

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 06 February 2026 at 16:00
- : 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. Do 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 not 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.
- ERRATUM:** The position of Assistant Director: Project Implementation (X2 Posts) with Ref No: 3/1/1/1/2026/6 for the Directorate: OR Tambo and Sarah Baartman District: Eastern Cape (East London) that was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 has reference. The Office was incorrectly stated in PSVC 01, the correct office details are Directorate: National Rural Youth Service Corps (NARYSEC): Eastern Cape (OR Tambo and Sarah Baartman District). The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 02/68</u>	:	<u>DIRECTOR: PLAS TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/1/1/1/2026/15</u> Chief Directorate: Proactive Land Acquisition Strategy (Plas) Financial Support
<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 Accounting (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' experience at a middle / senior managerial level in the financial environment field. Job related knowledge: Government systems, Treasury Regulations, Public Finance Management Act, Financial Systems, Generally Recognised Accounting Practice. Job related skills: Communication (verbal and written), Computer literacy, Stakeholder relationship, Facilitation / coordination, Presentation, Analytical and Problem-solving, Career management, Financial management, Project management and Interpersonal relations. Willingness to travel. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Develop and maintain budget and reporting systems for Agricultural Land Holding Account (ALHA) trading account. Plan and coordinate the development of trading account budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Provide trading account payment services. Manage payments to service providers. Manage accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Offices. Provide internal control and reporting services for trading account. Manage the control environment of the entity and all financial policies, procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordination of the monthly management reports. Manage the process of preparation of financial statements. Coordination audit and implementation of audit management plans. Manage the trading entity banking services. Provide PLAS investment management support. Undertake due diligence on investment options for PLAS Trading account. Provide advice on investment decisions of PLAS trading account. Manage PLAS Trading account investment. Report on PLAS Trading account investment. Management of systems. Manage maintenance of trading accounts systems and support to the Provincial Offices. Manage maintenance of standard chart of accounts on Accpac system. Management of the project registrations process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Nyamandi Tel No: (012) 312 9215 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 Post15@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POST

<u>POST 02/69</u>	:	<u>SECRETARY REF NO: 3/1/1/1/2026/14</u> Directorate: Corporate Services This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

: Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.

**ENQUIRIES
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186
: 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 Post14@dlrrd.gov.za

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