

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

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| <u>CLOSING DATE</u> | : | 12 June 2026 at 16:00 |
| <u>NOTE</u> | : | To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. |

MANAGEMENT ECHELON

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| <u>POST 18/73</u> | : | <u>REGISTRAR OF DEEDS (REF NO: 3/1/1/2026/28)</u> |
| <u>SALARY</u> | : | R1 494 900 per annum (Level 14) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS). |
| <u>CENTRE REQUIREMENTS</u> | : | Kwazulu–Natal Deeds Registry: Pietermaritzburg |
| | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent |

qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience as Senior Management level / Deputy Registrar of Deeds in property conveyance. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's licence.

DUTIES

: Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES APPLICATIONS

: Ms TP Masilela Tel: (082) 785 6228, Ms MSM Magoele Tel: (076) 240 7343
 : Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or by email to Advert17@deeds.gov.za before the closing date as no late applications will be considered

NOTE

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

OTHER POSTS

POST 18/74

: **SENIOR RESTITUTION ADVISOR (REF NO: 3/1/1/2026/47)**
 Directorate: Operational Management

SALARY

: R1 101 468 per annum (Level 12) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS

: Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree (NQF Level 7) or any related equivalent qualification. Minimum of 6 years extensive post-qualification legal professional and advisory experience with 4 years supervisory experience. Experience in conveyance and vetting of documents. Post qualification experience in court litigation. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African law, in particular land reform laws. Knowledge of conveyance and vetting of

documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. A valid driver's licence. Preparedness to travel and work irregular hours and under tremendous pressure.

DUTIES

: Ensure legal compliance to the Restitution of Land Rights Act. Check research reports e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA1) to CPA8 and CPA constitution. Check deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the restitution branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, applications to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress on cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretakership agreement. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Draft CPA constitution, CPA1 - CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data, develop and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

**ENQUIRIES
APPLICATIONS**

: Ms Z Zwane Tel: (012) 337 3777
: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post47@dlrrd.gov.za

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

POST 18/75 : **DEPUTY DIRECTOR: BUSINESS CONTINUITY (REF NO: 3/1/1/2026/40)**
Directorate: Compliance And Risk Services

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 a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Internal Communication Technology (ICT) (NQF Level 6) or related equivalent qualification. Minimum of 3 years' working experience within business continuity management environment at junior management. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards and Financial Management. Job related skills: Leadership skills. Computer literacy. Management skills. Project management skills. Communication (written and verbal) skills. A valid driver's licence and willingness to travel.

DUTIES : Provide a central source of information and guidance on business continuity management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e. contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, offsite backup schedule, etc.). Administer contracts and service level agreements with business continuity service providers. Create and sustain a business continuity plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review business continuity policy for the Department. Coordinate the development of the business continuity plans and procedures. Develop business continuity plans and maintain all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the business continuity plan are successfully tested at least annually and / or whenever significant changes are made to these components. Encourage and create awareness of business continuity management throughout the Department. Ensure that all personnel with specific business continuity responsibilities are adequately trained to fulfil their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the business continuity plan. Compile the annual business continuity assessment plans for the Directorate in conjunction with line management. Plan and coordinate at least one simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the business continuity and procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safekeeping of all equipment and assets used for executive meetings and of the Directorate. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the business continuity plan in the event that activation is required, serving as liaison between the crisis management teams and the business continuity teams.

ENQUIRIES : Ms N Lubisi Tel: (012) 312 9787

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post40@dlrrd.gov.za

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

POST 18/76 : **CONTROL SURVEY TECHNICIAN (REF NO: 3/1/1/2026/45)**
Directorate: Coordination Of State And Land Reform Surveys

SALARY : R573 552 per annum (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or

related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership skills. Problem solving and analysis skills. Decision-making skills. Team leadership skills. Creativity. Financial management skills. Computer focus and responsiveness. Communication (verbal and written) skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.

DUTIES

: Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. 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. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages 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. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to 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.

ENQUIRIES

: Mr SM Maseko Tel: (012) 337 3655

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post46@dlrrd.gov.za

NOTE

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

POST 18/77

: **ASSISTANT DIRECTOR: PROJECT ADMINISTRATION (PMO) (REF NO: 3/1/1/1/2026/38)**
Directorate: ICT Planning And Governance

SALARY CENTRE

: R487 197 per annum (Level 9)
: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and a National Diploma in Information Technology / Computer

Science / Advanced Diploma in Project Management or related equivalent qualification. Minimum of 3 years' experience in planning and coordinating projects. Job related knowledge: Project management (e.g. Microsoft Project), Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent tools. Job related skills: Ability to administer and coordinate project. Ability to create and maintain technical project plans and outcome. Understanding of project management principles and methodologies (e.g. Project Management Body of Knowledge (PMBOK), Projects in Controlled Environments (PRINCE2). Good communication (verbal and written) skills. Report writing. Excellent interpersonal skills / telephone manner. High level of interpersonal skills, including active listening and understanding. Good Organisational skills and ability to prioritise workloads. Work according to tight deadlines / service levels. Follow-up and follow-through. Work under pressure, Teamwork, Meeting deadlines, Proactive, Self-Motivated. A valid driver's licence.

DUTIES : Compliance and Governance. Ensure adherence to departmental policies and project governance standards. Maintain accurate records for audits and quality assurance. Ensure that all project documents are stored in an approved centralised environment for easy access and compliance. Project coordination. Ensure the timely scheduling of meetings, workshops, and project activities. Minutes are captured and reviewed and circulate. Maintain project calendars and timelines. Ensure effective management of project documentation. Ensure project documentation meets audit and quality assurance requirements. Assist with obtaining sign-offs and approvals of completed deliverables. Communication. Serve as the primary liaison between project teams and stakeholders. Prepare and distribute meeting minutes, action items, and follow-up communications. Report issues and bottlenecks promptly to the Project Manager. Provide comprehensive and efficient logistical support to the Project Manager. Consolidate progress reports and project tasks. Circulate progress reports on behalf of Project Manager. Upload status reports on PMO repository. Manage the project calendar. Ensure meetings are timeously scheduled. Venues for meetings and workshops confirmed and communicated timeously.

ENQUIRIES : Mr K Mohlala Tel: (012) 312 8733
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post38@dlrrd.gov.za

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

POST 18/78 : **ASSISTANT DIRECTOR: SYSTEM TESTING (REF NO: 3/1/1/2026/39)**
 Directorate: ICT Solution Development

SALARY : R487 197 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and a National Diploma / Degree in Information Technology (International Software Quality Institute (ISTQB) / Computer Science or related equivalent qualification. Minimum of 3 years of working experience as a System Developer or System tester. Job related knowledge: All technical areas in the operation of corporate internet websites. Demonstrated expertise in various web technologies e.g Java, JavaScript, HyperText Markup Language (HTML), Flex, Web servers and Web Editing tools for integrating web application with databases. Job related skills: Teamwork and interpersonal skills. Communication (verbal and written) skills. Presentation skills. Management skills, business planning and development skills.

DUTIES : Write testing documents to ensure that the software meets business requirements. Interface with Business Analyst / System Analyst / System Developers. Determine which functionality to be tested, write testing documents such as test strategy, plan, test cases and prioritise testing activities before testing can take place. Prepare test data. Execute test cases. Log defects during testing execution and User Acceptance Testing (UAT) sessions. Track if all defects found are resolved. Carry out regression testing every time when changes are made to the code to fix defects. Provide adequate report on the completed testing. Update and report on known issues and follow-up on the completion. Maintain configuration management documentation for the test environment. Ensure that the testing environment is ready for the system testing by communicating with relevant stakeholder. Introduce automation tools for testing. Provide training to business to disseminate product knowledge.

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| | | Write training manuals. Train users of the system to be deployed. Guide and perform UAT where required. |
| <u>ENQUIRIES</u> | : | Ms P Lekgau Tel: 082 419 5245 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post39@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities. |
| <u>POST 18/79</u> | : | <u>ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT (REF NO: 3/1/1/1/2026/42)</u> Directorate: Fraud Prevention And Ethics Management |
| <u>SALARY</u> | : | R487 197 per annum (Level 9) |
| <u>CENTRE</u> | : | Gauteng (Pretoria) |
| <u>REQUIREMENTS</u> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Criminology or related equivalent qualification. Minimum of 3 years' experience in fraud awareness and prevention management as well as ethics management experience and interacting at operational and strategic level. Job related knowledge: Corporate governance issues, Fraud Awareness and Prevention Management, Knowledge of Ethics Management, Public service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent communications (verbal and written) skills. Excellent facilitation and training skills. Ability to work under pressure and meet deadlines. A valid driver's licence. |
| <u>DUTIES</u> | : | Gather information to analyse fraud trends, patterns and also identify hotspots in the Department on an ongoing basis. Analyse the operational plans, audit queries, management reports, labour relations reports, forensic investigation reports, internal and external audit reports and any other report that will assist in the trend analysis and fraud hotspots identification. Assist in drafting trends and patterns analysis report on fraud and ethics in the Department. Conduct fraud risk assessment workshops and update fraud risk register on risk management software systems on an on-going basis and ensure effective ethics management. Provide support in conducting research and environmental analysis before assessment are conducted. Ensure that environmental scanning of the branches and provinces which are assessed including research on trends of fraud and ethics risks is conducted. Facilitate the fraud risk assessment workshop where fraud risk is identified for provincial and national offices throughout the Department. Probe officials to be able to identify fraud risks and ensure action plans are aligned to the risk. Capture all the fraud risk registers on the risk management software system and ensure all the action plans which were provided manually are accurately captured. Draft reports on the outcome of the assessments for review by the Deputy Director. Conduct ethics risk assessments. Provide support to promote anti-corruption by conducting fraud and ethics awareness workshops throughout the Department as per fraud preventions policy and plan operational plan. Analyse to relevant information to determine trends and patterns of crimes. Design posters, newsletters, pamphlets and other publications with anti-fraud and corruption message. Facilitate fraud and ethics awareness sessions throughout the Department in collaboration with the Deputy Director. Conduct follow-ups on implementation action plans. Review the progress as stated on the follow up register and capture them on risk software system. Follow up on non-implemented action plans. Draw reports from the risk management software. Analyse the fraud risk register and make relevant charts. Provide support to draft the reports to Risk Management Committee. Submit fraud risk management information to other relevant stakeholders when necessary. Facilitate in compliance of quarterly reports for Risk Management Committee. Provide support in drafting fraud prevention and ethics management reports to be presented in the Back Office meetings, Branch Management Meetings (BBMs), Risk Management Committee (RMC) when necessary. Report progress regarding the elimination of risks against the operation plans of the Department. Provide support in developing the necessary templates to ensure effective reporting on the risk mitigations by the Branches. Provide support in performing an analysis on the losses or potential losses including incidents that |

can negatively impact the Department. Ensure consistency with risk management practices and reporting throughout the Department. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Provide financial disclosure support to all designated employees. Provide support to all employees who are disclosing their financial interest with their usernames and passwords. Ensure that information disclosed by designated employees is verified for completeness and accuracy. Process all outside remunerative work applications. Process all remunerative work outside public services applications and analyse whether the application falls within the requirements. Provide support in drafting memorandum in conjunction with the Deputy Director for the reviewing and signing of the Director. Receive all correspondence and disseminate to the relevant applicants upon processing of the application. Keep record of applications processed by the directorate for reporting to the relevant structures.

- ENQUIRIES** : Mr F Hlaluku Tel: (012) 312 9803
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post42@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 18/80** : **CONTROL NETWORK CONTROLLER (REF NO: 3/1/1/2026/44)**
Directorate: Maintenance And Cadastral Spatial Information Services
- SALARY** : R487 197 per annum (Level 9)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years supervisory experience in the Information Technology (IT) environment. Experience with hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology goods and services. Information Technology Acts and Policies. Risk management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Internal control and risk management. Project management principles and tools. Job related skills: Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Strong computer skills. Project management. Interpersonal skills. A valid driver's licence.
- DUTIES** : Provide Information and Communications Technology (ICT) desktop support and cadastral spatial information services. Attend to Information Technology (IT) hardware and software problems. Set up Information Technology equipment and install all relevant software. Monitor and update Surveyor General (SG) User Accounts. Monitor Surveyor General IT inventory. Monitor the desktop support and Local Area Network to ensure smooth running of the office. Monitor the Information System. Render IT security services, maintain IT applications, networks and hardware. Ensure maintenance of hardware and software for the office. Attend to Cadastral Spatial Information Software related problems. Monitor and test backups as per the departments scheduled policy. Ensure availability of ICT related systems including internet and email related and liaise with the relevant stakeholders to resume services speedily. Report unsuccessful backups to the backup administrator and perform manual backups until the problem is resolved. Ensure that all computers antivirus is updated. Ensure management of assets and provision of regular updates to all users. Ensure safeguarding of assets within division by conducting regular asset verification. Co-ordinate safe keeping of ICT related assets with the offices and Shared Service Centres (SSC's) asset management divisions and make sure all necessary paperwork is filled in timeously. Provide server and domain administration services. Ensure security of data through sound data administration and backup procedure. Ensure availability of systems and server processing and liaise with the National Office where there is a problem accessing them. Ensure that users accounts that have left the department must be disabled within a day and be deleted within 3 months of non-use. Ensure that requests for new domain and e-mail accounts created within one day.

Create new user accounts on active directory and assign account to the correct groups and organisational units. Monitor the servers and shared folders for unwanted data. Monitor the space on the servers shared folders and request administrators to increase capacity when required. Monitor servers and network performance and report to the necessary administrators when poor performance is experienced. Ensure that backup is running every Friday and as scheduled and then run it manual when there is a problem. Manage Information Technology (IT) developments and monthly reports. Facilitate development and training of interns and in-service trainees. Provide monthly production reports. Ensure security of network on PC's and servers daily. Ensure virus protection regularly. Coordinate IT provided by SSC according to law. Coordinate ICT related services between Office of the Chief Information Officer (OCIO), external service providers and the National Geomatics Management Services (NGMS) IT staff. Develop cadastral information operational plans. Upgrade software according to policy. Develop cadastral spatial information operational plans according to law.

ENQUIRIES : Mr SM Maseko Tel: (012) 337 3655
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post44@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 18/81 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/1/1/2026/41)**
 Directorate: Quality Assurance And Administration

SALARY : R413 001 per annum (Level 8)
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or National Diploma in Business Administration or related equivalent qualification. Minimum of 2 years' experience in restitution, records management environment, registry services. Job related knowledge: Knowledge of statistical, registry and records management. Knowledge of projects and process. Knowledge of government legislation that governs National Archives and Records Service Act. Job related skills: Time management skills. Planning and organising skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication (verbal and written) skills. Ability to carry out registry and records management activities. The ability to always work efficiently and effectively. A valid driver's license.

DUTIES : Develop, administer and maintain restitution land claims database. Maintain the implementation of file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Update inventory of standardised files. Update inventory of approved Section 42D's. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimants. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Update statistical information for the office in all land claims lodged and settled. Provide registry services. Receive and issue brown files not scanned on Electronic Document Management System (EDMS). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials office unless the official ask for extension. Maintain office search. Ensure all files transferred to registry are recorded from clients. File indexing. Spot check on file at registry / incident audit. Maintaining filing system. Capture approved projects or files for easy retrieval in registry and create file number for approved Section 42D, Section 42C and Section 42E. Check all Section 42D's dispatched to and received from national office if all documents are signed and returned same as was dispatched. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of the claims on approved acceptance research report, non-compliant, dismissed, deferred and gazetted claims. Ensure that new information received from operational units is captured on

spreadsheet. Keep statistics of files captured on spreadsheet and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Mr NP Mazibuko Tel: (033) 341 2679
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post41@dlrrd.gov.za
NOTE : EE Targets: Coloured and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 18/82 : **SENIOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) SUPPORT OFFICER (REF NO: 3/1/1/1/2026/43)**
Directorate: ICT Service Management

SALARY : R413 001 per annum (Level 8)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology or related equivalent qualification. Minimum of 2 years' service desk experience in Information Technology (IT) service support / delivery environment supporting both hardware and software (1st level support). Sound understanding of Microsoft Active Directory, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Applications, transversal systems and Experience in a technical support environment. Job related knowledge: Information Technology Infrastructure Library (ITIL) working practice. Advanced competency and experience in personal computing (Desktop, Laptops, printers, scanners). Working knowledge of Microsoft Windows 7 / 10 / 11. Working knowledge of Microsoft Office 2010, 2016, and office 365. Working knowledge of IT service desk systems e.g. Information Technology Service Management (ITSM) Remedy, HEAT call logging system, Service Desk Plus etc. Working knowledge of networks (Local Area Network (LAN) / Wide Area Network (WAN) and network equipment i.e. switches. Job related skills: Basic project management skills. User and client orientation. Problem solving and decision-making skills. Time management skills. Broad knowledge of IT products, services and terminology. Ability to communicate at all levels. Ability to work across Organisational and professional boundaries. Excellent communication (verbal and written) skills. Excellent telephone manner. High level of interpersonal skills, including active listening and understanding. Good organisational skills and ability to prioritise workloads. Work according to tight deadlines, services and terminology. Follow-up and follow-through.

DUTIES : Provide Information Technology (IT) 1st line support to all end users. Respond to incoming calls, e-mails and calls logged on Information Technology Service Management (ITSM) system regarding desktop computer, laptops, iPad and cell phone problems. Maintain excellent verbal communication with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Diagnose and resolve software and hardware incidents, including operating systems across a range of software applications. Assist all our users with any logged IT related incidents when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT services desk system. Resolve incidents in accordance with the agreed processes daily, must ensure the processes defined for the environment are complied with. Troubleshoot hardware, software and network operating system. Install and configure new IT equipment. Perform PC installations, software installation and maintenance, security maintenance (devices and software), remote access services, and installation of patches on manual basis. Develop and follow test plans for compatibility testing for hardware and software analysis and evaluation and assessment of computer equipment and if necessary, formatting of such equipment with information. Support and ensure availability of email services, internet services, application services on workstations and availability of connection to transversal mainframe system. Resolve incidents

and upgrade different types of software and hardware (printers, copiers, and scanners). Escalation incidents through automated escalation tool based on service levels and manual escalation based on incident monitoring and tracking activities. Perform fault resolution, incident resolution and analyse them for prioritisation and trends. Proficient at analysing and documenting customer request requirements and problem symptoms to make recommendations and implement moves, add-ons, changes, and maintenance of desktop equipment. Identify and correct or advise on operational issues in clients computer systems. Ensure proactive detection of incidents through available tools i.e. monitoring, events and alerts. Troubleshoot all technology issues. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ability to plan, organise and implement desktop solutions. Ability to oversee workstation administration, as well as repair of faults and problems on associated equipment. Pro-active monitoring and reporting of Local Area Network (LAN) and hardware problems.

- ENQUIRIES** : Ms K Kanyane Tel: (012) 312 8700
- 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 Post43@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 18/83** : **SURVEY TECHNICIAN (GRADE A-C) (REF NO: 3/1/1/2026/45)**
Directorate: Information Services
- SALARY** : R407 337 – R610 131 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Mr SM Maseko Tel: (012) 337 3655
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post45@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and African, Indian and White Females and Persons with Disabilities.