

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<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 P15@dlrrd.gov.za
<u>CLOSING DATE</u>	:	21 November 2025 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised 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 submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, 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 employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. 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. Failure to disclose relevant information may result in disqualification or termination.

OTHER POST

<u>POST 41/91</u>	:	<u>ASSISTANT DIRECTOR: LEASE MANAGEMENT REF NO: 3/1/1/2025/15</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting /

Accounting Sciences / Auditing / Commerce. Minimum of 3 years' supervisory experience in an accounting environment with specific experience in debtors and leases debtors' management. Job related knowledge: Knowledge of Public Financial Management Act, Treasury Regulations, Policies, Procedures and Prescripts, Financial systems including Basic Accounting System (BAS) and Comprehensive Program for Accounting Control (ACCPAC), Budgets and budgetary procedures, Debtors, lease and revenue management. Job related skills: Supervisory, Communication (written and verbal), Planning and organisation, Interpersonal relations, Computer literacy. A valid driver's licence. Teamwork. Confidentiality, fairness, respect and honesty.

DUTIES

: Management of lease debtors. Review of reconciled lease register between Lease Management and Provincial Office's property management records. Supervise daily tasks in lease management section. Advise provinces on collection of outstanding lease receivables. Ensure that all revenue is collected, and that sufficient proof can be provided. Reconcile Land Administration Web (Law) Register with Operating Lease Revenue. Review of inputs for Operating Lease Revenue. Ensure that State Land and Lease System (SLLS) reports is reconciled, and all new cases are captured on the system. Monitor the monthly distribution of lease debtor's statements to Provincial Office's. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and Standard Operating Procedures (SOPs) for lease debts. Manage the recovery of departmental debtors. Manage the instructions / invoices / credit notes received from other Directorate in the Department regarding departmental debt. Manage, control and evaluate the database of debtors who owe the department. Trace debtors who are in debt to the department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtors. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of re-payments of outstanding debt. Monitor, verify and check all submissions pertaining to the referral of outstanding debtors accounts to the State Attorney for recovery. Control and monitor the follow up with the State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write-off of outstanding debt and report monthly on all write-offs. Draft and review of policies and SOPs for departmental debts. Manage month-end and year-end processes. Effective month / year end closure on BAS and ACCPAC. Ensure that all transactions and documentation is reviewed for all transactions to be processed. Monitoring and correction of suspense (ledger) accounts and expenditure allocations. Verify the reconstruction of debtors' accounts. Reconcile rent land and unallocated receipts account done monthly for inclusion in compliance certificate. Reconcile the systems with the bank accounts. Clear all unallocated revenue to be or report provided where not cleared. Provided documentation for revenue that could not be allocated. File and receive all relevant proof of payments. Analyses and investigate problems experience on the Debtor System and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial system to improve the control and procedures and management of the reports. Present all departmental and lease debtors' records for internal and external audit. Compile monthly compliance and in year monitoring (IYM) reports for departmental and lease debts. Compile inputs to the monthly operational report. Provide inputs for annual / interim financial statements operating lease revenue, accrued departmental revenue and impairment. Reconcile lease revenue receivable register as working paper to receivables note. Obtain information for working paper to be from ACCPAC and BAS. Manage the resources of Division (Physical, Human and Financial). Monitor and ensure proper utilisation of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES **NOTE**

: Ms SH Sambo Tel No: (012) 312 8861
: EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.