

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**

<b>Reference number</b>	<b>EMSS182-2026</b>														
<b>Position</b>	<b>SUPPORT SERVICES OFFICER: ASSET, MAINTENANCE AND INSURANCE MANAGEMENT, LOGISTICS, OFFICE ACCOMMODATION AND PARKING</b>														
<b>To be advertised</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;"><b>Internal</b></td> <td style="width: 20%; text-align: center;"><b>External</b></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>					<b>Internal</b>	<b>External</b>								
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<b>This position seeks to attract</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">African female</td> <td style="width: 20%; text-align: center;">African male</td> <td style="width: 20%; text-align: center;">Coloured female</td> <td style="width: 20%; text-align: center;">Coloured male</td> <td style="width: 20%; text-align: center;">Indian female</td> </tr> <tr> <td style="text-align: center;">Indian male</td> <td style="text-align: center;">White female</td> <td style="text-align: center;">White male</td> <td style="text-align: center;">Person with disability</td> <td style="text-align: center;">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
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<b>Job level</b>	T12														
<b>Scale</b>	R449 040,00 – R623 664,00 per annum														
<b>Estimated remuneration package</b>	R604 511,00 – R826 774,00 per annum														
<b>Job purpose</b>	To provide comprehensive asset value chain, insurance claims management and loss and damage administrative services to the Emergency Services Department														
<b>Appointment requirements</b>	<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>														
<b>Personal attributes and/or competencies</b>	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														
<b>Primary functions</b>	<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**

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**New/natural attrition**

New

**Enquiries**

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