

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 29 May 2026 at 16:00
- NOTE** : 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.

MANAGEMENT ECHELON

- POST 16/79** : **CHIEF DIRECTOR: CLUSTER COORDINATION AND INTERGOVERNMENTAL RELATIONS REF NO: 3/1/1/2026/24**
Chief Directorate: Cluster Coordination, Intergovernmental and Stakeholder Relations
- SALARY** : 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)
- CENTRE** : Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Development Studies / Social Science / Political Science (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 senior managerial level. Proven leadership and management of government programmes. Stakeholder management and international relations. Coordinated and integrated planning, monitoring and reporting. Job related knowledge: Public Service, Cabinet and Parliamentary system, Government coordinating systems and structures, Government programmes, Policies and legislation, Intergovernmental framework, Spheres of government and its powers and functions, National, provincial and local dynamics, Government planning systems and processes. Job related skills: Problem solving and Decision-making, Coordination and stakeholder management, Conflict management, Managerial, Liaison at high level, Advanced computer and Communication (verbal and written). A valid driver's licence.

DUTIES

: Promote active collaboration between Minister and departments with related mandates and functions. Provide support to the department and coordinate the contribution of the department in cluster work. Economic Sectors Investment and Infrastructure Development Cluster. Social Protection, Human Development cluster. International relations and cooperation cluster. Coordinate departmental contribution to the compilation reports to the cabinet Lekgotla. Act as a link between the department and all clusters. Participate and contribute to cluster task teams. Provide secretariat services to the Inter-Ministerial Committee (IMC) on land reform and agriculture. Manage, coordination of the implementation of the programme of action in line with the Minister performance agreement and reporting to Cabinet on progress made. Facilitate bottom-up integrated planning towards the development of the Programme of Action in line with the Minister's performance agreement. Coordinate the contribution of the three spheres of government and the sector departments towards the implementation of the Programme of Action. Monitor and report progress made in implementing the Programme of Action through relevant structures. Manage coordinating task teams and the Technical Implementation Forum. Facilitate coherent and integrated planning and implementation across spheres. Facilitate the inter-sector and inter-sphere coordination and integration across the three spheres of government. Facilitate the Development and the operationalisation of the Intergovernmental relations strategy. Provide support and guidance to the department on Intergovernmental relations and the implementation of the District Development model in line with the departmental mandate. Support the Ministers events where it concerns Intergovernmental relations across the spheres. Manage the national Intergovernmental relations fora (Mintech and MinMEC). Facilitate the development and implementation of Protocols / Memorandum of Understandings with sector departments. Manage external and international stakeholder relations. Facilitate and promote stakeholder relations to effect cooperation and coordination between the department and international stakeholders. Develop framework and guidelines to manage international stakeholder relations in equitable manner. Manage and promote departmental participation international fora in line with departmental mandate. Monitor facilitate and report on multi and bi-lateral agreements, Liaise with the Department of International Relations and Cooperation. Mobilise, coordinate and manage external stakeholders to support the departmental mandate. Manage provision of protocol service.

ENQUIRIES

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

APPLICATIONS

: 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 Post24@dlrrd.gov.za

NOTE

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

OTHER POSTS

- POST 16/80** : **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY REF NO: 3/1/1/2026/23**
Directorate: Human Resource Strategy, Planning and Systems
- SALARY** : R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS).
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Public Management / Public Administration (NQF level 6), or related equivalent qualification. Minimum of 3 years' junior management experience in Human Resource environment. Job related knowledge: Knowledge of human resource policies. Human resource prescripts. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy. Problem solving. A valid driver's licence. Working irregular hours. Travelling will be required.
- DUTIES** : Monitor human resource policy development, reviewed, aligned, facilitated and implemented in the Department. Identify policies to be developed / amended and aligned. Undertake gap analysis / identify problems / challenges / research and best practices as and when required. Compile / draft policies. Request inputs / comment from stakeholders. Consider and consolidate inputs / comment. Finalise draft policies. Consult policy at relevant forums (components, task teams, labour, Department Bargaining Chamber, management meetings). Finalise policies for consideration for approval from management (prepare memorandum / presentation). Assist and manage implementation of policies (communication). Monitor human resource delegations regarding Public Service Act and Public Service Regulations developed / reviewed and implemented in Department. Identify human resource functions to be delegated in accordance with prescripts / legislation. Compile / draft delegations. Request inputs / comment from relevant stakeholders. Consider and consolidate inputs / comment. Compile and finalise draft delegations (set of delegations). Consult draft delegations at relevant forums if necessary. Finalise delegations for considerations for approval from management (prepare memorandum / presentation). Assist and manage implementation of delegations (communication). Ensuring consistent implementation and application of human resource policies in the Department are advocated to. Issue / distribute approved policies. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare / compile presentation on matter. Issue / distribute Internal Communication Messenger (ICM) with details of the session. Render / assist / deal / advise on issues / matters and cases. Ensure consistent implementation and application of human resource delegations are advocated throughout the Department. Issue / distribute approved / amended delegations. Arrange information sessions to advocate relevant delegations (via Teams, Zoom or venue). Prepare / compile presentation on matter. Issue / distribute ICM with details of the session. Render / assist/ deal / advise on issues / matters and cases. Manage and deal with human resource related administrative functions / activities / tasks / request / instructions as requested / instructed by Management. Render / assist / deal / advise on issues / matters and cases as and when required. Analyse / do research and obtain relevant prescripts. Consult relevant role players (Labour, legal, relevant Component). Compile response / memorandum for consideration / approval. Communicate approval / advise / outcome of decision.
- ENQUIRIES** : Mr. P.J Van Niekerk Tel No: (012) 312 9550
- APPLICATIONS** : 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 Post23@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities.

- POST 16/81** : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: 3/1/1/1/2026/25**
 Directorate: Secretariat Support Services
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management and Technology / Business Administration / Public Administration (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory level in a professional / corporate secretariat environment. Job related knowledge: Technology proficiency with Microsoft Office / Office 365. Knowledge of Business writing for reports and minutes writing in English Language. Understanding of Department objectives, government priorities. Knowledge of government prescripts and the secretariat environment (South African Constitution, Public Service Act, Corporate Governance Principles, Batho Pele Principles, Public Service Regulations, Minimum Information Security Standards, National Archives Act, Public Finance Management Act, National Treasury Regulation, Protection of Personal Information Act, The Public Service Code of Conduct, DLRRD policies and guidelines). Job related skills: Interpersonal skills coupled with strong customer service orientation. Time management, Flexibility, and discretion. Planning and organising. Advance computer operating and typing skills. Excellent communication skills (verbal and written). Minutes taking and report writing skills with attention to detail. Listening, analysis and presentation skills. Problem solving skills and project management skills. Supervisory skills. Teamwork. Ability to work under pressure and willingness to work irregular hours (overtime), including weekends. A valid driver's licence. Personal Attributes: High level of confidentiality, fairness, respect and honesty.
- DUTIES** : Facilitate logistical arrangements for top and executive management meetings in compliance with the prescribed departmental policies and guidelines. Coordinate the completion of supply chain prescribed forms for procurement of goods and services. Follow-up on quotations requests of goods and services for top management and executive meetings. Coordinate receipt of order number from supply chain management. Evaluate services of goods procured. Manage the process of setting up boardrooms for executive management meetings. Manage the process of recording proceedings of the meetings. Ensure safekeeping of the recording of equipment (laptop, microphone, and data projector) procured by the Directorate. Liaise with Directorate: Facilities to ensure that maintenance of boardrooms allocated for executive and top management meetings (Cleaning bathrooms, air conditioning, power supply etc). Provide administrative and secretariat support service to the executive and top management governance structures according to the approved DLRRD meetings protocol and guidelines. Issue meeting notices for various platforms (virtual and in-person meetings). Call for agenda items for discussions at relevant committees. Compile the draft agenda to all members. Submit the agenda to the designated chairperson for approval. Circulate approved agenda to all members. Compile meeting packs (Agenda, previous minutes, action list and discussion documents). Compile minutes and action-decision list, check accuracy of the first draft and circulate to members for comments / inputs. Incorporate inputs and comments and table minutes to the relevant committees for adoption. Ensure that minutes are registered, scanned, and filed accordingly. Manage the directorate repository of documents for top and executive management meetings. Coordinate the meetings attendance process flow in adherence to the protocol. Compile the directorate monthly reporting and compliance register. Monitor the implementation of key decisions taken in meetings. Monitor and follow-up on the implementation of decisions. Compile key decisions status reports for tabling to the relevant committees. Compile decision registers for analysis and reporting on quarterly basis to the relevant committees. Report on implementation of decisions on quarterly basis.
- ENQUIRIES** : Ms T Gqabi Tel No: (012) 312 8693
APPLICATIONS : 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 Post25@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.

POST 16/82 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2026/26 (X2 POSTS)**
Directorate: Forensic Investigations

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigation / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Level 6) or related equivalent qualification. Minimum of 3 years applicable experience in Forensic Investigations. Job related knowledge: Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer literacy and Investigation. A valid driver's licence and must be willing to travel.

DUTIES : Perform the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects in line with the quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS : 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 Post26@dlrrd.gov.za

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POST 16/83 : **ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/27**
Directorate: Knowledge, Information and Innovation Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related skills: Language. Good communication (verbal and written) skills. Planning and organisation skills. Computer literacy. Interpersonal relations. Flexibility and Teamwork.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters

and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES
APPLICATIONS

- : Mr P Moeketsane Tel No: (012) 312 8667
- : 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 Post27@dlrrd.gov.za

NOTE

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