

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 05 June 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 17/49** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/36**  
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : 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).
- CENTRE** : North West (Mmabatho)

**REQUIREMENTS**

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registration with South African Council for Planners (SACPLAN) as a Profession Planner or with South African Geomatics Council as a Professional Geomatics Professional: GISc. Minimum of 5 years' experience at a middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment, Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations, Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership, Analytical, innovative, problem-solving and interpersonal, Human resource management, Skilled negotiator and self-confident decision maker, Good report writing, Excellent financial management, A high level of computer literacy, Ability to communicate effectively at all levels. A valid driver's licence and willingness to travel both locally and internationally.

**DUTIES**

: Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management Interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the national office. Enable provincial integrated spatial information management systems. Provide Geographic Information Science (GISc) technical support to municipalities. Facilitate the utilisation of GISc technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of Provincial Legislation, Land Use Schemes and Spatial Development Frameworks and related Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide Spatial Analysis services, Provide GISc and Mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide Intergovernmental support and co-ordination. Coordinate Intergovernmental relations amongst relevant stakeholders. Coordinate provincial Spatial Planning and Land Use Management Services. Coordinate ad hoc engagements as required. Support spatial integration of plans and programmes.

**ENQUIRIES**

: Ms A Matsila Tel No: (012) 312 8013

**APPLICATIONS**

: Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho or by email to Post36@dlrrd.gov.za

**NOTE**

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

**OTHER POSTS**

**POST 17/50**

: **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/1/1/1/2026/35**  
Directorate: Corporate Services

**SALARY CENTRE**

: R487 197 per annum (Level 09)  
: Gauteng (Pretoria)

**REQUIREMENTS**

: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF level 6) / Degree qualification in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' experience at junior management level in ICT environment relating to Local Area Network (LAN) and Wide Area Network (WAN), ICT servers and applications, Network and Hardware support. Job related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African ICT landscape and operations. Technical expertise of ICT goods and services. ICT Acts and policies. Government

decision making processes. Internal control and risk management. Project management principles and tools. Understanding and management of information and formal reporting systems. Understanding and management of information and data security systems. Job related skills: Planning and organising skills. Interpersonal relations. Communication (verbal and written) skills. Analytical skills. Advanced computer literacy. Problem solving skills. Financial management. A valid driver's licence.

**DUTIES** : Provide Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal and business application systems. Report on the functionality of the systems. Monitor systems reconnections. Manage, assess and resolve network infrastructure connectivity (Switches, Routers and Access Points (AP's). Receive new user creation forms from users and submit for creation on departmental network. Provide feedback on new user creations. Process and submit user network terminations as received from Human Resource Management (HRM). Compile monthly Information Technology (IT) reports. Manage and maintain ICT servers and applications. Monitor and assess server environment and access control. Ensure server and connection issues are assessed and resolved satisfactorily. Report and manage escalation of server room issues for smooth resolutions. Facilitate, install and update of ICT Application, eg, Antivirus, etc. Scan and clean computers for viruses. Scan and remove unwanted / unapproved DLRRD applications. Setup, configure and connection of IT applications. Manage and monitor Network and Hardware support to business / users via ICT Call logging process. Attend and manage user workstation ICT logged calls (allocation, resolution, resolution update) in respect of hardware, software and network in context to the Service Level Agreement (SLA) timelines. Generate call management reports. Review and implement corrective actions on calls / processes. Participate in central ICT projects of rolling out new initiatives in departmental offices across the province. Conduct ICT business needs and equipment assessment report with related recommendations on resolutions / specification. Supervise and manage sub-Directorate. Manage the day-to-day operations of the IT unit. Manage staff subordinates work allocation and leave. Ensure that calls are resolved and closed within the stipulated SLA time frame. Manage Central National Office / Provincial ICT projects and provide project status updates.

**ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657  
**APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post35@dlrrd.gov.za

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**POST 17/51** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2026/37**  
 Directorate: Human Resource Strategy Planning and Systems

**SALARY** : R338 106 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a human resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate 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. Good communication (verbal and written) skills. Interpersonal relations. Flexibility. Teamwork.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations. (final authorisation should happen on a higher level preferably at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human

- resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms N Sebuthoma Tel No: (012) 312 9530
- 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 Post37@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities.
- POST 17/52** : **SECRETARY REF NO: 3/1/1/1/2026/34**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R237 453 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. 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, Language skills and ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive telephone 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. computers 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** : Ms P Ledwaba Tel No: (012) 337 3657
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post34@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.