

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	03 July 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. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. 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

<u>POST 21/141</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: 3/1/1/2026/70</u> Directorate: Corporate Services
<u>SALARY</u>	:	R1 317 384 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</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public

Administration / Public Management / Business Administration / Human Resource Management (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 of experience at middle/senior managerial level. A valid driver's licence. Job-related knowledge: Public Finance Management Act (PFMA). Policy development and implementation. Knowledge of the Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Treasury Regulations. Public Service prescripts. Job-related skills: Leadership and presentation. Management and project management. Communication (verbal and written). Computer literacy. Willingness to travel.

DUTIES

: Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implantation of policy objectives through programme implementation by DLRRD programme initiatives. Evaluate the effectiveness of the implementation of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines, and procedures. Monitor and evaluate records management practises for compliance to sound records management practises. Provide and coordinate training on records administration. Provide information technology support services: Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise. Liaise with the District Offices on the implantation of corporate service issues. Provide guidance on the interpretation of policies, strategies, and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit finds. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instructions, regulations, etc.

ENQUIRIES

: Ms DT. Machoga Tel No: (015) 495 1955

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post70@dlrrd.gov.za

POST 21/142

: **DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/1/1/1/2026/72**
Chief Directorate: Risk Management

SALARY

: R1 317 384 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

REQUIREMENTS

: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing / Risk Management / Forensic Investigations (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 of experience at middle/senior managerial level in risk management. A valid driver's licence. Job-related knowledge: Knowledge of corporate Governance issues. Knowledge of Fraud Awareness and Prevention Management. Knowledge of Public Service environment, Public Finance Management Act and National Treasury Regulations. Knowledge of Fraud Awareness and Prevention, plans / strategy developments. Job-related skills: Dynamic leadership. Good computer literacy in Microsoft Office. Proven project management. Excellent communication (verbal and written). Excellent facilitation. Public speaking /

presentation. Negotiating. Results oriented. Customer focus. Team management. Ability to work under pressure.

DUTIES

: Facilitate the development and Implementation of fraud awareness and prevention strategy in the Department. Design and implement a communication strategy of the fraud awareness and prevention management policy and methodology of the department. Set standards in terms of best practice fraud awareness and prevention management functions according to procedure. Facilitate and coordinate fraud awareness and prevention assessment in the Department on an ongoing basis. Facilitate the development and implementation of appropriate fraud awareness and prevention plans in the Department. Oversee and ensure the implementation of action plans to manage fraud awareness and prevention in conjunction with management and legal services, policy unit and Internal audit on an on-going basis. Participate in committees that serve as advisory bodies in Fraud awareness and Prevention Management as required. Participate in committees that serve as advisory bodies in fraud awareness and prevention Management as required. Facilitate the identification and impact assessment of fraud awareness and prevention plans/methodologies in the Department. Oversee the initiation of actions to resolve incidences of fraud as necessary, Ensure consistency with fraud awareness and prevention management practises and reporting throughout the Department to enable consolidation of results. Provide the Departmental Risk Management Committee with assurance that business throughout the organisation has appropriate fraud awareness and prevention management processes in place. Facilitate the evaluation and assessment of fraud awareness and prevention management strategic / implemented plans in the Department. Provide assistance to the Accounting Officer with continuous monitoring processes that ensure that the Accounting Officer is able to perform his / her annual review of fraud awareness and prevention management effectiveness and make any disclosure. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective Fraud Awareness and Prevention management process. Ensuring that the Departmental fraud and awareness prevention plans are aligned and that no duplications occur, and all Fraud Awareness and Prevention Management silos are integrated. Provide information to external stakeholders such as National Treasury, Public Service Commission, Department of Public Service and Administration and Auditor General. Represent the Department in public and private institutions such as the Institute of Risk Management, Institute of Internal Auditors, Institutes of Fraud Examiners, and any other Fraud Awareness and Prevention Management Forums. Conduct fraud / corruption analysis in relation to the fraud / corruption prevention and detection measures put in place. Facilitate and manage ethics management functions using strategy and protocol. Ensure design, development and implementation of ethics management related protocols (policies, strategy and methodology). Promote ethics management through ethics awareness programmes, Facilitate ethics management services (financial disclosure, code of conduct, remunerative work outside the public service) for designated employees. Ensure the maturity of ethical culture in the Department. Conduct ethics and risk assessment / analysis. Ensure the analysis and monitoring of the gift register, compile monthly and quarterly reports for relevant oversight structures. Manage financial and administration of the directorate. Develop and manage the operational plan of the Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, Compile and submit all required administrative reports, Undertake human resource and administrative function services.

ENQUIRIES
APPLICATIONS

: Mr S Khumalo Tel No: (012) 312 8425
: 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 Post72@dlrrd.gov.za

NOTE

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

POST 21/143 : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/1/1/1/2026/76**
Directorate: Financial and Supply Chain Management Services

SALARY : R1 317 384 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 REQUIREMENTS : Western Cape (Cape Town)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (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 of experience at middle/senior managerial level in the relevant environment. A valid driver's licence. Job-related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations, and Generally Reviewed Accounting Principles. Job-related skills: Coaching and Mentoring (though leadership). Prepare and deliver presentations. Analytical thinking. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication (verbal and written). Project management. Computer literate. Willingness to travel.

DUTIES : Ensure compliance with financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions. Ensure implementation of policies, systems, procedures, and processes to ensure sound financial management. Oversee financial support services within the provincial shared service centres. Manage financial accounting processes. Manage the departmental budget. Manage salaries and payroll. Maintenance of finance systems. Oversee supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics, travel and transport services. Provide assets and facilities management. Oversee financial management support services. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.

ENQUIRIES APPLICATIONS : Mr T Mtintsilana Tel No: (021) 409 0580
: Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post76@dlrrd.gov.za

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

POST 21/144 : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/77**
Directorate: Property Management

SALARY : R1 317 384 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 REQUIREMENTS : Western Cape (Cape Town)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning. (NQF Level 7) or relevant equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in property management field or environment. A valid driver's licence. Job related knowledge: Project management. Budgetary planning. Design and development of programmes. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Risk management. Planning. Strategic Planning. Human resource management and Property management. Job related skills: People management. Strategic capability and leadership. Communication (verbal and written). Strategic management.

		Computer literacy. Willingness to travel. Ability to work efficiently and effectively.
<u>DUTIES</u>	:	Provide leases administrative support. Manage leases and caretaker agreements. Monitor leases compliance in terms of the agreements. Manage the compilation and maintenance of lease register. Facilitate the management of conflict resolution processes on DLRRD property. Manage and maintain immovable asset register and records for agricultural leases. Administer and provide property holdings services. Support the maintenance of immovable asset register and records for commercial leases. Manage process and / or conduct recommendations for vesting in terms of Item 28 (1). Manage the facilitation of payments for water use charges, municipality rates and taxes. Manage investigations on state land usage and maintenance. Process surface rights applications (prospecting, mining and servitudes). Manage state land periodic verification. Facilitate surveying of immovable assets. Provide secretariate services to the Provincial State Land Vesting and Disposal Committee (PSLVDC). Manage and provide district property management services. Administer the signing of immovable assets and caretaker agreements. Coordinate and conduct the verification of all immovable assets. Conduct confirmations of vesting in terms of Item 28 (1). Conduct land usage and maintenance investigations. Conduct state land periodic verification. Administer and manage property disposals. Facilitate surveying of immovable assets. Identify, facilitate and transfer disposable immovable assets and the associated movable assets. Provide secretariat services to the Provincial State Land Vesting and Disposal Committee (PSLVDC).
<u>ENQUIRIES</u>	:	Mr T Mtintsilana Tel No: (021) 409 0580
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post77@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 21/145</u>	:	<u>DIRECTOR: PROVINCIAL OPERATIONS SUPPORT Ref NO: 3/1/1/2026/78</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R1 317 384 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</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (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 of experience at middle / senior managerial level. A valid driver's licence. Job related knowledge: Understanding of Corporate governance Principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job-related skills: Ability to communicate effectively across a broad spectrum. A thorough understanding and practical experience of Project Management. Analytical and problem-solving. Facilitation and coordination and experience. Experience in implementation of goals/plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of planning framework by the Directorate: Strategic Planning for all Provincial Offices and monitor Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DLRRD Annual Performance Plan. Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the

delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on functionality of provincial governance structures. Randomly attend the provincial governance structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvements for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at provincial level. Provide assistance to the Chief Director: Provincial Office Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DLRRD key programmes and facilitate sharing of the best practices and lessons learnt by provinces through the existing departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the departmental key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practices in corporate governance. Identify institutions that will be part of the networks for the DLRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop Integrated Operational Plans performance reporting system. Monitor all Provincial performance against the approved Integrated Operational Plans monthly. Request and get monthly reports from Directors. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Performance plan.

- ENQUIRIES** : Mr T Mtintsilana Tel No: (021) 409 0580
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post78@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
- POST 21/146** : **DIRECTOR: LAND DEVELOPMENT SUPPORT (CLUSTER 2) REF NO: 3/1/1/1/2026/81**
Chief Directorate: Land Development and Post Settlement Support
- SALARY** : R1 317 384 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** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / BCom Agriculture / Agri Business (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 of

- relevant experience at middle/senior managerial level in the agricultural development environment field. A valid driver's licence and job-related knowledge: Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in Human and Financial Management. Job-related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Reporting. Computer literacy. Information and analytical thinking. Ability to work under pressure and willingness to travel.
- DUTIES** :
- Develop, review and manage the implementation of policies and programmes for land development and post-settlement support. Engage with relevant stakeholders on policy matters. Identify issues to necessitate policy review and participate in policy formulation forum. Capacitate and train stakeholders and officials on policies and programmes developed. Participate in the development and review of standard operating procedures. Facilitate the development and graduating of producers towards commercialisation. Identify producers to be supported. Facilitate the establishment and management of partnership between producers and development partners. Ensure capacity building and training to producers. Facilitate the appointment of prospective strategic partners and service providers. Manage resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Develop and facilitate approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and the development of business plans. Manage the approval of projects by programme manager. Manage compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Manage effective promotion and practice of good corporate governance and compliance with financial and human resource. Manage ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Manage and mitigate identified operational and fraud risks. Manage and implement internal and external controls in line with the policies.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr ME Moshabele Tel No: (012) 312 9958
- 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 Post81@dlrrd.gov.za
- NOTE** :
- EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

- POST 21/147** :
- DEPUTY DIRECTOR: PROPERTY RESEARCH REF NO: 3/1/1/2026/83**
Directorate: Property Research and Support
- SALARY** :
- R1 101 468 per annum (Level 12), (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 Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years junior management experience in land administration or conveyancing environment. A valid driver's licence. Job-related Knowledge: Knowledge of interpreting spatial information. Knowledge of use of computer-based techniques and working with databases and updating IAR. Knowledge of land administration policies. Job-related skills: Research. Computer literacy. Good data and information management i.e. capturing, preserving and maintenance thereof. Good communication (verbal and written). Ability to work in a high-production environment. Ability to read and interpret maps,

		photographs, SG-diagrams and title deeds. Analytical thinking. Presentation. Problem solving. Conflict resolution. Financial management.
<u>DUTIES</u>	:	Conduct property research and analyse information to guide the process of land use management. Manage and conduct full property research and provide accurate response to enquiries e.g. (traditional allocation requests, POA properties, and held in-trust land). Manage the disposal and vesting updates on the system and provide report. Verification of the accuracy of property information with departmental policies. Verification of accuracy of information on request from Provincial Shared Service Centre (PSSC) and other stakeholders. Provide the updated documents to reflect the current status of the properties, using the relevant sources of information such as title deed, Survey General diagram the historical information from old book maps and spartial and respond to the ministerial enquiries. Knowledge of Grondasaks system. Management of Immovable Assets Registrar (IAR). Verify the correctness of information on the Land Administration Web (LAW) system. Maintain and manage the asset register that meet the policies of the Department. Capture new information and edit or remove information that is not correct. Management of IAR requests for changes to the system. Management of RFC request. Make changes in the LAW system as per requests. Management and safeguarding of title deeds and other property information. Manage the proper filling of title deeds and other property information. Manage and monitor booking in and out of title deeds. Scanning and uploading of title deeds into the LAW system.
<u>ENQUIRIES</u>	:	Ms T. Molotsi Tel No: (012) 312 9730
<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 Post83@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/148</u>	:	<u>DEPUTY DIRECTOR: PROVINCE AND LAND USE AUDITS REF NO: 3/1/1/1/2026/84</u> Directorate: Property Research and Support
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' junior management experience in land administration or conveyancing environment. A valid driver's licence. Job related knowledge: Knowledge of interpreting spatial information. Knowledge of use of computer-based techniques and applying principles from science. Knowledge of land administration policies. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial management. Conflict management. Problem solving. Project management. Computer literacy. Analytical thinking. Research. Reading and interpretation of deeds and maps. Ability to work in a team as well as independently. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Conduct property research and analyse information to guide the process of land use management. Manage and coordinate responses to land status enquiries. Conduct research (electronic and manual) on all DRDLR immovable assets in order to ensure accuracy of the asset register. Facilitate vesting of state land into the correct sphere of Government, DLRRD and other state land custodians. Check vesting applications in terms of data accuracy, compliance with vesting policies and procedures. Processing of vesting application in the Land Administration Web (LAW) system. Handover of signed Item 28 (1) certificates to custodians. Manage requests for cancellation of signed item 28 (1) certificates. Manage request for certified copies of signed item 28 (1) certificates. Supply support and advice to stakeholders on state land (Provincial Shared Service Centre's, Department of Public Works and Infrastructure and Private). Assist with the design of strategies to guide land and resource use and development in particular locations. Provide accurate information with regards to the history of land ownership. Process disposal applications (sale, exchange, donations, long and short-term non-agricultural leases). Verify correctness of applications received from the provinces.

		Process disposal applications to Ministry. Handover of ministerial approvals to conveyancing unit and legal officer for finalisation. Draft National Treasury requests for approval when required. Facilitate the issuing of land survey consents on DLRRD immovable assets. Manage and process land survey consent applications. Draft consent letters.
<u>ENQUIRIES</u>	:	Ms T. Molotsi Tel No: (012) 312 9730
<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 Post84@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/149</u>	:	<u>ANALYST DEVELOPER: APPLICATION DEVELOPMENT REF NO: 3/1/1/1/2026/71</u> Directorate: ICT Solutions Development
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<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 Computer Science / Software or System Engineering / Information Technology (IT) / Software Development (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in: C# and .NET Framework / .NET Core, ASP.NET MVC and Entity Framework (EF / EF Core), Structured Query Language (SQL) Server, MySQL, Oracle, including database design, optimisation, and complex queries. Experience in Web Technologies and Scripting tools (JavaScript XML, jQuery and Microsoft Power BI). Experience with Web Application Programming Interface (APIs) and RESTful services, Familiarity with HyperText Markup Language (HTML5), Cascading Style Sheets (CSS), Bootstrap, jQuery, and modern JavaScript frameworks. Strong understanding of Object-Oriented Programming (OOP), SOLID principles, and design patterns. Experience with Agile / Scrum methodologies. Experience in Software Development Life Circle (SDLC). Experience in relational database. Experience in performance, regression, and integration testing. Job related knowledge: Knowledge of dependency injection and unit testing frameworks. Application servers: JBOSS, Weblogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller (MVC); exposure to Net-Beans, Eclipse, Websphere; and reporting tools e.g. itext, jasper report and others. Knowledge of using design tools like Unified Modeling Language (UML), etc. Interpret business and functional requirements as well as to design and realise processes, data and technology. Process analysis and able to design conceptual architectures, technical uses and robust processes. Job related skills: Computer literacy. Communication skills (verbal and written). Analytical skills. Interpersonal skills. Problem solving skills. Organising skills. Ability to work independently as well as part of the team. Ability to mentor junior employees and interns to deliver quality solutions on time.
<u>DUTIES</u>	:	Write functional and technical design specification document. Analyse information processing needs and plan and design computer systems, using data modelling techniques. Define the goals of the system and advise flowcharts and diagrams describing logical operational steps of programs. Design new systems including process flow, user interface, reports and security procedures. Evaluate and recommend appropriate web presentation and server-side technologies based on product needs and industry trends. Participate in Joint Application Development (JAD) and testing sessions. Work with key stakeholders to understand user's requirements, translating them into technical specification requires for system development. Work with quality assurer to ensure high quality of delivered product. Provide thought leadership on business requirements related to application development. Coordinate and link the computer systems within an organisation to increase compatibility so that information can be shared. Review and quality assurer coding. Supervise and participate on coding scripting review and conclusion. Perform application systems code review to ensure technical quality and high-quality service to clients / users. Conduct training on newly developed applications. Prepare training material for users of the new systems and conduct training. Evaluate service offered.

- ENQUIRIES APPLICATIONS** : Ms PS Lekgau Tel No: (012) 312 8769
 : Applications can be submitted by hand delivery during office hours to: 600 Lillian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post71@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/150** : **DEPUTY DIRECTOR: PLAS MANAGEMENT ACCOUNTING REF NO: 3/1/1/1/2026/85**
 Directorate: Proactive Land Acquisition Strategy (PLAS) Trading Account Financial Management
- 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 / Bachelor's Degree in Management Accounting / Financial Management. Minimum of 3 years` relevant experience in accounting and reporting. A valid driver's licence. Job related Knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Public Financial Management Act. Treasury Regulations. Quality Control and safekeeping background. Job related skills: Supervision. Communication (verbal and written). Interpersonal relations. Planning and Organising. Computer literacy.
- DUTIES** : Coordinate the development of the Chief Directorate and trading account budget. Analyse and interrogate provinces budget inputs / submission to ensure alignment to strategic plan and annual performance plan and compliance to treasury. Analyse and interrogate the Chief Directorate budget inputs / submission to ensure alignment to Branch priorities. Oversee the consolidation of budget inputs into National Treasury database, submit for review and approval. Submit final budget to the Department within the set time. Create, implement and monitor processes and procedures around the creation of monthly forecasts. Manage monitoring and reporting processes. Analyse revenue and expenditure information in order to identify trends and funding. Submit cash flow plans and replenish cash on a quarterly basis in line with drawings/projection. Monitor financial performance of the entity, identify and report all variances of actual against projections. Manage the entity system and registration of projects. Ensure all projects registration documents are audited for compliance and processed within the turnaround time of one day. Endure management of financial and operational systems and project register. Manage human, financial and other resources. Manage, supervise and coordinate the work of subordinates. Manage and monitor finances of the sub-directorate. Ensure effective management of business risk and audit management plans.
- ENQUIRIES APPLICATIONS** : Mr C. Nyamandi Tel No: (012) 312 9215
 : Applications can be submitted by hand delivery during office hours to: 600 Lillian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post85@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/151** : **CHIEF LAND INFORMATION ANALYST (TRAINING) REF NO: 3/1/1/1/2026/82**
 Directorate: Property Systems and Data Management
- SALARY** : R605 742 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Town and Regional Planning / Geography / Property Estate / Property Management / Geographic Information Systems (GIS) (NQF Level 6) or related equivalent qualification, excluding Environmental GIS. Minimum of 3 years' experience in property data management. A valid driver's licence. Job-related Knowledge: The Constitution of the Republic of South Africa. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. State Land Disposals Act, 1961. Upgrading of Land Tenure Rights Act, 1991. Provision of Land and Assistance Act, 1993. Restitution of

Land Rights Act, 1994. Land Reform (Labour Tenants) Act, 1996. Knowledge in property administration. Knowledge in the compilation of training manuals and presentations and in leading/presenting training sessions. Knowledge in systems development. Knowledge in providing support to users. Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Extensive computer literacy in Microsoft Office and other relevant software namely MS Access and SQL. Sound knowledge of land information (deeds data, title deeds, subdivisions, vesting, disposals, surveyor general diagrams, etc.). Job-related skills: Ability to interpret maps, aerial photographs, surveyor general diagrams, title deeds and proclamations. Ability to understand and see land in a spatial context. High creativity. Accuracy and attention to detail. Ability to train. Ability to research. Accuracy and attention to detail. Information systems development. Computer literacy. Interpersonal relations. Communication (verbal and written). Organisational and planning. Project management skills. Conflict management. Ability to work in a team as well as independently.

DUTIES

: Facilitate and present capacity training on property management systems. Develop training plan and schedule for Land Administration Web (LAW). Review and update training manuals. Compile training manuals and training presentations. Coordinate logistical arrangements for training. Facilitate and present capacity building sessions. Provide technical support to users on LAW and other property management systems. Develop refine and maintain existing property management systems. Render technical user support for system and application modification on LAW. Render technical assistance in joint system and application development sessions. Render technical support for system development and normalising data structures. LAW system administration and parameter maintenance. Maintain the state land database on Land Administration web. Verify property data for accuracy and completeness. Update property data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state land database continuously based on surveyor general diagram and title deed information. Management of Request for Change (RFC) and Request for Adding (RFA) on LAW. Maintain DLRRD Immoveable Asset Register. Verify immovable asset data for accuracy, quality and completeness. Update immovable asset data continuously based on vesting certificates and disposals. Verify updating of property description and related information in the IAR based on SG diagram and title deed information. Provide immovable asset data and information to users and stakeholders. Liaise with local municipality to obtain the latest municipal valuation roles. Capture and /or verify initial costs of the properties on LAW based on municipal valuation roles.

ENQUIRIES

: Mr A Erasmus Tel No: (012) 312 8252

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 Post82@dlrrd.gov.za

NOTE

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

POST 21/152

: **CHIEF LAND INFORMATION ANALYST REF NO: 3/1/1/2026/87**

Directorate: Property Research and Support

SALARY

: R605 742 per annum (Level 10)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience in land related research work, surveys or land administration. A valid driver's licence Job related knowledge: Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. State Land Disposals Act, 1961. Upgrading of Land Tenure Rights Act, 1991. Provision of Land and Assistance Act, 1993. Restitution of Land Right Act, 1994. Land Reform (Labour Tenants) Act, 1996. Understanding of the principles of types of land. Understanding of the land reform principles and related processes. Understanding of research methodology. Sound knowledge of geography. Job related skills: Ability to interpret maps, aerial photographs, Survey General

<u>DUTIES</u>	: diagrams, title deeds and proclamations. Ability to understand and see land in a spatial context. High creativity. Accuracy and attention to detail. Computer literacy. Interpersonal relations. Communication (verbal and written). Organisational. Project management. Conflict management. Financial management. Ability to work in a team as well as independently.
	: Process vesting applications in the Land Administration Web (LAW) system. Process vesting applications to the Deputy Director. Obtain Provincial State Land Vesting and Disposal Committee (PSLVDC) resolution tables and minutes from the Provincial Offices. Prepare, on receipt of the signed Item 28 (1) certificates, an acknowledgement of receipt to the Deputy Director for the handling over at the PSLVDC meeting. Prepare, on receipt of receipt of request for cancellation of signed Item 28 (1) certificates, a submission for cancellation to the Deputy Director for the Director's signature. Request for copies of signed Item 28 (1) certificates researched and submitted to the Deputy Director for the Director's signature. Process disposal and long-term lease applications in the LAW system. Process submissions to the Deputy Director. Prepare, on receipt of Ministerial approval, a letter to the National Treasury to obtain approval for disposal at less than market value to the Deputy Director for the Director's signature. Inform the Provincial Shared Service Centre (PSSC) by standard e-mail about the disposal approval and include a copy of the signed memorandum. Prepare acknowledgement of receipt for the handing over of the original signed memorandum and relevant documentation to the Deputy Director to be forwarded to the relevant official to conclude the transaction. Scribe District Shared Service Centre (DSSC) meetings and prepare accurate and complete DSSC minutes to be circulated to DSSC members. Process land survey consent letters received from the PSSC to the Deputy Director. Process land survey consent letters to the Deputy Director. Inform client of signed consent letter. Prepare hand over acknowledgment of receipt of signed consent letter. Conduct land research and prepare responses on land status enquiries. Conduct land research. Prepare responses on land status enquiries to Deputy Director.
<u>ENQUIRIES</u>	: Ms T. Molotsi Tel No: (012) 312 9730
<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 Post87@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: African, Coloured and Indian Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/153</u>	: <u>CHIEF LAND ADMINISTRATION SPECIALIST (TRAINING) REF NO: 3/1/1/1/2026/88</u> Directorate: Property Management and Policy Development
<u>SALARY</u>	: R605 742 per annum (Level 10)
<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 Town and Regional Planning / Geography / Real Estate / Surveying / Law (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in land related research work, land use investigations / surveys or land administration. A valid driver's licence. Job related Knowledge: Sound knowledge of geography and computers. Sound knowledge of land administration. Understanding of state land categories and land reform programmes. Understand research methods. Job related skills: Ability to read and interpret maps, aerial photographs, Survey General diagrams, title deeds and proclamations. Ability to understand land in a spatial context. Good project management. Good Interpersonal relations. Excellent communication (verbal and written). Accuracy and attention to detail. Ability to conduct research. Ability to draft policies and related procedures. Ability to produce training manuals and provide capacity building and training. Ability to work in a team as well as independently.
<u>DUTIES</u>	: Conduct research and develop policies and procedures in property management. Research and draft policies and Standard Operating Procedure. (SOPs). Ensure stakeholder consultation. Prepare final document for approval. Review, update and monitor policies and procedures. Provide training and capacity building to internal and external clients. Compile and update training manual. Manage training program. Provide advisory services on property management policies and procedures. Review, update and monitor policies and procedures. Monitor legislation changes that impact on policies and

procedures. Monitor audit findings that impact policies and procedures. Review policies and procedures as and when need arises. Ensure effective consultation with stakeholders. Arrange property management meetings to discuss matters of common interest. Attend to matters that have impact on policies and procedures.

ENQUIRIES : Mr R. Magana Tel No: (012) 312 8213
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 Post88@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 21/154 : **CHIEF LAND RESEARCH SPECIALIST (CONVEYANCE) REF NO: 3/1/1/1/2026/86**
Directorate: Property Research and Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB Degree / Property Management or related equivalent qualification. Minimum of 3 years' experience in property management, portfolio immovable asset management or land administration. A valid driver's licence. Job related knowledge: Property research techniques. Interpretation of relevant legislation on land administration and immovable properties. Job related skills: Ability to interpret title deeds and any other legal documents. Project management. Communication (verbal and written). Analytical thinking. Computer literacy. Policy / information / records research. Planning and organising. Work under pressure and meet tight deadlines. Ability to use a computer for prolonged periods.

DUTIES : Prepare and provide vesting registration. Conduct property research. Request cancellation of item 28 (1) certificate if applicable. Prepare vesting instruction. Record request for the registration of transaction from stakeholders. Obtain original title deeds from the property research unit. Verify applications / documents from conveyancers for confirmation. Review payment of services rendered by conveyancers. Conduct follow-ups and updates progress on matters referred. Provide conveyancing advice on vesting related matters. Issue certified copies of item 28 (1). Prepare direct lodgement of vesting endorsements and attending to registration thereof. Collect barcodes at Deed Offices. Obtain original title deeds from the property research unit. Prepare execution covers for lodgement. Prepare lodgement item 28 (1) certificates. Attend to vesting endorsement registration. Deal with disposal registration in terms of State Disposal Act, Restitution of Land Rights Act and Land Reform: Provision of Land and Assistance Act. Conduct property research and confirm ownership. Verify vesting status and send request for vesting if applicable. Prepare disposal instructions to State Attorney and Housing Development Agency. Record request for the registration of transaction from stakeholders. Obtain original title deeds from property research. Draft deeds of sale and donation agreements. Verify applications / documents from conveyancers for confirmation. Provide conveyancing advice on disposal registration. Conduct follow-ups and update progress on matters referred. Verify correctness of conveyancing documents for restitution transfer of certain Department of Public Works properties and prepare report thereof. Provide title deeds for servitudes and lease registrations. Record request for the registration of transaction from stakeholders. Verify vesting status and send request for vesting if applicable. Obtain original title deeds from the property research unit. Verify applications / documents from conveyancers for confirmation. Prepare acknowledgement of receipt or instruction letter for lost copy of title deed. Conduct follow-ups and update progress on matters referred. Prepare and provide other registrations in terms of the Deed Registries Act. Record request for the registration of transaction from stakeholders. Obtain original title deeds from the property research unit. Prepare instruction to the State Attorney. Verify applications / documents from conveyancers for confirmation. Review payment of services rendered. Conduct follow-ups and update progress on matters referred. Assist in updating immovable asset register and uploading documents as portfolio of evidence. Follow up on signed conveyancing documents. Send updates on immovable asset register to the property research unit. Request for adding property on Land Administration Web (LAW). Upload portfolio of evidence on

- LAW. Prepare and provide reports and statistical information on conveyancing. Compile monthly, quarterly and annual reporting. Provide statistical returns.
- ENQUIRIES APPLICATIONS** : Ms T. Molotsi Tel No: (012) 312 9730
: 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 Post86@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and Coloured and Indian Female and Persons with Disabilities.
- POST 21/155** : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/75**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: KwaZulu Natal (Ladysmith)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in property management. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial regulations of Public Finance Act. Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993. State Land Disposal Act of 1961. Any other relevant Law. Job related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Willingness to travel.
- DUTIES** : Capture contracts on state land lease system. Add leases information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct asset verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor leases or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance assets. Ensure compliance with caretaker and lease agreement. Provide support to the district. Implement requests for amendments to the immovable asset register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreements. Initiate and process surveying of DLRRD state land. Process land surveying on DLRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivision.
- ENQUIRIES APPLICATIONS** : Mr NR Jacquire Tel No: (033) 264 9500
: 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 Post75@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.
- POST 21/156** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/79**
Directorate: Survey Services
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Western Cape (Mowbray)
: 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. A valid driver's licence. 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.
- 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 APPLICATIONS** : Ms N Dlamini Tel No: (021) 658 4300
- : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post79@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Indian and White Females and Persons with Disabilities.
- POST 21/157** : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/74**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07)
: KwaZulu-Natal (Richards Bay)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Social Science / Legal Qualification or related equivalent qualification (NQF Level 6). Minimum of 1 year experience in tenure reform or related field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job-related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem-solving and decision-making. Interpersonal relations. Facilitation and presentation. Negotiation and conflict resolution. Networking. Team management. Customer and client focus and statistical forecasting. Willingness to travel.
- DUTIES** : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violations and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of land rights upgrade programmes. Provide support to land rights management facility. Implement the establishment and support of communal property entities. Initiate the establishment of and implementation of Communal Property Association (CPA). Maintain the database of CPA's and similar entities. Conduct awareness on CPA activities. Perform investigations and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of the CPA's. Provide administrative support services. Provide secretariat services. Provide clerical support services. Conduct logistical arrangements. Process all incoming and outgoing correspondence.
- ENQUIRIES** : Ms N Ziqubu Tel No: (033) 264 9515

- 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 Post74@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/158** : **SENIOR SECURITY OFFICER REF NO: 3/1/1/1/2026/73 (X3 POSTS)**
Directorate: Physical Security and Special Events
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years' security officer experience. A valid driver licence. Job-related knowledge: Knowledge of access control procedures. Knowledge of control room operations. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures PSIRA, Minimum Information Security Standards (MISS), and Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Job-related skills. Computer literacy. Communication (verbal and written). Report writing and Telephone etiquette.
- DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to the department security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry into buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, walk-through metal detectors, security lights and etc.). Check incidents/occurrence books/registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determine rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Perform control room duties as per shift cycles. Perform and supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footage upon request through proper procedure. Update all register for the incidents observed.
- ENQUIRIES** : Mr F Aphane Tel No: (012) 312 8625
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 Post73@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/159** : **TRADESMAN AID REF NO: 3/1/1/1/2026/80**
Directorate: Survey Services
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 10 Certificate (NQF Level 3) or relevant equivalent qualifications. Job related skills: Communication (verbal and written). Good interpersonal relations. Ability to organise. Ability to use electrical and hand tools. Ability to work independently.
- DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment. Maintain team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain tools at all times. Relocate camp when required. Repair, clean service and safe keeping of equipment and tools according to standards.

ENQUIRIES
APPLICATIONS

- Ensure the safety storage, cleaning and routine maintenance of implements.
Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving of fuels and oils.
- : Ms N Dlamini Tel No: (021) 658 4300
- : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post80@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.