

ANNEXURE H

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	30 January 2026 at 16:00
<u>NOTE</u>	:	<p>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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process, 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: DLRD is an equal opportunity employer committed to promoting representativity 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.</p>
		MANAGEMENT ECHELON

<u>POST 01/52</u>	:	CHIEF RISK OFFICER REF NO: 3/1/1/2026/2
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Office of The Director-General: Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Risk Management / Internal Auditing / LAW (NQF Level 7) or related equivalent qualification and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment.

DUTIES

Minimum of 5 years of experience at a senior managerial level in risk management environment. Job related knowledge: Project management best practices, Risk based methodologies, procedures and software. Job related skills: Communication (verbal and written), Interviewing, Analytical and problem-solving ability, Staff and interpersonal, Project management, Computer, Business process analysis, Risk and control assessment skills. A valid driver's licence. Willingness to travel and work under pressure.

: Obtain develop and implement risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management / relevant committee and define the value proposition on risk management. Draft and present the mandate or terms of reference of the risk management function to senior management / relevant committee. Ensure design, development and implementation of a risk management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Develop risk management protocols (Risk management processes, procedures, tools and models, techniques, reporting). Ensure facilitation of risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate the embedding of risk management in the department's processes. Capacitate the organisation to execute risk management. Establish risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile risk management review report and present reports to relevant committees. Guide and maintain risk management processes. Obtain, develop and Implement compliance management mandate, commitment, framework, strategy and protocol. Present case for compliance management to senior management / relevant committee and define the value proposition of compliance management. Ensure design, development and implementation of a compliance management framework and related protocols (policy, strategy and methodology). Define the internal and external context and stakeholder of the organisation. Facilitate compliance management processes. Ensure development and implementation of compliance management performance plans. Ensure the monitoring and implementation of compliance plan and action plans. Evaluate the compliance management programme in all branches. Lead, direct and manage fraud prevention and anti-corruption measures and ethics management services using strategy protocol. Ensure design, development and implementation of a fraud prevention and anti-corruption framework and related protocols (policies, strategy and methodology). Promote ethics management. Coordinate and conduct fraud, ethics, Anti-corruption and Code of Conduct awareness workshop. Facilitate ethics management services (financial disclosures, remunerative work outside the public service, designated employee). Conduct fraud, ethics, Anti-corruption and Code of Conduct risk assessment processes. Ensure the monitoring of the action plans on all fraud risk registers. Ensure monitoring of the gift register. Compile monthly and quarterly reports for relevant oversight structures. Lead, direct and maintain the business continuity management programme using strategy and protocol. Ensure development, maintenance and testing of the organisation's business continuity programme. Ensure development and maintenance of the department wide business continuity planning (BCP) programme that addresses business recovery and emergency response management. Provide support and guidance in the development of BCP planning and goals. Ensure development, maintenance, and testing programs for all business plans, website, and other information / communication tools. Ensure facilitation and execution of the plans at the time of a crisis event. Manage financial and administrative support services. Facilitate performance and development. Undertake human resource and administrative function services. Establish, implement and maintain efficient and effective communication arrangement. Develop and manage the operational plan for the Chief Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Manage procurement and asset management in the unit. Plan and allocate work. Quality control work delivered by subordinates. Provide technical advice and guidance.

ENQUIRIES

: Mr S Khumalo Tel No: (012) 312 8425

<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 Post2@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<u>POST 01/53</u>	:	<u>DIRECTOR: COMPLIANCE MANAGEMENT SERVICES (REF NO: 3/1/1/2026/3)</u> Chief Directorate: Risk Management
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)
<u>CENTRE REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing / Law / Risk Management (NQF 7) or related equivalent qualification and Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level. Extensive experience in compliance management practices, interacting at operational and strategic level. Job related knowledge: Corporate governance issues, Compliance management, Public Service environment, Public Finance Management Act and National Treasury Regulations. Job related skills: Dynamic leadership, Good Computer literacy in Microsoft Office, Proven project management, Excellent communication (verbal and written), Excellent facilitation, Public speaking / presentation and Negotiation. Result oriented. Ability to work under pressure. Customer focus. A valid driver licence. Team management.
<u>DUTIES</u>	:	Develop compliance management framework (policy, strategy, methodology plans) in the Department. Review compliance management policy and framework. Design and maintain a methodologies and processes to be followed by the compliance function. Update and manage the Departmental risk universe on an on-going basis. Develop a compliance risk management plan and develop an effective review process to evaluate the implementation of the compliance risk management plans throughout the department. Develop a monitoring plan and monitor in terms of the review process and report findings to the relevant role players. Ensure implementation of compliance framework in the Department. Conduct compliance risk assessments and maintain risk registers. Conduct compliance analysis in the department. Promote and influence compliance management culture in the department. Monitor compliance and assess the outcome to improve compliance. Participate in committees that serve advisory bodies in the area of compliance risk management. Facilitate monitoring and evaluation of the compliance management programmes in the Department. Research on the development or abolishment of regulatory prescripts applicable to the department and update department compliance universe. Providing guidance, advice and / or training and educational programs, to improve department's understanding of related laws and regulatory requirements. Evaluate the compliance management programme in all branches. Identify applicable legislation and develop compliance universe. Conduct compliance risk management. Conduct internal compliance review and monitoring to highlight area of non-compliance with laws, regulatory requirements, policies and procedures. Prepare report to the Chief Risk Officer (CRO), management or any relevant stakeholder to highlight non-compliance. Manage financial and administration of the directorate. Develop and manage the operational plan for the Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Undertake human resource and administrative function services. Establish, implement and maintain efficient and effective communication arrangement.
<u>ENQUIRIES</u>	:	Mr S Khumalo Tel No: (012) 312 8425
<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 Post3@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

<u>POST 01/54</u>	:	<u>DIRECTOR: PROPERTY MANAGEMENT AND POLICY DEVELOPMENT</u> <u>REF NO: 3/1/1/1/2026/9</u> Chief Directorate: Property Management and Advisory Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Property Management / Real Estates / Law (NQF 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience in middle / senior managerial level in the property management environment. Job related knowledge: Property management, Budgetary planning, Design and development of programmes, Expenditure reporting, Monitoring and evaluation, Infrastructure planning and implementation, Risk management, Strategic planning and Human resource management. Job related skills: Ability to prioritise multiple tasks while maintaining attention to detail, Ability to learn and master new products and concepts, Excellent communication (verbal and written), Microsoft Project Office, Ability to work efficiently and effectively in a team environment and interaction with functional teams. A valid driver's licence and a willingness to travel.
<u>DUTIES</u>	:	Develop policies, procedure and guidelines. Identify priority areas for policy development. Conduct research on relevant policy development initiative. Conduct stakeholder consultation. Draft property management policies. Facilitate and consolidate policy inputs for approval. Develop an immovable asset management plan. Coordinate the development of a portfolio strategy and management plan for departmental assets. Coordinate the development of management plans for individual immovable asset life cycle. Coordinate performance assessments of immovable assets. Coordinate the identification of maintenance activities required and the true costs of such activities. Develop a disposals strategy, where necessary. Monitor and evaluate policies, procedure and guidelines. Identify policy gaps. Monitor policy compliance and identify root causes for non-compliance, if any. Monitor the effectiveness of approved policy. Develop and provide capacity building and training. Identify training needs and requirements. Develop training manuals and promotional leaflets. Develop training programmes. Provide training to internal and external clients and stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv V. Mngwengwe Tel No: (012) 312 9362 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 Post9@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<u>POST 01/55</u>	:	<u>DIRECTOR: COMMUNAL PROPERTY INSTITUTIONS</u> <u>REF NO: 3/1/1/2026/10</u> Chief Directorate: Land Tenure Reform
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Humanities / Social Science / Legal Qualification (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' relevant experience at a middle / senior managerial level in the management of various legal entities environment. Job related knowledge: Policy development, Communal Property Association (CPA) Act, Stakeholder management, Conflict resolution and Land Reform legislation. Job related skills: Planning and organising, Policy analysis and interpretation, Report writing, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Interpersonal relations, Negotiations, Project management, Presentation and

	Communication (verbal and written. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	: Register Communal Property Institutions (CPI) (Entities). Review / manage the screening of the submissions for compliance. Approve compliant applications. Issue the registration Certificate. Ensure the update of the Communal Property Association (CPA) register. Develop CPI policy, procedures, systems and guidelines. Engage with different stakeholders (CPAs, other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy, legislation and implementation gaps. Collate, analyse and consolidate information into a policy, legislation and implementation proposals. Prepare a draft submission to the policy unit. Design internal systems, procedures and guidelines. Ensure the dissemination of new policy, procedures and legislation to stakeholders (internal and external). Provide implementation support to the Provincial Offices. Ensure that the CPA members and implementers are trained both at District and Provincial levels. Ensure that all the Director-General, Ministerial and Presidential Hotline enquiries are attended to. Develop / review the CPA Strategy. Ensure the vetting of Land Rights Management Facility (LRMF) submissions. Ensure the production of CPA annual report. Ensure collection and collation of information from provinces on the functionality of CPA's. Submit CPA reports to the Director-General, Registrar, Deputy Minister and Minister. Establish and maintain CPA register. Ensure the registration of all CPAs in both electronic Land Administration Web (LAW) and hard copy register. Ensure update of the CPA files.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	Mr B Zulu Tel No: (012) 312 8153
	: 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 Post10@dlrrd.gov.za
<u>NOTE</u>	:
	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.
<u>POST 01/56</u>	:
	<u>DIRECTOR: LAND RIGHT POLICY AND SYSTEM DEVELOPMENT REF NO: 3/1/1/2026/11</u>
	Chief Directorate: Land Tenure Reform
<u>SALARY</u>	:
	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)
<u>CENTRE REQUIREMENTS</u>	:
	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Law / Social Sciences or any other related equivalent qualification (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level in the land rights management environment. Job related knowledge: Policy and legislation development, Research analysis, Strategic management, Content development, Interpretation of statutes relative to land rights, Land administration, Mediation and dispute resolution, Contract management, Project management, Budgetary planning, Litigation, Land rights policy and legislation, Tenure security policy and legislation, Land rights procedures, products and guidelines, Tenure security procedures, products and guidelines, Design and development of programmes, Expenditure reporting, Monitoring and evaluation, Infrastructure planning and implementation, Risk management, Planning and Human resources management. Job related skills: Communication (verbal and written), Strategic planning and leadership, Presentation and facilitation, Report writing, People management, Financial management, Business management, Monitoring and evaluation, Negotiation and conflict resolution, Customer focus, Computer literacy, Analytical, Problem solving and decision making, Trading and development, Planning and organising. A valid driver's licence. Willingness to travel and to work overtime.
<u>DUTIES</u>	:
	Oversee the registration section. Oversee the workload, workflow processes and Manage the development of policy, products, procedures and guidelines. Identify policy and legislation needs on land rights policy and products. Research conducted and analysis on land rights policy, legislation and products. Draft policy, products, procedures and guidelines. Conduct policy, legislation and products on land rights workshops and awareness. Administer and maintain land rights policy, legislation and products. Monitor, evaluate

implantation of policy, legislation and products on land rights. Manage the development and the implementation strategies and mechanisms on land rights. Consult with stakeholders on the design of the implementation strategy. Develop implementation strategy framework. Monitor, evaluate and review the implementation strategy. Manage the development of capacity building and awareness on land rights policies, legislation and products. Identify capacity building and awareness needs. Develop capacity building and awareness programmes and manuals. Conduct and capacitate capacity building and awareness programmes. Monitor, evaluate and review the capacity building and awareness programmes. Manage compliance to land rights policies, legislation and products. Establish and manage Land Rights Management Facility (LRMF). Develop and administer land rights legal and mediation mechanisms. Develop and implement effective land rights infringements monitoring mechanisms. Develop and administer referrals guidelines. Provide support to Provinces in the establishment and management of the LRMF panels. Compile regular reports on land rights infringements and trends analysis.

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APPLICATIONS

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POST 01/57

SALARY

CENTRE REQUIREMENTS

DUTIES

: Mr B. Zulu Tel No: (012) 312 8153

: 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 Post11@dlrd.gov.za

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

: **DIRECTOR: LAND ACQUISITION AND WAREHOUSING (REF NO: 3/1/1/2026/12)**
Chief Directorate: Land Redistribution

: R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS). Minimum of 5 years' relevant experience at a middle / senior managerial level. Job related knowledge: Land Reform: Provision of and Assistance Act 126 of 1993 as amended, Labour Tenants Act 3 of 1996, Restitution of Land Rights Act 22 of 1994, Extension Security of Tenure Act 62 of 1997 as amended, State Land Lease and Disposal policy, Beneficiary Selection and Land Allocation Policy, Post settlement support programmes, Agrarian transformation as well as key priorities of government, Comprehensive Rural Development Programmes (CRDP), Land Reform Prescripts and other relevant departmental prescripts, National Development Plan and Medium Term Development Plan. Job related skills: Communication (verbal and written), Strategic management, Negotiation, Computer literacy, Stakeholder relationship, Facilitation / coordination, Presentation, Financial management, Project management and Interpersonal relations. Willingness to travel. Ability to work under pressure, long and irregular hours. A valid driver's licence.

: Facilitate engagements for purposes of developing Memorandum of Agreements (MOAs) for land reform with various financial and other relevant Institutions regarding access to suitable land. Identify and engage stakeholders and liaise with relevant unit for purposes of drafting MOAs. Identify and map strategically located land in collaboration with provinces. Conduct physical inspections to verify strategic location of the land. Develop strategic intervention tools on land acquisitions. Develop Standard Operating Procedures (SOPs) for different land acquisition methods (auction, deceased estates, foreclosure and donations). Contribute to the development of policies and legislation related to strategic land acquisition, beneficiary selection and land allocation. Provide capacity building and training on land acquisition. Conduct training needs assessments. Develop training and capacity building programmes. Develop user and training manuals. Manage the training and capacity building interventions. Develop national land acquisition plan and budget projections. Facilitate provincial inputs on strategically locate land to be

acquired and the related costing. Consolidate provincial project registers into a national project register. Submit the national project register for approval. Monitor progress on the project register as well as expenditure. Provide land acquisition and allocation support services. Conduct quality assurance on land acquisitions and allocations submissions for purposes of approval. Lead secretarial services of the National Quality Assurance structure on land acquisitions and allocations. Facilitate submissions on land acquisitions and allocations to national approval structures. Provide support to provincial structures in addressing land acquisitions and allocations challenges. Maintain and track property valuations register.

ENQUIRIES
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- : Mr R. Shilote Tel: (012) 312 8132
- : 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 Post12@dlrrd.gov.za
- : EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POSTS

POST 01/58

- : **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/2026/1**
Directorate: Examination, State and Land Reform Surveys Services

SALARY

- : R1 099 488 per annum, (The salary will be determined in accordance with the OSD)

CENTRE REQUIREMENTS

- : Limpopo (Polokwane)
- : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid driver's licence.

DUTIES

- : Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective

resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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SALARY
CENTRE
REQUIREMENTS

DUTIES

: Ms M Sibanda Tel No: (015) 495 1991

: Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to Post1@dlrrd.gov.za

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

: **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/1/1/2026/6 (X2 POSTS)**
Directorate: OR Tambo and Sarah Baartman District

: R468 459 per annum (Level 09)
Eastern Cape (East London)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management / Human Resource Management / Human Resource Development (NQF Level 6) as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 years' working experience in the youth development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualification Act and Youth Development. Job related skills: Planning and organising, Financial management, Decision-making, Communication (verbal and written) and interpersonal, Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development. Willingness to travel. A valid driver's licence.

: Coordinate and facilitate the recruitment of NARYSEC participants into the NARYSEC programme within the district. Engage local stakeholders regarding NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Arrange orientation of new NARYSEC participants into NARYSEC programme. Facilitate recruitment of NARYSEC participants who meet criteria and submit required documents to human resource unit. Facilitate signing of contract with recruited NARYSEC participants. Coordinate vetting of successful applicants through security services. Capture NARYSEC participants on to NARYSEC information management system. Coordinate management of NARYSEC participants enrolled in the NARYSEC Programme within the district. Monitor NARYSEC participants participation in the programme and compile monthly reports. Update records of NARYSEC participants in different training colleges and leadership training. Provide support in the coordination of community services for NARYSEC participants from the district. Facilitate and coordinate logistical arrangements for NARYSEC participants attending training, meetings and events. Administer attendance registers during training for the payment of top up stipends. Administer payment of top up stipends. Compile monthly report on NARYSEC participants that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Coordinate and facilitate skills development of the NARYSEC participants within the districts. Facilitate and coordinate career guidance sessions through the Deputy Director: Skills Development. Facilitate NARYSEC participants signing of training commitment letters. Educate and explaining to the NARYSEC participants on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support economic opportunities for the NARYSEC participants. Facilitate stakeholder identification and engagements for economic opportunities. Facilitate partnerships for NARYSEC economic opportunities. Link NARYSEC participants to identified internal and external

ENQUIRIES
APPLICATIONS

: economic opportunities. Facilitate and coordinate business support for NARYSEC enterprises.

: Ms N Dlamini Tel No: (012) 312 9295

: Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to Post6@dlrrd.gov.za

NOTE

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

POST 01/60

: **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/1/1/2026/7**

: Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)

: Limpopo (Polokwane)

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management / Human Resource Management / Human Resource Development (NQF Level 6) as recognised by the South African Qualifications Authority (SAQA). Minimum of 3 years' working experience in the youth development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualification Act and Youth Development. Job related skills: Planning and organising, Financial management, Decision-making, Communication (verbal and written) and interpersonal, Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development. Willingness to travel. A valid driver's licence.

DUTIES

: Coordinate and facilitate the recruitment of NARYSEC participants into the NARYSEC programme within the district. Engage local stakeholders regarding NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Arrange orientation of new NARYSEC participants into NARYSEC programme. Facilitate recruitment of NARYSEC participants who meet criteria and submit required documents to human resource unit. Facilitate signing of contract with recruited NARYSEC participants. Coordinate vetting of successful applicants through security services. Capture NARYSEC participants on to NARYSEC information management system. Coordinate management of NARYSEC participants enrolled in the NARYSEC Programme within the district. Monitor NARYSEC participants participation in the programme and compile monthly reports. Update records of NARYSEC participants in different training colleges and leadership training. Provide support in the coordination of community services for NARYSEC participants from the district. Facilitate and coordinate logistical arrangements for NARYSEC participants attending training, meetings and events. Administer attendance registers during training for the payment of top up stipends. Administer payment of top up stipends. Compile monthly report on NARYSEC participants that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Coordinate and facilitate skills development of the NARYSEC participants within the districts. Facilitate and coordinate career guidance sessions through the Deputy Director: Skills Development. Facilitate NARYSEC participants signing of training commitment letters. Educate and explaining to the NARYSEC participants on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support economic opportunities for the NARYSEC participants. Facilitate stakeholder identification and engagements for economic opportunities. Facilitate partnerships for NARYSEC economic opportunities. Link NARYSEC participants to identified internal and external economic opportunities. Facilitate and coordinate business support for NARYSEC enterprises.

ENQUIRIES
APPLICATIONS

: Ms N Dlamini Tel No: (012) 312 9295

: Applications can be submitted by hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to Post7@dlrrd.gov.za

NOTE

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

<u>POST 01/61</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/2026/13</u>
		Directorate: Restitution Finance and Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management or related equivalent qualification (NQF Level 6). Minimum 3 years' supervisory experience in the financial management field. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Financial Management Act, Treasury regulations, Budget and reporting procedures. Job related skills: Financial management, Supervision, Corporate governance, Communication (verbal and written), Ability to produce management reports and presentations, Supervision and Interpersonal. Willingness to travel. A valid driver's licence.
<u>DUTIES</u>	:	Control and coordinate the budget. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) process. Ensure that the appropriate budget of the branch is correctly allocated to the relevant responsibilities / cost centres. Realign the budget in line with operational needs for the branch. Manage the funds shift process. Manage restitution households and current payment. Ensure compliance to internal and external financial prescripts when processing payments. Verify and authorise payments inline with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of SCoA allocations. Manage expenditure. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the branch is in line with allocated budget of the branch. Take effective and appropriate steps to avoid unauthorised, irregular and fruitless and wasteful expenditures. Compile and coordinate financial reports. Report on spending against the monthly cash flow projections (IYM) and spending plans for the branch. Provide expenditure reports and projects analysis reports to line managers. Provide financial management information and advice to line managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mampholo Tel No: (012) 407 4475 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 Post13@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 01/62</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/8</u>
		Branch: Rural Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational, Computer literacy (Microsoft Office), Good interpersonal relations, High level of reliability. Communication (verbal and written), Language, Ability to communicate well with people at different levels and from different backgrounds, Ability to do research and analyse documents and situations, Ability to act with tact and discretion, Good grooming and presentation, Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline

or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES
APPLICATIONS

: Ms N Notshe Tel No: (012) 312 9332

: 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 Post8@dlrrd.gov.za

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

NOTE