



INTERNAL/EXTERNAL JOB FORUM

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

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

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, they may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions in this job forum on a permanent basis.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

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

Closing date: 24 April 2025
(Online applications close at midnight.)

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre, Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruithelp@tshwane.gov.za.
Do not submit your application here – it will not be accepted.

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

DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT

Division: Support and Administration

Section: Administration Bureau

Location: All regions

Reference number **COSA165-2025**

Position **ADMINISTRATIVE OFFICER (50 POSTS)**

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

Job level T7

Scale R242 640,00 – R337 008,00 per annum

Estimated remuneration package R340 769,00 – R4560 882,00 per annum

Job purpose To perform an effective and efficient administrative function at the Administrative Bureau Section

Appointment requirements Grade 12
Relevant experience in an administrative environment
NaTIS user registration will be an added advantage
Computer literacy
No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)
The applicant's name should also not appear on the register for sexual offenders
Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management

Personal attributes and/or competencies 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; decisiveness

Primary functions Executive Administrative Bureau Section duties in the Section 341, Section 54 and Section 56 office, including processing admissions of guilt, filing, preparing the court roll and processing repayments
Capture and process AARTO notices

Process repayments and reconciliation of statements
Conduct specific daily tasks, such as enquiries, statutory administration, cashier and archiving duties
Conduct general administrative duties as required

SAP

S70014975; S70014977; S70014978; S70014983; S70014984; S70014985;
S70014986; S70014987; S70014989; S70014990; S70014991; S70014993;
S70014995; S70014996; S70014997; S70014998; S70014999; S70015000;
S70015001; S70015002; S70015003; S70015004; S70015005; S70015006
S70015007; S70015008; S70015009; S70015010; S70015011; S70015012;
S70015013; S70015014; S70015015; S70015016; S70015017; S70015018;
S70015019; S70015020; S70015021; S70015022; S70015023; S70015024;
S70015025; S70015026; S70015027; S70015028; S70015029; S70015030
S70015031; S70015032

**New/natural
attrition**

Natural attrition

Enquiries

Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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

DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT

Division: Support and Administration

Section: Administration Bureau

Location: All regions

Reference number **COSA166-2025**

Position **CASHIER (10 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
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Job level T7

Scale R242 640,00 – R337 008,00 per annum

Estimated remuneration package R340 769,00 – R4560 882,00 per annum

Job purpose To deliver an efficient and effective cashier service to the Transgression Management Subsection

Appointment requirements Grade 12 with Mathematics or Accounting
Relevant experience in an administrative and/or cashier environment
Computer literacy
No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)
The applicant's name should also not appear on the register for sexual offenders
Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management

Personal attributes and/or competencies 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; decisiveness

Primary functions Execute cashier support services by capturing payments on the system and performing daily cash-up
Handle public enquiries relating to AARTO and by-law notices
Execute data capturing of AARTO, Section 341 and Section 56 notices
Conduct administrative duties

SAP	S70015040; S70096327; S70096238; S70096239; S70096240; S70096241; S70096242; S70096243; S70096244; S70096245
New/natural attrition	Natural attrition
Enquiries	Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)

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