



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 the *Tshwane Careers* link and then on *Job Forum*.

INTERNAL CANDIDATES

Please apply via the intranet. Navigate to the SAP SuccessFactors page and login with your credentials.

EXTERNAL CANDIDATES

Please apply online by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and click on the *Tshwane Careers* link (*Tshwane Careers* is also located under the *E-SERVICES* link on the website).

**Closing date: 24 February 2026
(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: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Subsection: Infrastructure and Asset Management

Location: Tshwane regions

Re-advertisement

Reference number **EMSS181-2026**

Position **INVENTORY CONTROL OFFICER (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 be responsible for controlling, receiving, safeguarding, storing, issuing and distributing emergency services store and inventory products, tools and materials for operational use when needed

Appointment requirements

Grade 12

A certificate, diploma or higher qualification in Property Asset Management, Finance, Property Valuation or Supply Chain Management may be an added advantage

At least two years' relevant experience in property asset management, finance, property valuation or supply chain management

Supervisory experience will be an added advantage

A valid Code B driving licence

Computer literacy in Microsoft Office

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

Personal attributes and/or competencies

Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail

Primary function

Receive and safely store inventory stock, including products, tools and materials
Adhere to applicable asset management standards in accordance with corporate and departmental policies and procedures
Accurately and effectively issue depot inventory item transactions in the department
Assist in controlling and maintaining an accurate electronic inventory stock availability database, reports and receiving and issuing records
Advise the functional head on issues regarding available stock, including needs, shortages, quality and condition of stock items
Identify inventory items for maintenance, repair and disposal purposes

SAP

S70073590; S70073591

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Tshwane regions

Re-advertisement

| | | | | | | | | | | | | | | | |
|--|--|-----------------|------------------------|----------------|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | EMSS182-2026 | | | | | | | | | | | | | | |
| Position | SUPPORT SERVICES OFFICER: ASSET, MAINTENANCE AND INSURANCE MANAGEMENT, LOGISTICS, OFFICE ACCOMMODATION AND PARKING | | | | | | | | | | | | | | |
| To be advertised | <div style="display: flex; justify-content: space-around; align-items: center;"> Internal External </div> | | | | | | | | | | | | | | |
| This position seeks to attract | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">African female</td> <td style="width: 20%;">African male</td> <td style="width: 20%;">Coloured female</td> <td style="width: 20%;">Coloured male</td> <td style="width: 20%;">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 | T12 | | | | | | | | | | | | | | |
| Scale | R449 040,00 – R623 664,00 per annum | | | | | | | | | | | | | | |
| Estimated remuneration package | R604 511,00 – R826 774,00 per annum | | | | | | | | | | | | | | |
| Job purpose | To provide comprehensive asset value chain, insurance claims management and loss and damage administrative services to the Emergency Services Department | | | | | | | | | | | | | | |
| Appointment requirements | <p>Grade 12</p> <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Property Asset Management, Finance, Property Valuation, Insurance, Supply Chain Management or Logistics Management</p> <p>At least three years' relevant experience in property asset management, finance, property valuation, insurance, supply chain management or logistics management</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</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 | Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills | | | | | | | | | | | | | | |
| Primary functions | <p>Provide a one-stop asset value chain administration service</p> <p>Provide a public liability claim administration service</p> <p>Provide a loss and damage committee administration service</p> <p>Provide written feedback with regard to all insurance claims</p> <p>Ensure that records are kept of approved policies and standard operating procedures</p> | | | | | | | | | | | | | | |

SAP

S70019077

New/natural attrition

New

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Tshwane regions

Re-advertisement

Reference number **EMSS183-2026**

Position **SUPPORT SERVICES OFFICER: REHABILITATION, PROTECTIVE EQUIPMENT, UNIFORM SERVICES AND OPERATIONAL DEPOT 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 T12

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

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

Job purpose To provide rehabilitation, uniform, personal protective equipment (PPE) management and operational depot services to the Emergency Services Department

Appointment requirements Grade 12
An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance, Insurance Supply Chain Management or Logistics Management
At least three years' relevant experience in finance, insurance supply chain management or logistics management
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills

Primary functions Provide a 24/7 rehabilitation service to the department at major operations
Provide a uniform service to the department
Provide a comprehensive operational depot service to the department
Provide a comprehensive PPE management service to the department

SAP S70019189

New/natural attrition New

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Training Academy

Location: Training Academy

Re-advertisement

Reference number

EMSS184-2026

Position

ASSISTANT CHIEF: PROFESSIONAL TRAINING AND DEVELOPMENT

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 lead and oversee the planning, development and implementation of training programmes that enhance the skills, knowledge and competencies of the Emergency Services Department

Appointment requirements

Grade 12

National diploma in Fire Technology

A BTech degree in Fire Technology or advanced diploma in Fire Technology or higher may be an added advantage

Certified Assessor in accordance with Unit Standard 115753

Certified Moderator in accordance with Unit Standard 115759

Certified Education Training and Development practitioner will be an added advantage

At least eight years' relevant experience in an emergency services environment, of which at least four years should be at relevant managerial experience level

A valid Code B driving licence

Computer literacy in Microsoft Office

****Willingness to be assigned to any geographical fire station in Tshwane****

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

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

Strategic management skills; business management skills; 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

Identify training needs and ensure that programmes are tailored to meet the evolving demands of emergency response

Supervise trainers and instructors, providing guidance and support to ensure the quality and consistency of training delivery
Manage training resources, including budgets, facilities and equipment, to ensure optimal use and effectiveness
Ensure that all training activities comply with relevant laws, regulations and organisational policies
Foster a culture of continuous learning and professional development within the Emergency Services Department

SAP S70019120

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES
Division: Office of the Chief of Emergency Services
Section: Strategic Support
Location: Emergency Services Headquarters (Pieter Delport Centre)

Re-advertisement

Reference number **EMSS185-2026**

Position **EXECUTIVE SUPPORT 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 |

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 render operational and executive administrative support to the Chief of Emergency Services within the generic framework of local government by means of control, management, planning, coordination and implementation of management information to ensure timeous and effective achievements of Council, departmental and divisional goals

Appointment requirements Grade 12
 Certificate in Public Administration, Public Management, Business Administration, Business Management or Administrative Management
 National diploma in Public Administration, Public Management, Business Administration, Business Management or Administrative Management or higher may be an added advantage
 At least two years' relevant experience in an executive support environment
 A valid Code B driving licence
 Computer literacy in Microsoft Office
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good communication and interpersonal skills; planning and organising skills; having integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking skills; ability to work under pressure

Primary function Render support to the office of the Chief of Emergency Services
 Provide executive support to departmental work streams
 Coordinate and manage Chief of Emergency Services administration
 Provide enquiry support services
 Provide information and feedback to other divisions and sections in the City of Tshwane and the public entity
 Execute all other administrative duties and tasks handed down by the Chief of Emergency Services

SAP

S70017666

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management

Location: Tshwane regions

Re-advertisement

Reference number **EMSS186-2026**

Position **DISASTER MANAGEMENT OFFICER (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 | T12 | | | | |
| Scale | R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To conduct disaster management activities to prevent or reduce the risk of disasters, mitigate the severity of disasters and ensure emergency preparedness, rapid and effective response to disasters and post-disaster recovery and rehabilitation | | | | |
| Appointment requirements | Grade 12 A three-year national diploma majoring in Disaster Management Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage At least three years' experience in an emergency services or disaster management environment A valid Code B driving licence Computer literacy Must have reasonable levels of physical and medical fitness with no respiratory anomalies Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to work overtime, standby and after hours during weekends and public holidays with little or no notice 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 | Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills | | | | |
| Primary functions | Establish community disaster management structures Implement disaster preparedness, prevention and mitigation strategies Manage community-based preparedness programmes in terms of hazard, risk and vulnerability assessments | | | | |

Implement the disaster risk management policy and strategy
Ensure integrated response and recovery
Plan and coordinate special events
Facilitate community training and capacity-building
Ensure information management and communication

SAP S70018993; S70019004

New/natural attrition New

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Tshwane regions

Re-advertisement

Reference number **EMSS187-2026**

Position **EMERGENCY PLANNING OFFICER (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 | T12 | | | | |
| Scale | R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To perform skilled technical tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as it relates to town-planning scheme applications, changes in building occupancy, scrutiny of fire protection plans for code compliance and the final inspection of buildings in accordance with approved fire protection plans | | | | |
| Appointment requirements | Grade 12 National diploma in Fire Technology At least three years' continuous experience in a recognised emergency services environment A valid Code B driving licence Must have reasonable levels of physical and medical fitness with no respiratory anomalies Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work after hours on weekends and public holidays 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 | Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills | | | | |
| Primary functions | Apply the requirements of the Fire Protection Regulations as these relate to building design submissions Analyse and report on town-planning scheme applications and forecast the situational context of applications against prevailing fire safety codes and fire response coverage Apply the relevant fire codes and standards as these relate to the design, installation and storage of dangerous and classified goods and substances | | | | |

Undertake routine proactive, reactive and programmed technical fire safety inspections of premises, buildings, installations and all types of occupancies to determine compliance with relevant laws, codes or standards

Determine the origin and cause of a fire, as well as identify the dangers involved in processes and materials

SAP S70095153; S70018371; S70018372

New/natural attrition New

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Tshwane regions

Re-advertisement

Reference number **EMSS188-2026**

Position **ADMINISTRATIVE OFFICER: ASSET, MAINTENANCE AND INSURANCE 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 | T7 | | | | |
| Scale | R254 808,00 – R353 892,00 per annum | | | | |
| Estimated remuneration package | R357 290,00 – R483 405,00 per annum | | | | |
| Job purpose | To deliver an efficient asset control service in the Emergency Services Department | | | | |
| Appointment requirements | Grade 12 At least six months to one year's relevant working experience Relevant experience in asset management, finance, property valuation or insurance may 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 | Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups | | | | |
| Primary functions | Provide an asset control service in the Emergency Services Department Render an office, parking management and furniture and asset relocation service to the Emergency Services Department | | | | |
| SAP | S70019079 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndawamato (012 358 8637) | | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Citywide

Re-advertisement

Reference number **EMSS189-2026**

Position **HYDRANT OFFICER (3 POSTS)**

| To be advertised | Internal | External | | |
|--|---|--|--|---------------------------------|
| This position seeks to attract | African female Indian male | African male White female White male | Coloured female 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 ensure that all street fire hydrants are in a functional condition | | | |
| Appointment requirements | Grade 12 1475 SAQCC Fire Technician Course may be an added advantage A plumbing qualification or N4 in Plumbing may be an added advantage At least one year's relevant experience in a fire hydrant maintenance environment A valid Code B driving licence Computer literacy in Microsoft Office Must have reasonable levels of physical and medical fitness Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work after hours on weekends and public holidays 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; having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail | | | |
| Primary functions | Ensure that all street fire hydrants are in a functional condition for use in the event of a fire through inspection, maintenance, servicing and measurement of flow and pressure annually Establish if hydrants conform to fire safety standards | | | |
| SAP | S70018374; S70018375; S70018378 | | | |
| New/natural attrition | Natural attrition | | | |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637) | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Operations Cluster

Location: Tshwane regions

Reference number **EMSS190-2026**

Position **ASSISTANT CHIEF: FIRE AND RESCUE OPERATIONS (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

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 take responsibility for operational management, exercise leadership and take command and control of the critical and key performance areas of the Fire and Rescue Operations Division in all seven regions of Tshwane

Appointment requirements

Grade 12

National diploma in Fire Technology

A BTech degree or higher in Fire Technology will be an added advantage

Registration with a relevant professional body may be an added advantage

Incident Command Systems (ICS) 300 may be an added advantage

At least eight years' relevant continuous experience in an operational fire services environment, of which at least four years should be at relevant managerial experience level

A valid Code B driving licence

Computer literacy in Microsoft Office

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

Willingness to be assigned to any geographical fire station in Tshwane

Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies

Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

Primary functions

Manage personnel

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

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

Combat and extinguish fires

Render rescue services
Oversee hazardous materials and dangerous goods incidents
Render special services
Render humanitarian services
Render urban search and rescue services
Plan, organise and demarcate functional and administrative activities
Take note of operational policy (standard operating procedures, departmental policies, etc) and see to the implementation and execution of applicable policies
Exert control over the expenditure of the operational budget and report on it to the Deputy Chief Fire Officer (Director): Operational
Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services
Manage the operational activities of the operational section
Advise subordinates about new work procedures
Ensure that personnel are kept on par with all decisions taken
Provide guidance to officers in all aspects of their work
Ensure that delegation takes place in accordance with objectives in terms of overall policy and necessary authority and responsibility
Continuously evaluate firefighting and related operations to ensure the effectiveness of tactics, equipment, the organisation and procedures

SAP S70018148; S70018258

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Special Operations and Command

Location: Tshwane regions

Reference number **EMSS191-2026**

Position **ASSISTANT CHIEF: SPECIALIST OPERATIONS: TACTICAL COORDINATION**

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 take responsibility for operational management, exercise leadership and take command and control of the critical and key performance areas of the Specialist Operations: Tactical Coordination Section

Appointment requirements

Grade 12

National diploma in Fire Technology

BTech degree or higher in Fire Technology will be an added advantage

Urban Search and Rescue Technician (Rope Rescue Technician, Confined Space Rescue Technician, Trench Collapse Rescue Technician and Structural/Building Collapse Rescue Technician) will be an added advantage

Incident Command Systems (ICS) 300 may be an added advantage

Registration with a relevant professional body will be an added advantage

At least eight years' relevant continuous experience in an operational fire services environment, of which at least four years should be at relevant managerial experience level

A valid Code B driving licence

Computer literacy in Microsoft Office

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

Willingness to be assigned to any geographical fire station in Tshwane

Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies

Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

Primary function

Manage personnel

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

Monitor and control the section's budget so that income and expenditure are in line with Council requirements
Combat and extinguish fires
Render rescue services
Oversee hazardous materials and dangerous goods incidents
Render special services
Render humanitarian services
Render urban search and rescue services
Plan, organise and demarcate functional and administrative activities
Take note of operational policy (standard operating procedures, departmental policies, etc) and see to the implementation and execution of applicable policies
Exert control over the expenditure of the operational budget and report on it to the Deputy Chief: Special Operations and Command
Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services
Manage the operational activities of the operational section
Advise subordinates about new work procedures
Ensure that personnel are kept on par with all decisions taken
Provide guidance to officers in all aspects of their work
Ensure that delegation takes place in accordance with objectives in terms of overall policy and necessary authority and responsibility
Continuously evaluate firefighting and related operations to ensure the effectiveness of tactics, equipment, the organisation and procedures

SAP S70019193

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Special Operations and Command

Location: Tshwane regions

Reference number **EMSS192-2026**

Position **ASSISTANT CHIEF: AVIATION OPERATIONS**

| | | |
|-------------------------|----------|----------|
| 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 take responsibility for operational management, exercise leadership and take command and control of the critical and key performance areas of the Aviation Operations Subsection

Appointment requirements Grade 12
 National diploma in Fire Technology
 BTech degree or higher in Fire Technology will be an added advantage
 Aircraft Technical Rescue Overview for Rescue Personnel will be an added advantage
 Incident Command Systems (ICS) 300 may be an added advantage
 Registration with a relevant professional body will be an added advantage
 At least eight years' relevant continuous experience in an operational fire services environment, of which at least four years should be at relevant managerial experience level
 A valid Code B driving licence
 Computer literacy in Microsoft Office
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

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

Exercise command and control operational authority over aircraft rescue and firefighting responsibilities at Wonderboom National Airport
Manage and coordinate the Emergency Services Special Operations Air Response (SOAR) Programme
Serve as the Emergency Services Department Aviation Operations Liaison Officer
Combat and extinguish fires
Render rescue services
Oversee hazardous materials and dangerous goods incidents
Render special services
Render humanitarian services
Render urban search and rescue services
Plan, organise and demarcate functional and administrative activities
Take note of operational policy (standard operating procedures, departmental policies, etc) and see to the implementation and execution of applicable policies
Exert control over the expenditure of the operational budget and report on it to the Deputy Chief: Special Operations and Command
Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services
Manage the operational activities of the operational section
Advise subordinates about new work procedures
Ensure that personnel are kept on par with all decisions taken
Provide guidance to officers in all aspects of their work
Ensure that delegation takes place in accordance with objectives in terms of overall policy and necessary authority and responsibility
Continuously evaluate firefighting and related operations to ensure the effectiveness of tactics, equipment, the organisation and procedures

SAP S70009626

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Special Operations and Command

Location: Tshwane regions

Reference number **EMSS193-2026**

Position **ASSISTANT CHIEF: TACTICAL OPERATIONS COMMAND**

| | | |
|-------------------------|----------|----------|
| 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 take responsibility for operational management, exercise leadership and take command and control of the critical and key performance areas of the Tactical Operations Command Subsection

Appointment requirements Grade 12
 National diploma in Fire Technology
 BTech degree or higher in Fire Technology will be an added advantage
 Hazmat Material at a Technician Level will be an added advantage
 Radiation detection may be an added advantage
 Incident Command Systems (ICS) 300 may be an added advantage
 Registration with a relevant professional body will be an added advantage
 At least eight years' relevant continuous experience in an operational fire services environment, of which at least four years should be at relevant managerial experience level
 A valid Code B driving licence
 Computer literacy in Microsoft Office
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

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

Combat and extinguish fires
Render rescue services
Oversee hazardous materials and dangerous goods incidents
Render special services
Render humanitarian services
Render urban search and rescue services
Plan, organise and demarcate functional and administrative activities
Take note of operational policy (standard operating procedures, departmental policies, etc) and see to the implementation and execution of applicable policies
Exert control over the expenditure of the operational budget and report on it to the Deputy Chief: Special Operations and Command
Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services
Manage the operational activities of the operational section
Advise subordinates about new work procedures
Ensure that personnel are kept on par with all decisions taken
Provide guidance to officers in all aspects of their work
Ensure that delegation takes place in accordance with objectives in terms of overall policy and necessary authority and responsibility
Continuously evaluate firefighting and related operations to ensure the effectiveness of tactics, equipment, the organisation and procedures

SAP S70019220

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management

Location: Tshwane regions

Reference number **EMSS194-2026**

Position **ASSISTANT CHIEF: DISASTER RISK MITIGATION**

| | | |
|-------------------------|----------|----------|
| 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 promote and sustain an integrated and coordinated approach to disaster risk management in the City of Tshwane by preventing and reducing risks and vulnerability, mitigating disaster severity, ensuring emergency preparedness, facilitating rapid and effective response, ensuring the provision of relief and coordinated rehabilitation and reconstruction measures and consistently ensuring sustainable development in order to give effect to the Disaster Management Act, 2002 (Act 57 of 2002) and other applicable legislation and policies

Appointment requirements Grade 12
A three-year national diploma majoring in Disaster Management
Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage
An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage
At least eight years' relevant experience in the field of disaster risk management, of which at least four years should be at relevant managerial experience level
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies Ability to demonstrate detailed knowledge of the main areas of disaster risk management, disciplines or practices, including an understanding of and an ability to apply the key terms, concepts, facts, principles, rules and theories of that field, discipline or practice to unfamiliar but relevant contexts; ability to demonstrate knowledge of disaster risk management or areas of specialisation and how that knowledge relates to other fields, disciplines or practices; verbal and written communication skills; planning and organising skills; ability to work under pressure; problem-solving skills; accountability and ethical conduct; resilience;

interpersonal relationship skills; impact and influence; team orientation ability; direction setting skills; coaching and mentoring skills; knowledge and experience in project and programme management

Primary functions

Demonstrate detailed knowledge of the main areas of disaster risk management, disciplines or practices, including an understanding of and an ability to apply the key terms, concepts, facts, principles, rules and theories of that field, discipline or practice to unfamiliar but relevant contexts
Demonstrate knowledge of disaster risk management or areas of specialisation and how that knowledge relates to other fields, disciplines or practices
Lead operational and tactical planning
Support and participate in strategic planning
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
Deliver financial inputs and assistance in line with Council requirements

SAP

S70018965

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Communication Centre

Location: Tshwane regions

Reference number **EMSS195-2026**

Position **ASSISTANT CHIEF: CALL TAKING AND DISPATCH**

| | | |
|-------------------------|----------|----------|
| 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 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 an emergency call taking, capturing and dispatching operational centre service for the Emergency Services Department of the City of Tshwane

Appointment requirements Grade 12
 National diploma in Fire Technology
 BTech degree or higher in Fire Technology will be an added advantage
 Call taking and dispatching experience may be an added advantage
 Incident Command Systems (ICS) 300 may be an added advantage
 Registration with a relevant professional body may be an added advantage
 At least eight years' continuous experience in an emergency services environment, of which at least four years should be at relevant managerial experience level
 A valid Code B driving licence
 Computer literacy in Microsoft Office
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies Negotiating skills; leadership skills; project management skills; communication skills; advanced linguistic proficiency; willingness to accept responsibility; ability to pay attention to detail; ability to work under pressure

Primary functions Manage the Emergency Communication Centre
 Manage Emergency Communication Centre operations
 Manage Emergency Communication Centre administration
 Manage skills and career development
 Ensure budget management
 Conduct research and development

SAP S70019266

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Subsection: Infrastructure and Asset Management

Location: Tshwane regions

Reference number **EMSS196-2026**

Position **FLEET CONTROLLER**

| | | |
|-------------------------|----------|----------|
| 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 T11

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

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

Job purpose To deliver fleet operations support services to the Emergency Services Department

Appointment requirements Grade 12
A diploma or higher qualification in Fleet, Logistics or Transport Management may be an added advantage
At least two years' relevant experience in fleet, logistics or transport management
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail

Primary function Render fleet management services
Provide, maintain and upgrade the fleet
Dispose of obsolete fleet assets
Oversee budget use
Provide an efficient client service (internally and externally)
Assist with contract management regarding service providers
Set up contracts according to contract specifications
Inspect all vehicles and machinery on delivery
Monitor operational costs that include maintenance, fuel and hiring fleet
Monitor vehicle maintenance records
Ensure that correct processes and policies are followed regarding accidents and incidents, including the completion of relevant systems
Monitor and manage vehicle GPS tracking systems and generate detailed reports
Identify work process improvements that will lead to increased productivity and effectiveness in the fleet environment
Refuel vehicles at stations and at major incidents 24/7

SAP

S70073589

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Special Operations and Command

Subsection: Tactical Operations Command

Location: Tshwane regions

Reference number **EMSS197-2026**

Position **DISTRICT COMMANDER: TACTICAL COMMAND COORDINATION**

| | | |
|-------------------------|----------|----------|
| 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 T14

Scale R563 280,00 – R782 292,00 per annum

Estimated remuneration package R749 917,00 – R1 028 678,00 per annum

Job purpose To manage, administrate, coordinate and lead the rendering of operational fire, rescue, hazardous materials and special operations responses in a geographically defined emergency services district in accordance with the Emergency Services Command and Control Framework and related standard operating procedures, as well as the directives of senior officers, the Divisional Chief: Fire and Rescue Operations and the Chief of Emergency Services

Appointment requirements Grade 12
National diploma in Fire Technology or an associate diploma in Fire Technology
Current Basic Life Support (BAA/BLS)
BTech degree in Fire Technology or postgraduate diploma in Fire Technology or higher will be an added advantage
Urban Search and Rescue Technician (Rope Rescue Technician, Confined Space Rescue Technician, Trench Collapse Rescue Technician and Structural/Building Collapse Rescue Technician) will be an added advantage
Incident Command Systems (ICS) 200 may be an added advantage
At least five years' continuous experience in an operational fire services environment, of which at least two years should be at supervisory level
A valid Code C driving licence
Computer literacy in Microsoft Office
Must have reasonable levels of physical and medical fitness
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be subjected to medical evaluation
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work after hours on weekends and public holidays

| | |
|--|---|
| Personal attributes and/or competencies | Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills |
| Primary function | <ul style="list-style-type: none"> Execute operational tasks under close supervision of the assistant chief or higher Ensure the operational readiness of vehicles and equipment Provide mentoring and guidance to junior firefighters Perform operational tasks under limited supervision Manage resources Assist with staff development Supervise the performance of tasks Perform operational tasks Perform managerial functions for a specific station Assume responsibility for a station or a number of stations Assume responsibility for supervisory duties under the assigned division Ensure that rapid and effective tactical actions are implemented that save lives, minimise harm and mitigate the incident Maintain inter-agency tactical command relationships Maintain and coordinate the state of readiness and deployment of mobile command Manage and coordinate departmental and inter-agency resource typing |
| SAP | S70095170 |
| New/natural attrition | Natural attrition |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637) |

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Subsection: Infrastructure and Asset Management: Infrastructure Management and Vehicle, Equipment and Machinery Management

Location: Tshwane regions

Reference number **EMSS198-2026**

Position **SENIOR ADMINISTRATIVE OFFICER (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 deliver an efficient infrastructure management service to the Emergency Services Department | | | | |
| Appointment requirements | Grade 12 A tertiary qualification in any one of the following study fields may be an added advantage: Infrastructure Management, Finance, Administration, Insurance Management, Vehicle and Machinery Management At least two years' relevant experience in infrastructure management, finance, administration, insurance management and vehicle and equipment machinery management Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy in Microsoft Office 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 | Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail | | | | |
| Primary functions | Ensure maintenance of buildings and terrains Manage cleaning and gardening teams Ensure maintenance of security measures Conduct administration of official parking Procure for infrastructure maintenance Conduct administration of office accommodation | | | | |

SAP

S70019112; S70019113

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning: Urban Development and Registration

Location: Tshwane regions

Reference number **EMSS199-2026**

Position **SENIOR ADMINISTRATIVE OFFICER**

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

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

Job level T11

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

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

Job purpose To organise and coordinate administrative operations and procedures in order to ensure organisational effectiveness and efficiency in emergency planning

Appointment requirements Grade 12
A tertiary qualification in Public Administration, Office Administration, Office Management or Administrative Management may be an added advantage
At least two years' relevant experience in an administrative support environment
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Written and verbal communication skills; ability to pay attention to detail; organisational awareness; ability to manage work

Primary functions Oversee and coordinate the administrative operations of the office
Ensure the effective performance of administrative officers
Ensure the efficient flow of information to internal and external clients
Provide enquiry support services to internal and external clients
Implement organisational policies and procedures to support service delivery and operational goals

SAP S70018353

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support: Infrastructure and Asset Management
Location: Tshwane regions

Reference number **EMSS200-2026**

Position **PLANT AND EQUIPMENT TECHNICIAN (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 | T7 | | | | |
| Scale | R254 808,00 – R353 892,00 per annum | | | | |
| Estimated remuneration package | R357 290,00 – R483 405,00 per annum | | | | |
| Job purpose | To deliver an efficient plant and equipment technical and maintenance support service to the Emergency Services Department | | | | |
| Appointment requirements | Grade 12 Relevant six months to one year's working experience in vehicle equipment or machinery maintenance A valid Code C1 driving licence Computer literacy in Microsoft Office Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost | | | | |
| Personal attributes and/or competencies | Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups | | | | |
| Primary functions | Provide technical assistance and conduct repairs on plant and equipment Conduct inventory control of consumable operational equipment for emergency services Conduct inventory control of operational emergency services plant and the equipment depot Conduct inventory control and service and refill fire extinguishers Provide technical and logistics support at operational incidents Provide technical assistance and conduct repairs on electrical appliances | | | | |
| SAP | S70073592; S70073593 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637) | | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support: Infrastructure and Asset Management

Location: Tshwane regions

Reference number **EMSS201-2026**

Position **COMPRESSED VESSEL TECHNICIAN (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 | T10 | | | | |
| Scale | R357 972,00 – R497 184,00 per annum | | | | |
| Estimated remuneration package | R488 598,00 – R665 789,00 per annum | | | | |
| Job purpose | To deliver a compliant and efficient technical, maintenance, repairs, inspection, testing and inventory control service of compressed vessels used in the Emergency Services Department | | | | |
| Appointment requirements | Grade 12 A relevant trade qualification (welding) in compliance with Vessels under Pressure Regulations, 1996 or a course in compressed cylinder management may be an added advantage At least one to two years' relevant working experience in compressed vessels management A valid Code C1 driving licence Computer literacy in Microsoft Office Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost | | | | |
| Personal attributes and/or competencies | Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups | | | | |
| Primary functions | Ensure accurate recordkeeping of all vessels under pressure for inspection, tests, modifications and repairs Execute the refilling, maintenance, repair and servicing of compressed vessels Conduct regular inspection and testing of compressed vessels Execute the technical and administrative processes of the compressed vessels depot Advise the supervisor on maintenance and stock challenges and needs Execute technical compressed vessel support at operational incidents | | | | |
| SAP | S70073594; S70073595 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndwanamoto (012 358 8637) | | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support: Administration and Auxiliary Support

Location: Tshwane regions

Reference number **EMSS202-2026**

Position **SENIOR REGISTRY OFFICER**

To be advertised **Internal**

| | | | | | |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|
| 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 an effective registry service to retrieve information required by the Emergency Services Department

Appointment requirements Grade 12
Records Management Course facilitated by the National Archives of South Africa
At least one to two years' relevant experience in a records or archive management environment
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups

Primary functions Manage correspondence by opening and recording post
Manage effective filing (electronic and manual)
Ensure the facilitation and implementation of resolutions taken in the office
Monitor an effective register
Handle all enquiries related to approved reports of Mayoral Committee and Council meetings through a registry or archive of related documents
Manage effective control of the registry
Ensure proper supervision of personnel and attendance of meetings

SAP **S70019179**

New/natural attrition **Natural attrition**

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support: Finance Support

Location: Tshwane regions

Reference number **EMSS203-2026**

Position **ADMINISTRATIVE OFFICER: PROCUREMENT
ADMINISTRATION**

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

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

Job level T7

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

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

Job purpose To provide a financial administrative support service in an effective, efficient and economical manner to the Emergency Services Department

Appointment requirements Grade 12 with a pass in Accounting
Relevant six months to one year's working experience in finance, supply chain management or procurement may be an added advantage
A valid Code B driving licence will be an added advantage
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups

Primary functions Conduct procurement administration
Process all purchase requisitions and reservations
Oversee budget control and cash flow
Process monthly contract requisitions
Obtain official orders from the Supply Chain Management Division
Check and hand over documents for payment (control to ensure that all is up to date)
Receive, inspect and confirm that the received stock and deliveries are correct
Handle enquiries

SAP S70019039

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Training Academy

Location: Erasmuskloof Fire Station

Reference number **EMSS204-2026**

Position **TRAINING OFFICER (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 | T12 | | | | |
| Scale | R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To design, deliver and assess comprehensive training programmes that equip firefighters and emergency responders with the necessary skills, knowledge and competencies to perform their duties safely and effectively | | | | |
| Appointment requirements | Grade 12 National diploma in Fire Technology BTech or advanced diploma will be an added advantage Fire Service Instructor 1 Fire Service Instructor 2 will be an added advantage Facilitator Course will be an added advantage At least three to five years' experience in a fire and rescue operational environment A valid Code C driving licence with valid PrDP Computer literacy in Microsoft Office Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness to be subjected to medical evaluation Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice | | | | |
| Personal attributes and/or competencies | Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills | | | | |
| Primary functions | Conduct classroom and practical training on relevant training topics Assist in the development and updating of training programmes and curriculums to meet the specific needs of the department Evaluate the performance and competency of trainees through practical exercises, written exams and scenario-based assessments | | | | |

Participate in public education programmes to teach fire safety to the community, schools and businesses

SAP S70019154; S70019155; S70019156

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Subsection: Infrastructure and Asset Management: Asset, Maintenance and Insurance

Management and Logistics, Office Accommodation and Parking

Location: Tshwane regions

Reference number **EMSS205-2026**

Position **SENIOR ADMINISTRATIVE OFFICER**

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| To be advertised | Internal | External | | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T11 | | | | |
| Scale | R400 944,00 – R556 836,00 per annum | | | | |
| Estimated remuneration package | R543 294,00 – R741 715,00 per annum | | | | |
| Job purpose | To deliver an efficient asset and insurance management service to the Emergency Services Department | | | | |
| Appointment requirements | Grade 12 A tertiary qualification in any one of the following study fields may be an added advantage: Property Asset Management, Finance, Administration or Insurance Management At least two years' relevant experience in property asset management, finance, administration or insurance management Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy in Microsoft Office 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 | Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail | | | | |
| Primary functions | Ensure that assets are commissioned in terms of the Asset Management Policy Ensure that assets are transferred in terms of the Asset Management Policy Ensure that assets are disposed of in terms of the Asset Management Policy Ensure that assets are verified in terms of the Asset Management Policy Move furniture | | | | |
| SAP | S70019168 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637) | | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Operations Cluster

Location: Tshwane regions

Reference number **EMSS206-2026**

Position **DISTRICT COMMANDER (2 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 T14

Scale R563 280,00 – R782 292,00 per annum

Estimated remuneration package R749 917,00 – R1 028 678,00 per annum

Job purpose To manage, administrate, coordinate and lead the rendering of operational fire, rescue, hazardous materials and special operations responses in a geographically defined emergency services district in accordance with the Emergency Services Command and Control Framework and related standard operating procedures, as well as the directives of senior officers, the Divisional Chief: Fire and Rescue Operations and the Chief of Emergency Services

Appointment requirements Grade 12
 Current Basic Life Support (BAA/BLS) with a current Health Professions Council of South Africa registration
 National diploma in Fire Technology or an associate diploma in Fire Technology
 BTech degree or higher in Fire Technology will be an added advantage
 At least five years' continuous experience in operational fire services, of which at least two years should be at supervisory level
 A valid Code C driving licence
 Computer literacy in Microsoft Office
 Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills

Primary functions Acquire knowledge of the operational execution of duties relating to operational tasks
 Execute operational tasks under close supervision of the assistant chief or higher
 Ensure the operational readiness of vehicles and equipment
 Provide mentoring and guidance to junior firefighters
 Perform operational tasks under limited supervision
 Manage resources

Assist with staff development
Supervise the performance of tasks
Perform operational tasks
Perform managerial functions for a specific station
Assume responsibility for a station or a number of stations
Assume responsibility for supervisory duties under the assigned division

SAP S70017755; S70017823

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Fire Safety Enforcement

Location: Tshwane regions

Reference number

EMSS207-2026

Position

FIRE SAFETY OFFICER (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

T12

Scale

R449 040,00 – R623 664,00 per annum

Estimated remuneration package

R604 511,00 – R826 774,00 per annum

Job purpose

To render fire safety inspectorate and law enforcement duties through the performance of technical fire safety inspections directed at preventing and enforcing the elimination and reduction of fire hazards that contribute to the occurrence and spread of fire and unacceptable occupant life safety risk

Appointment requirements

Grade 12

National diploma in Fire Technology or associate diploma in Fire Technology
BTech degree or postgraduate degree in Fire Technology will be an added advantage
Law enforcement or peace officer course

At least three years' continuous experience in a recognised emergency services environment

A valid Code B driving licence

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

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

Willingness to be assigned to any geographical fire station in Tshwane

Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice

Personal attributes and/or competencies

Having integrity; intelligence; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills

Primary functions

Undertake routine proactive, reactive and programmed technical fire safety inspections of premises, buildings, installations and all types of occupancies to determine compliance with relevant laws, codes or standards

Implement and execute the emergency services risk-based fire inspection programme

Secure compliance with fire safety laws through standard fire safety law enforcement actions

Determine the origin and cause of a fire, identify the dangers involved in the process and materials in order to prevent a reoccurrence of similar incidents and upgrade the applicable standards where necessary

SAP S70018401; S70018339; S70018320

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Tshwane regions

Reference number **EMSS208-2026**

Position **EVENT SAFETY OFFICER (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 | T12 | | | | |
| Scale | R449 040,00 – R623 664,00 per annum | | | | |
| Estimated remuneration package | R604 511,00 – R826 774,00 per annum | | | | |
| Job purpose | To function as an inspector as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act 2 of 2010), administer and coordinate procedural applications and enforce emergency services statutory powers related to event public safety risk management and responsibilities | | | | |
| Appointment requirements | Grade 12 National diploma in Fire Technology or national diploma majoring in Disaster Risk Management BTech degree or postgraduate degree in Fire Technology or Disaster Risk Management will be an added advantage Law enforcement or peace officer course At least three years' continuous experience in a recognised emergency services environment A valid Code B driving licence Must have reasonable levels of physical and medical fitness with no respiratory anomalies Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice | | | | |
| Personal attributes and/or competencies | Having integrity; intelligence; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills | | | | |
| Primary functions | Administer and coordinate procedural event applications Enforce the provisions of event and public safety statutory responsibilities as a designated fire officer Represent the Emergency Services Department at event planning meetings that relate to events | | | | |

Represent the Emergency Services Department in the Event Venue Operations Centre (VOC) as per event and risk categorisation
Collate, analyse and report on events

SAP S70018409; S70018410

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning: Urban Development and Registration

Location: Tshwane regions

Reference number **EMSS209-2026**

Position **FUNCTIONAL HEAD: REGISTRATION OFFICE**

| 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 476,00 per annum | |
| Estimated remuneration package | R835 923,00 – R1 148 180,00 per annum | |
| Job purpose | To be responsible for the leadership and management of the emergency planning registration office and the urban development office to ensure that skilled tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as these relate to town-planning scheme applications, changes in building occupancy, scrutiny of fire protection plans for code compliance and the final inspection of buildings are done in accordance with approved fire protection plans, and to provide assistance to the Assistant Chief: Urban Development and Registration Office | |
| Appointment requirements | <p>Grade 12</p> <p>National diploma in Fire Technology</p> <p>BTech degree in Fire Technology or advanced diploma in Fire Technology or higher will be an added advantage</p> <p>Law enforcement or peace officer course</p> <p>At least six years' relevant working experience in an emergency services environment, of which three years must be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</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>Willingness to be assigned to any geographical fire station in Tshwane</p> <p>Willingness and ability to be on standby and work after hours on weekends and public holidays</p> | |
| Personal attributes and/or competencies | Strategic management skills; business management skills; 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 function | <p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Provide institutional preparedness support and regional preparedness planning</p> | |

Conduct risk mapping and mitigation
Provide operational support
Ensure information management
Provide community liaison, training and capacity-building coordination

SAP S70018352

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management: Disaster Response and Recovery Design

Location: Tshwane regions

Reference number **EMSS210-2026**

Position **FUNCTIONAL HEAD: COMMUNITY REHABILITATION AND RE-DESIGN COORDINATION**

| 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 R630 852,00 – R876 180 00 per annum

Job purpose To be responsible for community liaison and training that play a pivotal role in enhancing community resilience and preparedness in the face of disasters (this position focuses on fostering strong relationships between the organisation and community stakeholders, as well as developing and implementing training programmes to build local capacity for disaster response and recovery)

Appointment requirements Grade 12
A three-year national diploma majoring in Disaster Management
Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage
An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage
At least six years' relevant working experience in a disaster risk management environment, of which three years must be at disaster management officer level
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work after hours on weekends and public holidays

Personal attributes and/or competencies Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills

Primary function Conduct personnel management
Ensure community engagement
Conduct training and capacity-building
Ensure resource development
Ensure programme implementation

Conduct monitoring and evaluation
Conduct reporting
Ensure collaboration and networking

SAP

S70019028

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management: Disaster Management Policy and Strategy Design

Location: Tshwane regions

Reference number **EMSS211-2026**

Position **FUNCTIONAL HEAD: SPECIFIC RISK 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 | 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 oversee, assess, develop and implement strategies to mitigate risks associated with disasters and emergencies | | | | |
| Appointment requirements | Grade 12 A three-year national diploma majoring in Disaster Management Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage At least six years' relevant working experience in a disaster risk management environment, of which three years must be at disaster management officer level A valid Code B driving licence Computer literacy in Microsoft Office Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work after hours on weekends and public holidays | | | | |
| Personal attributes and/or competencies | Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills | | | | |
| Primary function | Conduct personnel management Conduct risk assessment Conduct strategy development Conduct training and capacity-building Ensure policy and procedure development Conduct stakeholder engagement Conduct monitoring and evaluation Conduct reporting | | | | |

SAP

S70018971

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management: Management Risk Mitigation

Location: Tshwane regions

Reference number **EMSS212-2026**

Position **FUNCTIONAL HEAD: SPECIAL EVENTS AND PROGRAMMES COORDINATION**

| 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 ensure the coordination of emergency preparedness and planning at events and provide guidance on measures to safeguard the physical well-being and safety of persons and property at special events

Appointment requirements Grade 12
A three-year national diploma majoring in Disaster Management
Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage
An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage
At least six years' relevant working experience in a disaster risk management environment, of which three years must be at disaster management officer level
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work after hours on weekends and public holidays

Personal attributes and/or competencies Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills

Primary function Conduct personnel management
Ensure event planning and coordination
Ensure programme development
Ensure community engagement
Render logistics management
Ensure training and capacity-building
Conduct monitoring and reporting

Ensure continuous improvement

SAP

S70018987

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management: Disaster Response and Recovery Design

Location: Tshwane regions

Reference number **EMSS213-2026**

Position **FUNCTIONAL HEAD: OPERATIONAL 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 180 476,00 per annum | | | | |
| Estimated remuneration package | R835 923,00 – R1 148 180,00 per annum | | | | |
| Job purpose | To enhance the effectiveness and efficiency of emergency management operations, to coordinate operational activities during disaster preparedness, response and recovery phases and to ensure that operational plans are executed effectively, resources are managed efficiently and collaboration among response teams is optimised | | | | |
| Appointment requirements | <p>Grade 12</p> <p>A three-year national diploma majoring in Disaster Management</p> <p>Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage</p> <p>An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage</p> <p>At least six years' relevant working experience in a disaster risk management environment, of which three years must be at disaster management officer level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</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>Willingness to be assigned to any geographical fire station in Tshwane</p> <p>Willingness and ability to be on standby and work after hours on weekends and public holidays</p> | | | | |
| Personal attributes and/or competencies | Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills | | | | |
| Primary function | <p>Conduct personnel management</p> <p>Conduct operational planning</p> <p>Coordinate response activities</p> <p>Ensure resource management</p> <p>Ensure training and capacity-building</p> <p>Conduct data management and reporting</p> <p>Ensure collaboration with partners</p> | | | | |

Conduct monitoring and evaluation
Ensure emergency preparedness

SAP

S70019003

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management: Disaster Response and Recovery Design

Location: Tshwane regions

Reference number **EMSS214-2026**

Position **FUNCTIONAL HEAD: INFORMATION 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

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 develop and implement systems and processes to gather, analyse and disseminate critical information before, during and after disasters and to ensure that accurate and timely information is available to stakeholders, including emergency responders, government agencies and the community to enhance decision-making and improve disaster response and recovery efforts

Appointment requirements

Grade 12

A three-year national diploma majoring in Disaster Management

Registration with the Disaster Management Institute of Southern Africa (DMISA) at an Associate level may be an added advantage

An undergraduate degree or postgraduate qualification in Disaster Management will be an added advantage

At least six years' relevant working experience in a disaster risk management environment, of which three years must be at disaster management officer level

A valid Code B driving licence

Computer literacy in Microsoft Office

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

Willingness to be assigned to any geographical fire station in Tshwane

Willingness and ability to be on standby and work after hours on weekends and public holidays

Personal attributes and/or competencies

Having integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills

Primary function

Conduct personnel management

Collect and analyse information

Conduct database management

Ensure reporting and dissemination

Ensure collaboration and coordination

Conduct training and capacity-building

Ensure monitoring and evaluation
Ensure emergency preparedness

SAP

S70019014

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Fire Safety Enforcement

Location: Tshwane regions

Re-advertisement

Reference number **EMSS215-2026**

Position **ASSISTANT CHIEF: FIRE SAFETY ENFORCEMENT**

| | | | | | |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| 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, provide, deliver and maintain a fire safety service within the boundaries of the City of Tshwane | | | | |
| Appointment requirements | Grade 12 National diploma in Fire Technology BTech degree in Fire Technology or postgraduate diploma in Fire Technology or higher may be an added advantage Law enforcement or peace officer course At least eight years' continuous institutional experience in a fire and rescue environment, of which at least four years should be at relevant managerial experience level A valid Code B driving licence Computer literacy in Microsoft Office Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work overtime and after hours on weekends and public holidays with little or no notice | | | | |
| Personal attributes and/or competencies | Strategic management skills; business management skills; 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 | Render fire safety service duties and any other activities to minimise losses pertaining to life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire Exercise management and oversight over the fire safety inspectorate function with the aim to maintain an impartial, accountable, transparent and efficient service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Deputy Chief: Fire Safety Enforcement | | | | |

SAP S70018313

New/natural attrition Natural attrition

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

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

DEPARTMENT: EMERGENCY SERVICES
Division: Fire and Rescue Operations
Section: Fire and Rescue Operations Cluster
Location: Tshwane regions

Reference number **EMSS216-2026**

Position **LEADING FIREFIGHTER (76 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 | 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 an effective and efficient day-to-day fire operations service | | | | |
| Appointment requirements | Grade 12 Basic Ambulance Course with a current Health Professions Council of South Africa registration Fire Fighter I and Fire Fighter 2 Hazmat First Responder: Awareness Level and Hazmat First Responder: Operational Level A valid Code C driving licence (to be declared competent to drive or operate a Code C licenced vehicle, competency to be confirmed annually) At least three years' applicable experience in a fire and rescue environment Physical fitness and health Must pass physical capability test Must pass medical evaluation Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to be on standby and work after hours on weekends and public holidays | | | | |
| Personal attributes and/or competencies | Physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extremely stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; demonstration of high-level hand-eye coordination; no fear of heights or closed or tight spaces; having integrity; decisiveness; intelligence; patience; being energetic; innovative thinking skills; willingness to accept responsibility | | | | |
| Primary function | Perform a variety of tasks associated with responding to rescue and firefighting incidents Render basic emergency medical care Practise fire prevention Operate and maintain firefighting equipment, apparatus and fire station facilities | | | | |

SAP

S70018244, S70009639, S70018243, S70018041; S70089085, S70088999, S70089086, S70018307, S70018052, S70018217, S70017794, S70017905, S70017947, S70017767, S70017846, S70018099, S70017945, S70017868, S70017991, S70017759, S70017728, S70017802, S70018219, S70018164, S70017852, S70017888, S70017792, S70017865, S70018068, S70018053, S70017708, S70018179, S70017827, S70017853, S70018037, S70017793, S70017879, S70017712, S70017825, S70017717, S70017700, S70018107, S70018134, S70017814, S70018122, S70018161, S70017907, S70018180, S70018132, S70017693, S70017743, S70017851, S70018012, S70089029, S70018209, S70018231, S70018241, S70018267, S70018268, S70018270, S70018196, S70018210, S70018275, S70018276, S70018230, S70018234, S70018235, S70018236, S70018237, S70018281, S70018256, S70018257, S70018292, S70018224, S70089081, S70089082

New/natural attrition Natural attrition

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

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