

**SAP**

S70031335

**New/natural  
attrition**

Natural attrition

**Enquiries**

E Becker (012 358 7604)

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

**DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Pretoria Central**

**Re-advertisement**

**Reference number** CSPM061-2025

**Position** FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT

**To be advertised** Internal External

**This position seeks to attract** African female African male Coloured female Coloured male Indian female  
Indian male White female White male Person with disability All categories

**Job level** T15

**Scale** R591 864,00 – R822 036,00 per annum

**Estimated remuneration package** R785 266,00 – R1 078 232,00 per annum

**Job purpose** To deliver effective administrative support services to enhance performance in the City Strategy and Organisational Performance Department

**Appointment requirements** An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Office Administration, Human Resources Management or any other study field related to the position  
At least six years' relevant working experience in an administrative support, auxiliary and logistical support environment, of which at least three years should be at supervisory level  
A valid Code B driving licence  
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
Computer literacy

**Personal attributes and/or competencies** **Attention to detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards  
**Problem solving:** Ability to identify potential problem areas, to break the problem into component parts, generate potential solutions, select an option and implement it  
**Planning and organising:** Ability to plan activities within specific time frames and then to execute these activities according to plan  
**Communication:** Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others  
**Direction setting:** Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals

<b>Primary functions</b>	Provide administration, auxiliary and logistical support services Execute daily office administration Ensure compliance regarding assets Control the records/registry office of the department Ensure compliance with insurance claims management Control the fleet management of the department Ensure telecommunication and IT management control Manage office accommodation, parking and building maintenance Assist with occupational health and safety audits and reporting Execute a generic personnel function Execute other related administrative duties as required by the departmental head
<b>SAP</b>	S70073428
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Christo Geldenhuys (012 358 8446) or Dikagiso Mashaba (012 358 4754)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Strategic Cluster Operational Support**

**Section: Administration and Office Management**

**Location: Pretoria Central**

**Reference number** SDTM1185-2025

**Position** SENIOR STRATEGIC SUPPORT SPECIALIST (FIVE-YEAR FIXED-TERM CONTRACT)

**To be advertised** Internal External

**This position seeks to attract** African female African male Coloured female Coloured male Indian female  
Indian male White female White male Person with disability All categories

**Job level** 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 be responsible for managing, monitoring and facilitating the provision of effective, efficient administrative and office management support services

**Appointment requirements** An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field relevant to the position  
At least eight years' relevant working experience in a management support environment, of which at least four years should be at managerial level  
A valid Code B driving licence  
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
Computer literacy

**Competency requirements of the post** Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management and leadership skills; governance leadership skills; planning and organisational skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**Primary functions** Monitor the implementation of the Records Management Policy and relevant legislation in cluster departments  
Ensure the development of departmental file plans and implementation thereof in cluster departments  
Coordinate the implementation of an electronic document and records management system in cluster departments  
Set guidelines and processes in relation to records management  
Coordinate relevant training to departmental officials

Ensure control over the keeping of registers as prescribed by the National Archives of South Africa

Dispose of archives in terms of disposal authority as prescribed by the National Archives of South Africa

Provide management information regarding the document management system upon request

Monitor the implementation of cluster insurance claim management support

Monitor the completion of the insurance renewal process (underwriting questionnaire)

Ensure that all claims are reported within the prescribed timelines and that no claims are closed or repudiated through monitoring the claims end to end reporting process (management of process)

Monitor and report on the expenditure on settled claims

Monitor the implementation of the Fleet Management Policy by monitoring the implementation and maintenance of the Corporate Fleet Management Policy, procedures and processes within cluster departments

Monitor the implementation and functioning of cluster departmental loss and damage committees and the impact of these committees with regard to reducing incidents relating to losses and damages to fleet in the cluster

Conduct quarterly fleet status reporting for cluster departments

Elevate strategic fleet issues in the cluster for the attention of the Chief Operations Officer for intervention

Monitor implementation of cluster occupational health and safety support by monitoring compliance with prescribed occupational health and safety legislation, requirements, etc

Develop a tracking system for the management of incidents, escalations, etc and monitor such

Track the implementation of corrective measures

Ensure effective and efficient office administration support for the Office of the Chief Operations Officer

Ensure that new equipment (laptops, printers, 3G and desktops) are purchased for new appointments or where upgrades are required

Ensure that requisitions are captured by IMD and that cost centre owners release same

Ensure the installation and activation of telephone lines, fax lines and network points

Ensure that all faulty telephone lines, fax lines and network points are reported

Ensure that the telephone management system as prescribed is implemented and enforced in the Office of the Chief Operations Officer

Assist the director with the identification of offices and audits on office space

Ensure that furniture and other items are moved between offices or buildings

Ensure that parking is arranged for new or existing incumbents

**SAP** S70073749

**New/natural attrition** Natural attrition

**Enquiries** Thea Louw (012 358 1226)





Inspect contractors working on-site  
Supervise the operations team and assign duties  
Organise equipment and material for the execution of tasks  
Handle vehicles and equipment  
Ensure the safety of staff on-site by enforcing occupational health and safety standards

**SAP** S70031293

**New/natural attrition** Natural attrition

**Enquiries** E Becker (012 358 7604)

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

**DEPARTMENT: OFFICE OF THE SPEAKER**

**Location: Pretoria Central**

**Re-advertisement**

**Reference number**      **OFSP142-2025**

**Position**                      **DIRECTOR: LEGAL SERVICES**

**To be advertised**              **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

**Job level**                      T18

**Scale**                              R831 528,00 – R1 154 892,00 per annum

**Estimated remuneration package**                      R1 231 807,00 – R1 643 389,00 per annum

**Job purpose**                      To provide legal advice and support to all divisions in the Office of the Speaker, as well as management, staff and Council, in discharging their daily responsibilities, to liaise with external legal representatives and consult with them in any legal proceedings in court by and against the municipality, to be present in all court proceedings by and against the municipality, to oversee and advise on the wishes of Council, to vet and draft by-laws and to conduct legal research on legal precepts and innovation to ensure that the municipality is in compliance with all relevant legislation

**Appointment requirements**                      LLB or equivalent qualification  
Admitted Attorney or Advocate  
At least nine years' applicable experience in a legislative environment, of which four years should be at managerial level  
Extensive knowledge of the government and/or local government sector, with specific emphasis on the legislation governing the sector and how this relates to all the spheres of government  
Ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework with an understanding of all relevant legislation and regulations, including the Constitution of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)  
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost  
Computer literacy

**Personal attributes and/or competencies**                      Sound knowledge of the relevant legislation that govern 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 efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general 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 to same as dictated by group policy; knowledge of principles and practices of project management; business acumen; proven leadership and strategic abilities; proven administrative skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; being client-orientated and customer-focused; good communication skills; honesty and integrity; organisational skills; advanced linguistic proficiency

### **Primary functions**

Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section

Ensure that accurate estimates are prepared in relation to requirements

Prepare capital and operating estimates for the department

Approve and control project-related expenditure against budget allocations

Identify and define immediate, short- and long-term objectives

Give advice to Council and officials on matters referred by researching statutes, case laws, other legal precedents and City by-laws, policies, procedures, etc

Draft legal opinions and briefs

Assist in outsourcing expert and complex legal issues

Ensure that legal provisions are considered in all Council affairs

Ensure that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the municipality

Provide legal assistance and services to Council

Draft by-laws, standing rules and orders of Council, as well as policies and procedures with legal consequence

Do research on the legality of all resolutions of Council

Interact with role players, review by-laws, policies and procedures, and compose legal drafts to ensure that the interests of Council are protected

Research legislation relevant to the municipality

Check government and provincial gazettes

Scrutinise legislation

Check judicial decisions and communicate all findings to Council to ensure that all briefs and instructions are correctly issued and dealt with

Review or draft legal instruments, such as contracts, acknowledgements of debt, etc, if there is a need to perform research and liaise with role players, review documentation and resolutions, and scrutinise contracts

Ensure that the interests of Council are protected

Coordinate the interaction between Council and external legal practitioners on referred matters by acting as a liaison between the parties

Ensure that all briefings and instructions are correctly issued and dealt with

Meet and consult in an advisory capacity with external lawyers on all legal matters affecting the municipality

Monitor ongoing litigation by and against the municipality on matters referred by preparing outlines of instructions and briefs to attorneys, interacting with instructed attorneys, analysing case documents, reporting matters to Council, etc  
Assist in the day-to-day management of legal advisory services by performing all administrative tasks relative to legal services and the coordination thereof  
Ensure effective and efficient delivery of all legal matters of the municipality  
Advise other officials on any legal questions and clarity

**SAP**

S70000749

**New/natural  
attrition**

Natural attrition

**Enquiries**

M Rachekhu (012 358 1463)

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

**DEPARTMENT: OFFICE OF THE CHIEF WHIP**

**Division: Strategic Management Support**

**Location: Tshwane House**

<b>Reference number</b>	<b>OFCW093-2025</b>
<b>Position</b>	<b>DRIVER MESSENGER</b>
<b>To be advertised</b>	<b>Internal External</b>
<b>This position seeks to attract</b>	<b>African female African male Coloured female Coloured male Indian female Indian male White female White male Person with disability All categories</b>
<b>Job level</b>	T5
<b>Scale</b>	R190 572,00 – R264 684,00 per annum
<b>Estimated remuneration package</b>	R274 497,00 – R368 827,00 per annum
<b>Job purpose</b>	To render a professional corporate messenger service to our clients to ensure an effective and efficient sustainable administration
<b>Appointment requirements</b>	Grade 10 Relevant working experience A valid driving licence Physical fitness and health with the ability to walk great distances, handle trolleys and carry documentation Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost Computer literacy
<b>Personal attributes and/or competencies</b>	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotionally intelligence; intellectual and cognitive ability
<b>Primary functions</b>	Execute driving functions between buildings and depots Report accidents immediately or losses on vehicles for insurance and repair purposes Collect and deliver post at various buildings and depots and be available whenever there is a need to deliver goods and documents to various regions in Tshwane Deliver documents after normal working hours and over weekends Transport goods and documents to various events hosted by the office Maintain municipal vehicle and complete accident procedure Check vehicle daily (water, oil and petrol) and report problems for repair purposes Complete kilometres driven and fuel intake daily on log sheets for inspection Comply with corporate fleet policies and procedures within the City of Tshwane Assist with moving furniture and equipment when necessary

Make copies and send faxes  
Perform over and above duties as requested by the supervisor

**SAP** S70001042

**New/natural attrition** Natural attrition

**Enquiries** Thea Louw (012 358 1226) or Macheba Morapama (012 358 7300)

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