

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 31 October 2025 at 16:00
- : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DLRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary and service certificates to support senior management experience, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Following the interview, practical exercise and integrity assessment for SMS positions, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DLRRD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DLRRD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc),

and storage of your personal information for recruitment and selection-related activities only. The DLRRD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DLRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this not be declared and uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement and annually disclose her or his financial interests with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

<u>POST 38/51</u>	:	<u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/2025/5</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD).
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications, knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication (verbal and written), Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management skills and Innovation. A valid driver's licence. Values / Attributes: Confidentiality, fairness, respect and honesty.
<u>DUTIES</u>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology, and provide Geographic Information System (GIS), mapping and Information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians/Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES</u>	:	Ms PP Muchanga Tel No: (013) 754 8000
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to P5@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: (Grade A) African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities. (Grade B and C) Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities.

<u>POST 38/52</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2025/6</u> Office of the Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P6@dlrrd.gov.za
<u>NOTE</u>	:	EE Target: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/53</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2025/7</u> Office of the Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and

		package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P7@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/54</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/8</u> Office of The Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P8@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/55</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/9</u> Office of The Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P9@dlrrd.gov.za

<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/56</u>	:	<u>FOOD SERVICE AID REF NO: 3/1/1/1/2025/10</u> Office of the Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification. Job related knowledge: Knowledge of Food service aid. Basic hygiene. Cleaning. Job related skills: Communication (verbal and written), Professional personal presentation, Customer service orientation, Confidentiality, The ability to work under pressure, Problem analysis and decision-making, Confident and independent, The ability to work long hours. Integrity and honest, Friendly, adaptability and Accuracy.
<u>DUTIES</u>	:	Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance of Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid. Wash dishes, microwaves and refrigerators. Clean equipment used in preparation of food. Maintain work area and equipment in a clean, hygienic and orderly condition. Collect, deliver, transport and place waste in a bin as needed. Render food service in the boardroom and offices. Prepare and arrange food and water to employees during meetings from the boardroom. Distribute food and water to employees at the boardroom as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set-up, deliver and serve at special catering functions during meetings.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P10@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/57</u>	:	<u>FOOD SERVICE AID REF NO: 3/1/1/1/2025/11</u> Office of the Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification. Job related knowledge: Knowledge of Food service aid. Basic hygiene. Cleaning. Job related skills: Communication (verbal and written), Professional personal presentation, Customer service orientation, Confidentiality, The ability to work under pressure, Problem analysis and decision-making, Confident and independent, The ability to work long hours. Integrity and honest, Friendly, adaptability and Accuracy.
<u>DUTIES</u>	:	Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance of Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid. Wash dishes, microwaves and refrigerators. Clean equipment used in preparation of food. Maintain work area and equipment in a clean, hygienic and orderly condition. Collect, deliver, transport and place waste in a bin as needed. Render food service in the boardroom and offices. Prepare and arrange food and water to employees during meetings from the boardroom. Distribute food and water to employees at the boardroom as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set-up, deliver and serve at special catering functions during meetings.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P11@dlrrd.gov.za

NOTE

: EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.