

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	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 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 Grade 12
 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
 At least three years' relevant experience in property asset management, finance, property valuation, 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 one-stop asset value chain administration service
 Provide a public liability claim administration service
 Provide a loss and damage committee administration service
 Provide written feedback with regard to all insurance claims
 Ensure that records are kept of approved policies and standard operating procedures

SAP	S70019077
New/natural attrition	New
Enquiries	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)