



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will also be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

Applicants should note that 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: 2 September 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.
Do not submit your application to this email address – 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 FINANCIAL SERVICES

Division: Levies

Section: Property Valuation Management

Location: Middestad Building (Pretoria CBD)

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|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE602-2025 | | | | |
| Position | DEPUTY DIRECTOR: PROPERTY VALUATIONS OPERATIONS | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To provide a cost-effective, equitable and sustainable valuation service in order to provide a reliable source of revenue from assessment rates | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Real Estate, Property Valuation or any other study field related to the position</p> <p>Registration as a Professional Valuer or Professional Associated Valuer, without restrictions, with the South African Council for the Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000)</p> <p>At least eight years' relevant working experience in property valuation</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> | | | | |
| Competency requirements of the post | <p>Good written and verbal communication skills; advanced management skills; ability to work under pressure; basic background of property law and principles; advanced knowledge of the Municipal Property Rates Amendment Act, 2014 (Act 29 of 2014); basic knowledge of other legislation relevant to local government; ability to cope with stress</p> | | | | |
| Primary functions | <p>Assist the director in managing, controlling and coordinating all personnel activities that include performance assessment and disciplinary matters to ensure successful accomplishment of the subsection's high discipline levels and acceptable performance standards</p> | | | | |

Assist the director in controlling, liaising with and rendering support to the chief valuers in compiling a comprehensive, fair and uniform triennial valuation roll and all subsequent legislative processes that form the basis for the levying of assessment rates

Assist the director in managing and controlling all processes that lead to the maintenance of the valuation roll and all subsequent legislative processes subsequent to its finalisation and certification

Assist the director in managing and finally deciding on valuations determined on immovable property for other municipal purposes, including alienation of land, acquisition and expropriation, rental, replacement value, endowment for open spaces and parks and contributions to sport clubs

Assist the director in giving advice to other departments and contributing to special projects

SAP S70010770

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Valuation Management

Location: Middestad Building (Pretoria CBD)

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|-------------------------------------|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE603-2025 | | | | |
| Position | COMPUTER 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 | T7 | | | | |
| Scale | R254 808,00 – R353 892,00 per annum | | | | |
| Estimated remuneration package | R357 290,00 – R483 405,00 per annum | | | | |
| Job purpose | To provide support to staff in achieving their objectives by rendering a typing service | | | | |
| Appointment requirements | Grade 12 At least six months’ relevant working experience in administrative support services 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 pay attention to detail; good time management skills in completing assigned tasks; 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 | | | | |
| Primary functions | Type all required letters, memos and reports for staff Type confidential reports and letters, ensuring that these are treated with confidentiality Compile suitable PowerPoint presentations after assessing information provided so that a suitable layout and presentation is developed Accurately capture data on the Pro-V system Respond to telephonic enquiries and refer to valuers or the senior administrative officer where necessary Assist the front office in serving the public as and when needed | | | | |
| SAP | S70010802 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) | | | | |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Payroll Management

Location: Pretoria Central

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|--|--|--|--|--|--|
| Reference number | FISE604-2025 | | | | |
| Position | DEPUTY DIRECTOR: REMUNERATION PAYMENT MANAGEMENT | | | | |
| 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 | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To effectively manage and control the maintenance and enhancement of the remuneration system and the accurate and timely execution of the payroll run | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Financial Management or Internal Auditing, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other financial study field related to the position</p> <p>At least eight years' relevant working experience in a payroll management field, working on computerised payroll systems</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Excellent communication skills; ability to work under pressure and in a team; ability to meet deadlines; good organisational skills; ability to pay attention to detail and think accurately and analytically; good interpersonal skills; good writing skills; being goal orientated; problem-solving skills; having initiative | | | | |
| Primary functions | <p>Provide effective remuneration and payroll system maintenance and enhancements</p> <p>Provide effective and timely remuneration payment operations management, control and supervision of staff to ensure the effective achievement of objectives</p> <p>Manage payroll interface files</p> | | | | |

Interact with relevant stakeholders to ensure proper planning for remuneration operations

SAP S70011094

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: Pretoria Central

Reference number FISE605-2025

Position DEPUTY DIRECTOR: DISPOSAL 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 T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To oversee the daily operations in the disposal yard, including managing and supervising yard personnel, coordinating with other departments and ensuring that all equipment is properly maintained

Appointment requirements

- An appropriate three-year career-related tertiary qualification (degree or national diploma) in Logistics Management, Business Management, Public Administration or any other study field related to the position
- At least eight years' relevant working experience
- Supervisory experience will be an added advantage
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- A valid Code B driving licence
- Computer literacy (advanced Excel)
- Knowledge of SAP will be an added advantage
- Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Knowledge in project planning and key account management; integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions

- Manage, monitor and facilitate the provision of effective, efficient and economical administrative support to the department
- Develop and implement disposal policies
- Create guidelines for identifying, evaluating and disposing of City of Tshwane assets according to established procedures and legal requirements

Schedule assets for disposal and manage the process
 Maintain a comprehensive database of all assets submitted for disposal and track their life cycle at disposal
 Decide on the most appropriate disposal method for each asset, such as selling at auction, donating to charities, recycling or responsibly disposing of hazardous materials
 Ensure adherence to supply chain management regulations regarding asset disposal, including environmental protection and proper documentation
 Manage contracts with vendors responsible for asset disposal, including price negotiations and quality control
 Track the financial impact of asset disposal activities, including revenue generated from sales and costs associated with disposal processes
 Lead a team of disposal specialists responsible for physical asset removal and documentation
 Oversee administrative support to the Yard Management Unit
 Prepare and submit the operational auction plan
 Manage the delivering of yard and disposal adjudication support services
 Conduct yard and auction management by receiving redundant and obsolete assets and materials
 Prepare assets and materials for disposal adjudication

SAP

S70010902

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Subsection: Logistics Operations Management (Store Operations)

Location: Tshwane House

Reference number **FISE606-2025**

Position **SENIOR ADMINISTRATIVE OFFICER**

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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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T11

Scale R400 944,00 – R556 836,00 per annum

Estimated remuneration package R543 294,00 – R741 715,00 per annum

Job purpose To provide an effective and efficient administrative support service to the different stores and to supervise administrative officers

Appointment requirements

Grade 12
Post Grade 12 qualification will be an added advantage
At least two years' relevant experience in administrative support services
Supervisory experience will be an added advantage
A valid Code B driving licence will be an added advantage
Computer literacy
SAP proficiency will be an advantage
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies

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; emotional intelligence; intellectual and cognitive ability

Primary functions

Render an office administration function
Ensure timely submission of reports and ensure compliance with legislative requirements
Render a telephone and reception service
Render a typing function
Ensure meeting arrangements
Conduct general office management

Receive and check goods delivered in order to determine if correct quantities and items are delivered
Compile monthly deviation reports regarding any deviations on the functional unit operational budget
Process leave forms according to the correct procedure
Liaise with the divisional support services on personnel issues and update employees with new information
Adhere to requests from the divisional support services

SAP

S70010952

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: C de Wet Building

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|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE607-2025 | | | | |
| Position | STOCK CONTROLLER (2 POSTS) | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T11 | | | | |
| Scale | R400 944,00 – R556 836,00 per annum | | | | |
| Estimated remuneration package | R543 294,00 – R741 715,00 per annum | | | | |
| Job purpose | To manage and control the annual stocktakes for specific stores as allocated on a rotation basis and to train operational officials of allocated stores | | | | |
| Appointment requirements | Grade 12 At least two years' relevant experience in store and stock management 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 communication skills; ability to pay attention to detail; ability to meet strict deadlines | | | | |
| Primary functions | Manage and control annual stocktakes Manage redundant, obsolete and damaged stock Conduct regular store inspections in order to control whether all procedures are followed and that corrections are done on a continuous basis Compile and manage the DDA register for specific stores as allocated on a rotation basis and train operational officials of the stores allocated Ensure that all goods receipts are processed Ensure that all non-stock items are kept in a designated area and are clearly marked Ensure that all corrections have been processed up to the date of stocktakes Ensure that all redundant and obsolete stock has been removed from bins and placed in a designated area Ensure that all bins and rows have been marked according to SAP specifications | | | | |
| SAP | S70010921; S70010922 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | S Nene (012 358 2538) or B Matseke (012 358 4453) | | | | |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: C de Wet Building

Reference number **FISE608-2025**

Position **STOREKEEPER**

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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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T7

Scale R254 808,00 – R353 892,00 per annum

Estimated remuneration package R357 290,00 – R483 405,00 per annum

Job purpose To be responsible for the receiving, safe storage and issuing of material when needed in the store which this post is allotted to for the rendering of an efficient and effective provisioning service

Appointment requirements Grade 12
Mathematics and/or Accountancy as Grade 12 subjects will be an advantage
At least six months' relevant working experience in store administrative support
Computer literacy and competency in SAP
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 Client services skills; patience; analytical thinking skills; communication skills; problem-solving skills; ability to work under pressure

Primary functions Implement warehouse management procedures
Maintain and implement occupational health and safety requirements
Receive, safely store and issue material when needed in the store
Issue store items correctly and effectively
Record store transactions effectively
Advise the senior storekeeper on issues regarding surpluses, shortages and the quality of stock items

SAP S70010981

New/natural attrition Natural attrition

Enquiries E Ramonoana (012 358 0212) or B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Subsection: Disposal Management (Disposal Adjudication)

Location: C de Wet Building

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|--|---|--|--|--|--|
| Reference number | FISE609-2025 | | | | |
| Position | ADMINISTRATIVE 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 | T7 | | | | |
| Scale | R254 808,00 – R353 892,00 per annum | | | | |
| Estimated remuneration package | R357 290,00 – R483 405,00 per annum | | | | |
| Job purpose | To provide effective and efficient administrative support services | | | | |
| Appointment requirements | Grade 12 At least six months' relevant working experience in administrative support services Computer literacy and SAP proficiency 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 pay attention to detail; good time management skills in completing assigned tasks; 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 | | | | |
| Primary functions | Perform administrative functions related to the work in an office environment Answer and screen all telephone calls Manage incoming and outgoing correspondence Record information Perform typing duties Compile documents Proofread and prepare final copies for distribution Maintain priority files of reports and correspondence Complete filing of documents Perform photocopying responsibilities Assist clients, customers and internal staff by requesting and providing information and maintaining friendly interactions Order stationery for the unit | | | | |

Communicate progress as required and report problems, as necessary
 Assist in the efficient and economic use of unit stores (office supplies and equipment)
 Deal with outgoing correspondence
 Make copies, mark mail out and dispatch mail
 Deliver and/or collect mail where necessary
 Keep daily staff attendance and movement sheet up to date
 Take messages for staff and convey messages to staff
 Ensure effective and efficient logistical support services
 Arrange venues for workshops and meetings
 Prepare documents necessary to conduct workshops and meetings
 Type reports, letters and minutes according to needs
 Take minutes of meetings for the unit
 Distribute agendas and minutes in time before meetings

SAP S70010912

New/natural attrition Natural attrition

Enquiries E Ramonoana (012 358 0212) or B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Subsection: Logistics Operations Management (Store Operations)

Location: C de Wet Building

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|---|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE610-2025 | | | | |
| Position | GENERAL WORKER (5 POSTS) | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T1 | | | | |
| Scale | R159 936,00 – R186 936,00 per annum | | | | |
| Estimated remuneration package | R236 535,00 – R270 901,00 per annum | | | | |
| Job purpose | To perform various cleaning tasks in order to keep the interiors and fixtures of offices and other establishments clean and tidy | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant experience in performing cleaning tasks will be an added advantage Physically fit and in good health, ability to stand and walk long distances 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 | Excellent communication skills; being responsible and reliable; ability to understand and execute instructions; ability to immediately switch duties per instruction | | | | |
| Primary functions | Sweep or vacuum, wash and polish floors, furniture and other fixtures in buildings Clean kitchens and help with kitchen work in general, including dishwashing Pick up rubbish, empty garbage containers and take contents to waste areas Clean, disinfect and deodorise kitchens, bathrooms and toilets Beat dust out of carpets Dust off all furniture Carry furniture and goods to and from offices Load and unload furniture and goods onto and from vehicles or trucks | | | | |
| SAP | S70011025; S70011027; S70011028; S70011031; S70011034 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | E Ramonoana (012 358 0212) or B Matseke (012 358 4453) | | | | |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

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|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE611-2025 | | | | |
| Position | GENERAL WORKER | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T1 | | | | |
| Scale | R159 936,00 – R186 936,00 per annum | | | | |
| Estimated remuneration package | R236 535,00 – R270 901,00 per annum | | | | |
| Job purpose | To perform various cleaning tasks in order to keep the interiors and fixtures of offices and other establishments clean and tidy | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant experience in performing cleaning tasks will be an added advantage Physically fit and in good health, ability to stand and walk long distances 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 | Excellent communication skills; being responsible and reliable; ability to understand and execute instructions; ability to immediately switch duties per instruction | | | | |
| Primary functions | Sweep or vacuum, wash and polish floors, furniture and other fixtures in buildings Clean kitchens and help with kitchen work in general, including dishwashing Pick up rubbish, empty garbage containers and take contents to waste areas Clean, disinfect and deodorise kitchens, bathrooms and toilets Beat dust out of carpets Dust off all furniture Carry furniture and goods to and from offices Load and unload furniture and goods onto and from vehicles or trucks | | | | |
| SAP | S70010189 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | L Mashibi (012 358 8528) or F 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: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Cashier Management

Location: Pretoria Central

Reference number FISE612-2025

Position DEPUTY DIRECTOR: CENTRAL CASHIER SERVICES

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 T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To render an efficient central cashier management operations service

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)

At least eight years' relevant working experience in a cashier management environment

Supervisory experience will be an added advantage

Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

A valid Code B driving licence

Computer literacy (advanced Excel)

Knowledge of SAP will be an added advantage

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions

Monitor and control the section budget so that income and expenditure are in line with Council requirements

Manage assets within the section

Ensure effective services at pay points by managing and visiting the pay points on a regular basis

Ensure that enough cashiers are on duty to render uninterrupted cashier services at all times

Analyse days that are busy so that workstations are fully functional
 Ensure cashier service operations by ensuring that money-handling procedures are in place
 Control the cashiers by checking if cashiers are working
 Manage cashier floats
 Manage the shortages and surpluses register
 Execute stakeholder relationship operations by liaising with banks
 Control that bank deposit slips are stamped
 Split the responsibility of handling keys and combinations of safes
 Analyse statistics, reconciliation of receipts and banked money
 Execute audit operations by consulting and liaising with auditors to ensure that audit queries are resolved
 Implement audit recommendations
 Deliver effective and efficient client services by handling telephonic and personal queries
 Communicate problems to relevant sections to avoid reoccurrences and institute additional controls and procedures
 Give feedback to clients
 Review existing procedures if found inadequate
 Ensure that resources are available for subordinates to execute their duties by ensuring that the stock register is updated
 Constantly check stock on hand
 Ensure that when new stock is ordered, there is enough on hand that will keep the section going while awaiting new stock
 Ensure that the budgeted money for stock is adequate
 Oversee cash in transit operations by liaising with the cash in transit company for any problems encountered
 Attend meetings with cash in transit companies
 Attend safety meetings with the Tshwane Metro Police Department to discuss safety at pay points
 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

SAP S70011147

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control

Location: Pretoria Central

Reference number FISE613-2025

Position DEPUTY DIRECTOR: DEBT COLLECTION 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 T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To manage debt collection services within the City of Tshwane

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)

At least eight years' relevant working experience in a debt collection management environment

Supervisory experience will be an added advantage

Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

A valid Code B driving licence

Computer literacy (advanced Excel)

Knowledge of SAP will be an added advantage

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions

Monitor and control the section budget so that income and expenditure are in line with Council requirements

Manage assets within the section

Manage administration of debtors' accounts to ensure collection of revenue due to the City

Implement legislation and Council policy and procedures to minimise risk and maximise income

Provide professional customer services to all stakeholders
 Compile weekly and monthly statistics of the section
 Reconcile collector statements and collections
 Check and approve the commission payments of collectors
 Sign correspondence sent out to attorneys
 Attend to account disputes and court orders
 Attend consultations with attorneys and attend court cases
 Attend provincial government meetings to discuss state account debts
 Follow up on arrears collections on state accounts
 Collect employees' and councillors' account arrears by implementing stop orders and garnishing order deductions
 Keep statistics of employee and councillor arrears
 Attend to clients in arrears and advise on arrangements and how to get out of debt
 Take action against defaulters through service disconnections and handing over to attorneys
 Compile reports to top management, the Mayoral Committee and Council and ensure implementation of resolutions
 Compile reports to auditors and ensure implementation of recommendations
 Compile budget reports in terms of Council procedures

SAP

S70010635

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Metering and Invoicing Services

Location: Pretoria Central

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE614-2025 | | | | |
| Position | DEPUTY DIRECTOR: METER READING AND BILLING OPERATIONS | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To manage all activities in the Meter Reading and Billing Operations Subsection to ensure the accurate and timely billing of consumer accounts | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years' relevant working experience in a meter reading and billing systems environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility | | | | |
| Primary functions | Ensure a workplace 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 | | | | |

- Monitor and control the section's budget so that income and continuous expenditure are in line with Council requirements
- Import meter reader information from SAP
- Manage the allocation of specific routes to handheld terminals
- Ensure that meter readings are obtained timeously for billing after reading
- Generate exception reports
- Follow up on exception reports
- Export updates data to the mainframe
- Manage the fleet of vehicles
- Manage the phones for readings
- Report damaged meters
- Report meters that are on-site but not on the system
- Manage personnel
- Provide client services
- Ensure budgeted revenue realisation management

SAP S70010292

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Metering and Invoicing Services

Location: Pretoria Central

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE615-2025 | | | | |
| Position | DEPUTY DIRECTOR: NOTIFICATIONS AND RETURNED MAIL | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To manage and oversee the notification and returned mail function | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years' relevant working experience in a meter reading and billing systems environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Integrity; sound financial management skills; 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>Ensure a workplace 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</p> <p>Define and adjust the key performance indicators and job profiles of personnel against service delivery requirements</p> | | | | |

Evaluate the capability of prospective applicants and lead the interviewing and final 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 innovations and report on the impact after training

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

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

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

Prepare and submit the operational budget

Manage the operational budget

Manage assets within the section

Ensure 50% affirmable procurement of total procurement within the section

Manage the results of notifications on a weekly basis

Manage the implementation of customer management processes aimed at improving customer satisfaction by improving the response time to customer enquiries

Ensure that all returned mail is attended to and addresses are rectified

Manage adjustments on accounts

Manage statistical reports

Manage the implementation of water and electricity tariffs and basic charges

SAP S70010282

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control

Location: Pretoria Central

Reference number FISE616-2025

Position **DEPUTY DIRECTOR: SUNDRY DEBTORS AND MUNICIPAL PROPERTY RENTALS (COLLECTIONS)**

| | | |
|-------------------------|----------|----------|
| 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 T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To manage sundry debtors and municipal property rentals levies

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)

At least eight years' relevant working experience in a debt collection environment

Supervisory experience will be an added advantage

Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

A valid Code B driving licence

Computer literacy (advanced Excel)

Knowledge of SAP will be an added advantage

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Integrity; sound financial management skills; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility

Primary functions

Monitor and control the section budget so that income and expenditure are in line with Council requirements

Manage assets within the section

Manage the collection and administration of arrears, sundry debtors and municipal property rentals

Ensure the correct billing of sundry debtors' accounts, such as ambulance accounts, crèches, advertisement boards, transport debtors, etc, and of municipal property rentals

Ensure that client queries are followed up on time

Ensure that accounts are updated

Analyse monthly income reports to see whether the subsection is achieving its targets

Support the director in writing reports to Council and other stakeholders

Write reports to Council on bad debt, collection agencies and other *ad hoc* reports when necessary

Provide inputs on reports for monthly and quarterly performance management

Ensure sound records management for good governance and efficient administration

Ensuring compliance with all relevant by-laws, regulations and legislative requirements

Assist to provide information regarding audit queries

SAP

S70010521

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Rates and Taxes Management

Location: Pretoria Central

| | | | | | |
|---|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE617-2025 | | | | |
| Position | DEPUTY DIRECTOR: SERVICE RECOVERY MANAGEMENT | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To manage and support service recovery management within the section | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years’ relevant working experience in service recovery in a property rates and taxes environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Integrity; sound financial management skills; 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>Ensure a workplace 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</p> <p>Reconcile consumer debtors</p> <p>Ensure that reconciliation keys are closed on daily</p> <p>Plan monthly and year-end reconciliation procedures</p> <p>Ensure that consumer debtors’ daily cash is reconciled</p> | | | | |

Ensure that reconciling item differences are followed up and corrected
 Verify completeness of reconciliations and sign these off
 Monitor the consumer debtors' reconciliation process
 Review reconciliation processes
 Reconcile security deposits
 Ensure that security deposit receipts are correctly posited to the general ledger
 Manage the reconciliation of security deposits
 Manage move in and move out corrections
 Monitor the scanning and binding process of service contracts
 Ensuring that move in and move out corrections are effected on consumer debtors' accounts timeously
 Coordinate service recovery functions
 Monitor debtors' transfer balances and trace missing payments
 Ensure that debtors' balances are effected on accounts as per requests
 Coordinate the tracing of missing payments related to consumer debtors
 Manage notifications
 Ensure that logged notifications are followed up and completed
 Review monthly notification reports
 Administer correspondence
 Compile reports to top management, portfolio committees, the Mayoral Committee and Council, and ensure implementation of resolutions
 Give feedback on audit queries in writing
 Facilitate the administration of bank guarantees by monitoring annual reviews of bank guarantees, managing bank guarantee reconciliation and monitoring the bank guarantee register

SAP

S70010620

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control

Location: Pretoria Central

| Reference number | FISE618-2025 | | | | | | | | | | | | | | |
|---|---|-----------------|------------------------|----------------|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | DEPUTY DIRECTOR: REVENUE LEGAL PROCESS SUPPORT | | | | | | | | | | | | | | |
| To be advertised | <table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr></table> | | | | | Internal | | External | | | | | | | |
| Internal | | External | | | | | | | | | | | | | |
| This position seeks to attract | <table><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 | | | | | | | | | | | |
| Job level | T17 | | | | | | | | | | | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | | | | | | | | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | | | | | | | | | | | |
| Job purpose | To effectively manage the Revenue Legal Process Support Subsection | | | | | | | | | | | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years’ relevant working experience in a debt collection and credit control environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Integrity; sound financial management skills; 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>Monitor and control the section budget so that income and expenditure are in line with Council requirements</p> <p>Manage assets within the section</p> <p>Manage service assurance and quality management operations, disputes and revenue assurance (CROCPA and Return Mails), Public Protector, promotion of access to information and petitions</p> <p>Investigate disputes lodged, formulate findings and communicate with customers</p> | | | | | | | | | | | | | | |

Provide legal support to external legal counsel representing the City on revenue management cases escalated to courts
 Liaise with all relevant departments and divisions
 Liaise with the public and clients
 Consult with external legal counsel periodically
 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

SAP S70094378

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Rates and Taxes Management

Location: Pretoria Central

| | | | | | |
|---|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE619-2025 | | | | |
| Position | DEPUTY DIRECTOR: PROPERTY DATA ADMINISTRATION | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To manage the effective and efficient rendering of property data administration in the City of Tshwane | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Financial Management, Accounting or Finance, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years’ relevant working experience in a property valuation management environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy (advanced Excel)</p> <p>Knowledge of SAP will be an added advantage</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 | Integrity; sound financial management skills; 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>Monitor and control the section budget so that income and expenditure are in line with Council requirements</p> <p>Manage assets within the section</p> <p>Manage a property data operations service</p> <p>Manage the match process between Pro-V, GIS and SAP</p> <p>Manage the reconciliation of and follow up on discrepancies between the matched systems</p> | | | | |

- Manage a property data reconciliation service
- Manage technical master data maintenance
- Manage the allocation of MRUs
- Provide management information on property data
- Manage the interface between GIS and SAP
- Monitor the handling of success and error logs
- Manage a rebate administration service
- Manage the pensioners rebate process
- Monitor the approval or rejection of applications
- Monitor the validity of pensioners rebate allocations
- Manage the grants in aid process
- Monitor the validity of grants in aid allocations
- Manage a software process and system operations service
- Manage the updating of supplementary valuations
- Manage the updating of consolidations and subdivisions of properties
- Manage the property valuation interface between Pro-V and SAP
- Manage the reconciliation of township owner transports
- Monitor the updating of township remainders
- Manage rebates and discounts
- Manage the exemption of properties

SAP S70010703

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

Conduct continuous monitoring, analysis and evaluation of the Revenue Enhancement Strategy
 Compile a monitoring plan and report on progress to all role players
 Review and analyse tariffs and charges in view of full cost recovery
 Manage a budget that is linked to the Revenue Enhancement Strategy
 Compile an annual proposal of property rates tariffs in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004) based on policy provisions
 Motivate the strategy and propose required policy changes to ensure affordability and be in line with legislative prescriptions and guidelines from the government
 Compile scenarios and monthly information to ensure optimum monitoring regarding revenue and tariff levels
 Liaise with various stakeholders and departments within the City of Tshwane that are implicated in the Revenue Management Strategy
 Manage projects and programmes emanating from the Revenue Enhancement Strategy and other related projects (project management)
 Perform analysis to determine the impact of changes in the social, political and economic environment

SAP S70010635

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control

Subsection: Credit Control Management

Location: Pretoria Central

Reference number FISE621-2025

Position ACCOUNTANT

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 – T12

Scale
T11: R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package
T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To collect arrears on current municipal accounts by discontinuing the electricity and water supply to defaulters and to negotiate with clients whose accounts are in arrears and whose electricity and/or water supply had been cut

Appointment requirements
T11: Grade 12 with Mathematics and/or Accountancy
T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position
2 to 3 years' relevant experience in expenditure management in a local government environment
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
Proficiency in SAP and experience in mSCOA 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions
Motivate computer programming requests
Send request to management regarding effective programming on credit control procedures

Be involved in liaison with cut-off manager to ensure an effective communication procedure
 Reply to letters received from Group Legal and Secretariat Services and top management
 Verify correctness of correspondence done by administrative officer
 Ensure that reconciliations are on time and differences cleared
 Ensure that the R/D cheques register is reconciled monthly
 Ensure that the debit order register is reconciled monthly
 Ensure that the suspense account for unallocated receipts is cleared daily
 Ensure correctness of journal entries before letting them pass
 Authorise journals on accounts and approve journals affecting the general ledger
 Ensure that the principles of internal controls are adhered to
 Regularly use initiative to ensure that work is done in the most effective way possible
 Make sure that internal controls are sound and never compromised
 Manage the administration of credit control processes
 Consult with the ICT Division in order to ensure effective programming on the credit control process
 Answer audit reports regarding the credit control process

SAP

S70010573

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453) or F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control (Revenue Recovery Centre)

Location: Pretoria Central

Reference number **FISE622-2025**

Position **ACCOUNTANT (3 POSTS)**

| | | |
|-------------------------|-----------------|-----------------|
| 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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T11 – T12

Scale **T11:** R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package

T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To coordinate and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of accounts receivable transactions to support the analysis, identification and recovery of overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences

Appointment requirements

T11: Grade 12 with Mathematics and/or Accountancy
T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position
2 to 3 years' relevant experience in expenditure management in a local government environment
Supervisory experience will be an added advantage
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
Proficiency in SAP and experience in mSCOA 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

| | |
|------------------------------|---|
| Primary functions | <p>Coordinate and control sequences associated with the verification and provision of information related to revenue transactions</p> <p>Analyse and approve revenue recording processes, referring to information detailed in supporting documentation and resolving deviations from procedures</p> <p>Provide support with regard to the consolidation of transactional income information to facilitate the production of financial statements</p> <p>Prepare statistical reports depicting short- to medium-term cash flow trends inclusive of explanations to support specific deviations</p> <p>Interact with internal and external auditors and make available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocations of account receivable transactions</p> <p>Ensure that reporting requirements and information explaining and detailing income sequences and trends are coordinated and disseminated to support planning and procedural evaluation processes</p> <p>Control the key performance areas and critical outputs of personnel within the section</p> <p>Provide guidelines and guidance to personnel on the application of procedures</p> <p>Implement remedial measures and corrective action to align performance and output against agreed standards</p> <p>Appraise performance levels, set objectives and measure accomplishment or establish reasons for non-conformance</p> <p>Institute disciplinary action for non-conformance and serious breaches of terms and conditions of employment and codes of conduct</p> <p>Ensure that acceptable performance levels are sustained and adequate direction provided to enable the section to accomplish set objectives</p> <p>Coordinate the recording and processing procedures of income transactions against services rendered</p> <p>Analyse and verify transactional recordings, debtor reports and summaries, and process or approve adjustments to entries</p> <p>Reconcile debtor accounts and proceed with the posting and balancing of ledger accounts</p> <p>Generate reminder notifications for circulation to overdue debtors and/or communicate, calculate and establish payment terms and conditions with defaulters</p> <p>Generate debtor age analysis reports and check the status of accounts with a view to referring arrear and overdue accounts for further action</p> <p>Ensure that the processing of income-related transactions are completed accurately in accordance with set accounting procedures and practices</p> <p>Coordinate specific administrative and financial sequences associated with the rates levy</p> <p>Prepare and/or approve correspondence and calculations of rates due on properties and buildings, and forward such to legal professionals to facilitate the preparation of specific contractual documentation</p> <p>Attend to queries related to the calculation of penalties and interest, and provide explanations to clients</p> <p>Issue rates certificates to support transfer and sale agreements, and approve payment terms and conditions</p> <p>Ensure that set procedures are applied in determining levies due to the City</p> <p>Ensure that payment agreements are concluded and agreed upon prior to issuing certificates to facilitate the purchase and sale of property</p> |
| SAP | S70010579; S70010576; S70010580 |
| New/natural attrition | Natural attrition |
| Enquiries | B Matseke (012 358 4453) or F Mangwegape (012 358 5350) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control (Revenue Recovery Centre)

Location: Pretoria Central

Reference number **FISE623-2025**

Position **ACCOUNTANT (3 POSTS)**

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 – T12

Scale

T11: R400 944,00 – R556 836,00 per annum

T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package

T11: R543 294,00 – R741 715,00 per annum

T12: R604 511,00 – R826 774,00 per annum

Job purpose

To effectively execute the revenue management function, the general administration of the section's interface with the general public and the efficient and effective resolution of customer queries and/or disputes lodged in terms of the City of Tshwane Credit Control and Debt Collection Policy and to ensure timely response, to investigate and analyse information and compile findings, to prepare response letters for review and approval by the deputy director and to perform financial, administrative and general office administration

Appointment requirements

T11: Grade 12 with Mathematics and/or Accountancy

T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance, Law or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position

Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage

2 to 3 years' relevant working experience in an administrative, constitutional and local government or civil procedure law 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

Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

| | |
|------------------------------|---|
| Primary functions | <p>Provide support to revenue collection efforts by facilitating dispute resolution and preventing dispute escalations to litigation matters</p> <p>Facilitate and support revenue management with compliance with the Chapter 9 constitutional institution process in relation to revenue management queries</p> <p>Investigate revenue management disputes and provide advice to the City's legal counsel on how to proceed on litigation matters</p> <p>Consult with the City's legal counsel on revenue management litigation matters and provide guidance and/or evidence to support the City's litigation</p> |
| SAP | S70010581; S70094355; S70094356 |
| New/natural attrition | Natural attrition |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Rates and Taxes Management (Service Recovery Management)

Location: Pretoria Central

Reference number **FISE624-2025**

Position **ACCOUNTANT**

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 – T12

Scale

T11: R400 944,00 – R556 836,00 per annum

T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package

T11: R543 294,00 – R741 715,00 per annum

T12: R604 511,00 – R826 774,00 per annum

Job purpose To render service recovery support services

Appointment requirements

T11: Grade 12 with Mathematics and/or Accountancy

T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position

2 to 3 years' relevant experience in expenditure management in a local government environment

Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

Proficiency in SAP and experience in mSCOA 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

Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions

Execute service recovery services

Execute consumer debtor reconciliations

Execute security deposit reconciliations

Execute debtor balance transfers and trace missing payments

Execute notifications and ensure finalisation

Execute move in and move out services

Assist in the compilation of reports as evidence
Ensure sound records management for good governance and efficient administration
Ensure compliance with all relevant by-laws, regulations and legislative requirements
Assist to provide information with regard to audit queries

SAP S70010621

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453) or F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Collections and Revenue Recovery

Section: Debt Collection and Credit Control

Subsection: Sundry Debtors and Municipal Property Rentals (Collections)

Location: Pretoria Central

Reference number **FISE625-2025**

Position **ACCOUNTANT**

| | | |
|-------------------------|-----------------|-----------------|
| 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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T11 – T12

Scale **T11:** R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package **T11:** R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To execute sundry debtors and municipal property rental collection functions

Appointment requirements T11: Grade 12 with Mathematics and/or Accountancy
T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position
2 to 3 years' relevant experience in expenditure management in a local government environment
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
Proficiency in SAP and experience in mSCOA 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Manage contracts and revenue from municipal property rentals, staff accommodation, business accommodation and sport clubs
Manage municipal property sales for housing and vacant land sales
Be responsible for reconciliations and refunds
Ensure compliance with all relevant by-laws, regulations and legislative requirements

Ensure sound records management for good governance and efficient administration
Liaise with internal and external clients

SAP

S70094365

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453) or F 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: GROUP FINANCIAL SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number FISE626-2025

Position ADMINISTRATIVE 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 T7

Scale R254 808,00 – R353 892,00 per annum

Estimated remuneration package R357 290,00 – R483 405,00 per annum

Job purpose To render a moveable asset and maintenance service to the department

Appointment requirements

Grade 12
 At least six months' 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 pay attention to detail; good time management skills in completing assigned tasks; 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

Primary functions

Receive and record moveable assets below and above R10 000
 Keep records of newly purchased assets
 Manage the repair and maintenance of moveable assets
 Keep records of repaired assets
 Ensure that all non-economical irreparable assets are condemned according to the guidelines
 Keep records of condemned assets
 Ensure that the transfer of assets is executed according to guidelines
 Keep records of all transferred assets
 Maintain inventory and asset register
 Conduct regular spot checks
 Identify and report any deviations
 Ensure the annual physical verification of assets
 Report all lost and stolen assets immediately to the Tshwane Metro Police Department

Report all lost and stolen assets to the Insurance Division as soon as possible but not later than 30 days after the incident occurred
 Keep records of all lost and stolen assets
 Adhere to insurance claim procedures
 Order stationery
 Order and control printing cartridges for certain sections
 Keep record of stock movements
 Capture requisitions and reservations on SAP
 Keep a database of assets and cartridges
 Keep a filing system for the financial control of procurement issues
 Assist with the relocation of personnel
 Help prepare offices for new personnel
 Assist with data and voice connections for new personnel
 Manage all notifications for repairs of equipment and furniture
 Manage maintenance of departmental buildings
 Capture notifications on SAP

SAP S70010181

New/natural attrition Natural attrition

Enquiries L Mashimbyi (012 358 8528) or F 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: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: mSCOA Compliance Project

Location: Pretoria Central

Re-advertisement

Reference number **FISE627-2025**

Position **DIRECTOR: mSCOA COMPLIANCE**

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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T18

Scale R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package R1 300 149,00 – R1 738 842,00 per annum

Job purpose To maintain the City's budgeting systems in compliance with the Municipal Standard Chart of Accounts (mSCOA)

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Information Technology, Finance or Accounting or any other study field related to the position

At least nine years' working experience in a financial environment working with financial systems, with four years' managerial experience

Project management experience will be an added advantage

Advanced SAP proficiency or advanced knowledge of municipal financial systems will be an added advantage

Knowledge of mSCOA master data to ensure that transactions carry the correct segments

Working experience in implementing mSCOA will be an added advantage

Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

A valid Code B driving licence

Computer literacy

Must undergo a criminal record check (**vetting and a lifestyle audit**) 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 Project management skills, ability to work under pressure; financial management skills; data management skills; ability to pay attention to detail; analytical and problem-solving skills; exposure to local government systems

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| Primary functions | <p>Provide direction on compliance with business processes regarding budgeting, planning, monitoring and reporting as per MFMA Circular 80 specifications</p> <p>Be responsible for the enablement and maintenance of SAP BPC for mSCOA budgeting</p> <p>Create and maintain new general ledger accounts, cost centres, work breakdown structures, mSCOA short codes and linkages to the correct budget structures in line with mSCOA requirements</p> <p>Maintain the mSCOA vault or workbench</p> <p>Ensure system developments and maintenance of mSCOA reporting solution as per the Municipal Budgeting and Reporting Regulations including generating data strings for reporting to the National Treasury portal</p> <p>Ensure that the information submitted to the National Treasury by the City meets the technical requirements for National Treasury validation tests</p> <p>Participate in the development of other SAP modules to ensure alignment to mSCOA requirements</p> <p>Identify change management requirements and provide divisional and departmental capacity development and training aligned to financial management policies and system enhancements</p> <p>Provide technical support to all departments and entities of the City in the implementation of mSCOA budget processes</p> |
| SAP | S70094325 |
| New/natural attrition | New |
| Enquiries | F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Performance Management

Location: Pretoria Central

Re-advertisement

Reference number **FISE628-2025**

Position **DEPUTY DIRECTOR: TRACKING SPECIALIST**

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 T17

Scale R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To oversee the rendering of a tracking service

Appointment requirements

An appropriate three-year career-related tertiary qualification (BTech or degree) in Supply Chain Management or any other study field related to the position
Registration with the Chartered Institute of Procurement and Supply (CIPS) will be an added advantage
At least eight years' working experience in supply chain management
Supervisory experience will be an added advantage
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
A valid Code B driving licence
Computer literacy with SAP proficiency and advanced Excel skills
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

Monitor and control the section budget so that income and expenditure are in line with Council requirements
Prepare and submit operational requirements
Manage the operational budget
Manage assets within the section
Ensure 50% affirmable procurement of total procurement within the section

Maintain a resolution tracking register for all supply chain management resolutions

Ensure that all supply chain management-related resolutions are carried out timeously

Update the contracts register upon each bid being awarded

Ensure that all contracts awarded have signed service-level agreements or relevant contracting records

Update the contract extension register with all approved contract extensions and/or variations by the Bid Adjudication Committee

Ensure that price adjustment requests are processed timeously and approved prior to presentation to the Bid Adjudication Committee

Manage the process to list a poor-performing contractor onto the National Treasury database of defaulters in line with the standard operating procedure on the restriction of contractors and service providers

Manage the timely publication of bid outcomes and communication to unsuccessful bidders

Process all supply chain management-related Requests for Information made in line with the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), the Protection of Personal Information Act, 2013 (Act 4 of 2013) and the Public Protector Act, 1994 (Act 23 of 1994) or similar legislation

Consolidate and prepare monthly supply chain management performance information for reporting

Make inputs to the deviation reports prepared by departments and maintain a deviation register

Maintain a contract and commitments register

Develop, implement and maintain the tracking of strategic and business plans, more specifically in terms of outcomes, outputs, performance indicators and milestones achieved

Develop, implement and maintain tracking implementation plans, more specifically in terms of governance and accountability, planning, resource management, risk management, stakeholder engagement and review, monitoring and evaluation

SAP S70094411

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

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|---|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE629-2025 | | | | |
| Position | DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT | | | | |
| 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 | T17 | | | | |
| Scale | R791 352,00 – R1 099 056,00 per annum | | | | |
| Estimated remuneration package | R1 178 103,00 – R1 569 752,00 per annum | | | | |
| Job purpose | To ensure and render management and strategic support services to the unit | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Office Administration or any other study field related to the position</p> <p>At least eight years’ relevant working experience in an administrative, auxiliary and logistical support environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency and advanced Excel skills</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 | Integrity; intelligence; patience; innovative thinking skills; being energetic; having imagination; flexibility; willingness to accept responsibility; being decisive; ability to pay attention to detail; time management skills | | | | |
| Primary functions | <p>Ensure organisational performance management operations support services</p> <p>Render Integrated Development Plan, Service Delivery and Budget Implementation Plan and business planning operations support services</p> <p>Ensure timeous quarterly performance reporting services</p> <p>Manage audit support operations</p> <p>Support and manage employment equity support operations</p> <p>Ensure coordination, compliance and quality control support operations</p> <p>Ensure coordination of ISO quality compliance services</p> <p>Manage and ensure service-level agreement support operations</p> <p>Render meetings and events support operations</p> <p>Define best practices through participation and benchmarking with external and international models</p> | | | | |

Review policies relative to jobs and limitations, and oversee the drafting of job descriptions and limitations as necessary
 Oversee the articulation of performance expectations common to all
 Effectively advise and make recommendations on the enhancement of policies regarding the operation of the unit and management and administration functions, including the development and presentation of alternatives for policy modification and their respective implications for decision
 Manage processes to identify, interview, qualify, recruit and place individuals within the function
 Identify and define immediate, short- and long-term objectives
 Manage and ensure strategic support services
 Supply secretariat assistance and administrative support to the group head's office

SAP

S70010169

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Payroll Management

Location: Pretoria Central

| Reference number | FISE630-2025 | | | | | | | | | | | | | | |
|---|---|-----------------|------------------------|----------------|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | FUNCTIONAL HEAD: PAYROLL COSTING AND SUSPENSE ACCOUNT MANAGEMENT | | | | | | | | | | | | | | |
| To be advertised | <table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr></table> | | | | | Internal | | External | | | | | | | |
| Internal | | External | | | | | | | | | | | | | |
| This position seeks to attract | <table><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 | | | | | | | | | | | |
| Job level | T15 | | | | | | | | | | | | | | |
| Scale | R630 852,00 – R876 180,00 per annum | | | | | | | | | | | | | | |
| Estimated remuneration package | R835 923,00 – R1 148 180,00 per annum | | | | | | | | | | | | | | |
| Job purpose | To administrate the recording of payroll-related data in the financial records and the reconciliation of remuneration-related suspense accounts | | | | | | | | | | | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Financial Management or Internal Auditing, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other financial study field related to the position</p> <p>At least six years’ relevant working experience in a payroll administrative support environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency and advanced Excel skills</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 | Excellent communication skills; ability to work under pressure and in a team; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills; being goal orientated; problem-solving skills; having initiative | | | | | | | | | | | | | | |
| Primary functions | <p>Conduct administration of payroll posting process and reconciliation</p> <p>Administrate the allocation of all remuneration-related expenditure items to general ledger accounts</p> <p>Administrate the ongoing maintenance and development of needs and enhancements on the SAP payroll system</p> <p>Manage the monthly reconciliation of all payroll-related suspense and other general ledger accounts</p> <p>Prepare and plan for the financial year-end payroll process</p> | | | | | | | | | | | | | | |

| | |
|------------------------------|---|
| SAP | S70011105 |
| New/natural attrition | Natural attrition |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Metering and Invoicing Services

Location: Tshwane House

Reference number **FISE631-2025**

Position **REVENUE 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 T10

Scale R357 972,00 – R497 184,00 per annum

Estimated remuneration package R488 598,00 – R665 789,00 per annum

Job purpose To execute the duties at the notifications and return mail unit to enhance revenue recovery and collection and to render a customer service to the clients of the City of Tshwane

Appointment requirements

Grade 12

At least two years' relevant working experience in an administrative or client services-related environment

Computer literacy

SAP proficiency will be an advantage

Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Render a customer service to the clients regarding the following:

- Water loss claims
- Meter testing for water
- Meter testing for electricity
- Unauthorised water connections
- Leakages on municipal rental properties
- Re-reading of meters
- Creating and approving journals (notifications)
- Reversal process of financial charges
- Tampering fees for electricity

- Keep statistical data of work performed

SAP S70057554

New/natural attrition Natural attrition

Enquiries F Mangwegape (012 358 5350) or B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Rates and Taxes Management (Property Billing Administration)

Location: Pretoria Central

| | | | | | |
|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE632-2025 | | | | |
| Position | ACCOUNTANT (PROPERTY BILLING ADMINISTRATION) | | | | |
| 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 – T12 | | | | |
| Scale | T11: R400 944,00 – R556 836,00 per annum T12: R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | T11: R543 294,00 – R741 715,00 per annum T12: R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To execute property billing administration functions | | | | |
| Appointment requirements | T11: Grade 12 with Mathematics and/or Accountancy T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage 2 to 3 years' relevant experience in expenditure management in a local government environment A valid Code B driving licence Proficiency in SAP and experience in mSCOA 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 | Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills | | | | |
| Primary functions | Ensure property billing and property data administration Ensure compliance with all relevant by-laws, regulations and legislative requirements Ensure sound records management for good governance and efficient administration Conduct effective and efficient client services | | | | |

| | |
|------------------------------|---|
| SAP | S70010645 |
| New/natural attrition | Natural attrition |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Levies

Section: Property Valuation Management

Subsection: Property Valuations Operations

Location: Pretoria Central

Reference number FISE633-2025

Position VALUATION OFFICER/VALUER (3 POSTS)

| | | |
|-------------------------|----------|----------|
| To be advertised | Internal | External |
|-------------------------|----------|----------|

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

Job level T11 (Valuation Officer)/T12 (Valuer)

Scale
T11: R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package
T11: R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To provide an effective and efficient valuation service to the City of Tshwane

Appointment requirements
T11: Valuation Officer: Grade 12 and relevant experience
T12: Valuer
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Real Estate (Property Valuation) or any other study field related to the position
2 to 3 years' relevant experience
Registration as a Professional Valuer or Professional Associated Valuer with the South African Council for the Property Valuers Profession
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Ability to be a team player; sound verbal and written communication skills; being ethical; ability to pay attention to detail; willingness to accept responsibility beyond the agreed-upon job description; innovative thinking skills; being decisive; ability to be goal-orientated; analytical thinking skills; technical skills; ability to be taught; flexibility

Primary functions
Compile a triennial Valuation Roll

- Implement the valuation process programme
- Gather and analyse market information to ensure that correct data is used
- Determine the basis of valuation for different types of properties
- Determine the values of all properties

- Verify the quality of the valuations
- Liaise with and give feedback to the Chief Valuer regarding progress

Handle objections

- Clarify valuations for potential objectors
- Make preparations for Valuation Board hearings
- Attend Valuation Board hearings
- Implement the decisions of the Valuation Board

Maintain the Valuation Roll by means of supplementary valuations

Ensure the ongoing maintenance of the Valuation Roll by identifying the following:

- Properties omitted from the Valuation Roll
- Properties included in Tshwane after the last general valuation
- Properties subdivided or consolidated after the last general valuation
- Properties of which the improved value has substantially increased or decreased for any reason after the last general valuation
- Properties substantially incorrectly valued during the last general valuation
- Properties where the rateability has changed

Implement all processes in the execution of the above supplementary valuations

Assist in the continuous development of the computer-based valuation system

Liaise with and give feedback to the Chief Valuer

Determine valuations for municipal purposes, such as the following:

- Alienation of immovable property
- Acquisition and expropriation
- Rental
- Replacement value
- Endowment for open spaces and parks
- Contribution to sport clubs

Provide comments to internal and external clients on various property-related issues, such as the following:

- Assessment rates
- Budgeting for the acquisition of immovable property
- New developments

Assist with the functioning of the administration office in the absence of the responsible staff of that office

| | |
|------------------------------|---|
| SAP | S70010779; S77001078; S70010781 |
| New/natural attrition | Natural attrition |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: N/A

Location: Pretoria Central

| | | | | | |
|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE634-2025 | | | | |
| Position | SENIOR SECRETARY | | | | |
| 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 | T10 | | | | |
| Scale | R357 972,00 – R497 184,00 per annum | | | | |
| Estimated remuneration package | R488 598,00 – R665 789,00 per annum | | | | |
| Job purpose | To render a secretarial and administrative support service to the Office of the Divisional Head: Budget Office | | | | |
| Appointment requirements | Grade 12 plus a secretarial qualification or training At least two years' relevant secretarial experience A valid Code B driving licence will be an added advantage Computer literacy | | | | |
| Personal attributes and/or competencies | Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions; ability to maintain confidential and sensitive information | | | | |
| Primary functions | Provide a reception service Provide an office administration service Provide a typing and computer-operating service Provide an operational logistics service Execute diverse official secretarial duties | | | | |
| SAP | S70010194 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) | | | | |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Financial Reporting and Assets

Section: Accounting Services

Location: Pretoria Central

Reference number **FISE635-2025**

Position **DIRECTOR: ACCOUNTING SERVICES**

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 R886 296,00 – R1 230 960,00 per annum

Estimated remuneration package

R1 300 149,00 – R1 738 842,00 per annum

Job purpose To ensure the effective management of the Accounting Services Section

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance or Accounting or any other study field related to the position
At least nine years' working experience in a financial environment with four years managerial experience
Advanced SAP proficiency or advanced knowledge of municipal financial systems will be an added advantage
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, 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

Accounting: Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to
Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates
Financial management: Drive the optimisation of the City of Tshwane's financial management through the use of standard operating procedures
Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others
Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against the budget allocations

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

Control the 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 the 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 investigational or corrective measures

Maintain the department's asset register

Ensure the provision of a financial accounting management service (financial reporting, capital expenditure accounting management, fund administration and asset financing services, operational accounting system management and audit report assistance)

Ensure cash and financial control management

Oversee the management of accounting services operational support

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

Analyse and align requirements with operating capacity and capability

SAP

S70011268

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Financial Reporting and Assets

Section: Accounting Services

Subsection: Financial Statements and Reporting Management

Location: Pretoria Central

Reference number **FISE636-2025**

Position **ACCOUNTANT (FINANCIAL REPORTING)**

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 – T12

Scale **T11:** R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package **T11:** R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To collect and process information from monthly financial statements to report on the financial position of the City of Tshwane, to compile the annual financial statements and the annual consolidated financial statements, to make available financial information in compliance with applicable legislation, to render an internal support service and to further the financial entries and activities relating to grants received, grant expenditure and revenue recognition

Appointment requirements T11: Grade 12 with Mathematics and/or Accountancy
T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position
2 to 3 years' relevant experience in expenditure management in a local government environment
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
Proficiency in SAP and experience in mSCOA 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

| | |
|------------------------------|---|
| Primary functions | Assist with the compilation of annual financial statements |
| | Assist with the compilation of annual consolidated financial statements |
| | Conduct financial year-end closure activities |
| | Conduct financial recordkeeping by receipt and allocation of income and year-end journals as necessary |
| | Execute reconciliations regarding balance sheet accounts which are the responsibility of this section (suspense accounts) |
| | Monitor balance sheet accounts to ensure that no unauthorised transactions are processed |
| | Monitor the receipt of grants and donations via the cashbook |
| | Allocate grants to correct customers |
| | Determine expenditure on capital and operational projects from grants and donations |
| | Recognise the relevant revenue in terms of the conditions of the grants |
| | Provide an internal support service to top management, strategic units and sections |
| | Supply information as requested |
| | Render an internal support service regarding the financial statements |
| | Implement GRAP principles |
| SAP | S70011125 |
| New/natural attrition | Natural attrition |
| Enquiries | F Mangwegape (012 358 5350) or B Matseke (012 358 4453) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Performance Management

Location: Pretoria Central

Reference number **FISE637-2025**

Position **ACCOUNTANT (GRANTS AND SUBSIDIES)**

| | | |
|-------------------------|-----------------|-----------------|
| 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 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

Job level T11 – T12

Scale **T11:** R400 944,00 – R556 836,00 per annum
T12: R449 040,00 – R623 664,00 per annum

Estimated remuneration package **T11:** R543 294,00 – R741 715,00 per annum
T12: R604 511,00 – R826 774,00 per annum

Job purpose To provide a corporate financial advisory service on all grants and subsidies (national and provincial)

Appointment requirements T11: Grade 12 with Mathematics and/or Accountancy
T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position
2 to 3 years' relevant experience in expenditure management in a local government environment
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
Proficiency in SAP and experience in mSCOA 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Manage grants and subsidies
Assist in managing the financial performance pertaining to grants and subsidies
Support informative decision-making and monitor requirements of the City of Tshwane's imperatives in line with National Treasury guidelines and applicable legislative requirements, such as DoRA, MFMA, etc

Coordinate intergovernmental grants and subsidies (Restructuring Grant, Financial Management Grant, Public Transport Infrastructure Grant, Neighbourhood Development Grant, provincial and national grants, etc)
 Conduct grant condition assessment, monitoring and financial monitoring
 Conduct grant performance reporting
 Ensure grant spending planning alignment
 Manage corporate financial controls
 Control intergovernmental grants and subsidies
 Support informative decision-making
 Apply budget control measures in line with approved policy and legislative requirements, such as technical general ledger alignment, etc
 Reconcile, analyse, interpret and collate financial and non-financial inputs for preparation and submission of monthly and quarterly performance progress reports in line with the approved grant agreement key performance indicators and targets
 Coordinate and prepare monthly and quarterly reports
 Compile in-year National Treasury input forms, documents and returns for lodging to the National Treasury and other transferring authorities (Department of Local Government, Provincial Treasury, etc) in respect of intergovernmental grants and subsidies

SAP

S70010218

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Performance Management

Location: Pretoria Central

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|---|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE638-2025 | | | | |
| Position | ACCOUNTANT (FINANCIAL ADVISORY AND FUND TRANSFER SERVICES) | | | | |
| 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 – T12 | | | | |
| Scale | T11: R400 944,00 – R556 836,00 per annum T12: R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | T11: R543 294,00 – R741 715,00 per annum T12: R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To monitor and assist with providing advice, guidelines, comments and training based on the analysis of corporate, provincial and national matters as well as budget adjustments and fund transfers | | | | |
| Appointment requirements | T11: Grade 12 with Mathematics and/or Accountancy T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position 2 to 3 years’ relevant experience in expenditure management in a local government environment Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage Proficiency in SAP and experience in mSCOA 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 | Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills | | | | |
| Primary functions | Provide a financial comments and advisory service Analyse information as requested to determine the effect on the City’s budget | | | | |

Assist with the development of alternative financial plans with the City and communities' vision and interest in mind
 Assist the senior specialist with formulating and implementing new financial policies
 Identify shortcomings in procedures and activities on a continuous basis and suggest improvements
 Suggest improvements regarding the cost-effective application of financial resources on corporate level
 Assist to collate data and information to build a database from which management information can be generated
 Assist with determining the impact of departments' planned projects on the operating budget, such as repairs and maintenance
 Advise departments on the use of their budget, as well as the application and transfer of funds
 Write financial comments on reports of all departments
 Conduct budget adjustments and fund transfers
 Provide draft guidelines to departments on legislative and other statutory requirements to ensure accountability, efficiency and economy
 Ensure that procedures and processes are in place in line with guidelines and the Budget Policy approved by Council
 Ensure recording of all fund transfers

SAP

S70010215

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: Demand Management

Location: Pretoria Central

Re-advertisement

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | FISE639-2025 | | | | |
| Position | FUNCTIONAL HEAD: BIDS AND QUOTES SPECIFICATIONS | | | | |
| 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 | T15 | | | | |
| Scale | R630 852,00 – R876 180,00 per annum | | | | |
| Estimated remuneration package | R835 923,00 – R1 148 180,00 per annum | | | | |
| Job purpose | To manage and coordinate the tender and small, medium and micro enterprise (SMME) function to ensure the effective, efficient and economical provision of goods and services by issuing and calling tenders, inviting quotations to initiate contracts and overseeing and managing a system to uplift and educate emerging contractors | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting, Financial Management, Supply Chain Management, Logistics Management or Law or any other study field related to the position</p> <p>At least six years' relevant working experience in a financial environment</p> <p>Supervisory experience will be an added advantage</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP and advanced Excel knowledge</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> <p>Must undergo vetting and a lifestyle audit</p> | | | | |
| 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 | <p>Manage personnel</p> <p>Ensure direct outcomes associated with the use, productivity and performance of personnel in the division</p> | | | | |

Monitor adherence to human resources and office policies and procedures, such as staff attendance
 Define and adjust the key performance indicators, job designs and role boundaries of personnel against service delivery requirements
 Conduct appraisals to measure performance and objective accomplishments against agreed targets, and review goals and set new objectives
 Assist in evaluating the capabilities of prospective applicants and participate in the interviewing and final selection sessions
 Ensure the optimal and correct use of resources of staff and office machines
 Maintain records of work in progress and completed work
 Ensure the effective and efficient management of the functional unit
 Ensure compliance with legislation, regulations, directives, systems and policies through policy analysis
 Manage and coordinate the tender document and technical specifications flow and Bid Specification Committee system
 Manage and coordinate the tender document flow and Quotation Specification Committee system
 Develop and improve procedures and processes
 Draft policies relating to procurement and the implementation of procedures and policies
 Manage the Procurement Advice Centre (operations and human resources)
 Draw up a budget and manage the subsection
 Handle audit queries
 Conduct the day-to-day management of the section
 Attend meetings, such as Bid Specification Committee meetings

SAP

S70010889

New/natural attrition

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or G Lekwatsipa (012 358 1713)

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

DEPARTMENT: GROUP PROPERTY

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | GPDD044-2025 | | | | |
| Position | FUNCTIONAL HEAD: FINANCE SUPPORT | | | | |
| 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 | R630 852,00 – R876 180,00 per annum | | | | |
| Estimated remuneration package | R835 923,00 – R1 148 180,00 per annum | | | | |
| Job purpose | To provide a comprehensive and extensive financial administrative and financial management support service to Group Property and to conduct daily management, coordination and control over the subsection | | | | |
| Appointment requirements | <p>A three-year career-related tertiary qualification (degree or diploma) in Accounting of Financial Management, Accounting or any other study field related to the position</p> <p>At least six years' applicable experience in a financial support environment</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 | <p>Good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency; physical and mental fitness; having integrity; being decisive</p> | | | | |
| Primary functions | <p>Manage the department's budget in accordance with the applicable legislation and policies</p> <p>Manage, advise, control and coordinate SAP S4/HANA financial transactions, creditor payment administration, journals and supplier reconciliation</p> <p>Conduct supply chain and procurement management</p> <p>Conduct project management and capital budget compilation and administration</p> | | | | |

Manage, coordinate and administrate departmental audits (contact person for audit queries)
Conduct day-to-day management and supervision of the Finance Support Subsection to ensure optimal performance

SAP

S70001745

**New/natural
attrition**

Natural attrition

Enquiries

F Mangwegape (012 358 5350) or P Mathabathe (012 358 8019)

| | | | | | |
|----------------|----|---------------------|------------------|--------------|--------------------------|
| 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

Subsection: Office Accommodation and Operations

Location: Tshwane House

Reference number **GPDD045-2025**

Position **CHIEF PROPERTY 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 T12

Scale R449 040,00 – R623 664,00 per annum

Estimated remuneration package R604 511,00 – R826 774,00 per annum

Job purpose To effectively and efficiently provide sustainable office accommodation and parking to client departments

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Real Estate or Built Environment or any other study field related to the position
At least three years' relevant experience in real estate or built environment
A valid Code B driving licence
Supervisory experience 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 Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Identify and allocate office space to client departments in consultation with the supervisor
Respond to client department requests for office space and parking within the prescribed time frames
Liaise with client departments on office space and parking needs
Conduct physical inspections of properties
Report on occupancy and vacancy levels of office space and parking
Report on any defects and soft services requirements in office space buildings
Load and monitor parking applications and refunds
Draft and monitor contract management agreements and policies

- Handle audit queries and reports
- Keep records and monitor office space and parking in buildings
- Assist the supervisor with space planning
- Coordinate departmental projects
- Draft reports and circulate for comments
- Report on and keep record of departmental activities
- Collect revenue through parking management
- Monitor expenditure and revenue
- Supervise subordinates in line with the City's human resources policies and regulations

SAP S70016507

New/natural attrition Natural attrition

Enquiries K Nolutshungu (012 358 3580) or P Mathabathe (012 358 8019)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Asset Management and Advisory Services
Section: Advisory Services
Location: Pretoria Central

Re-advertisement

Reference number **GPDD046-2025**

Position **SENIOR SPECIALIST: ADVISORY SERVICES**

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 R791 352,00 – R1 099 056,00 per annum

Estimated remuneration package R1 178 103,00 – R1 569 752,00 per annum

Job purpose To provide quantity surveying advisory and support services as well as oversight and management of strategic land development projects and programmes in Group Property

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Quantity Surveying
Registration with the South African Council for the Quantity Surveying Profession will be an added advantage
At least eight years' relevant working experience in quantity surveying and project management, preferably in a real estate environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Excellent report writing skills; presentation skills; communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; being decisive; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills

Primary functions Oversee the development of bills of quantities
Manage and conduct condition assessments on City-owned properties and when required
Track and monitor project delivery on strategic and catalytic land development projects
Ensure that professional service delivery is provided to the City
Conduct turnkey programme and project management
Manage the capitalisation of assets under Group Property

Forecast workflow
Conduct stakeholder management

SAP S70073216

New/natural attrition New

Enquiries P Mathabathe (012 358 8019) or F Mangwegape (012 358 5350)

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