

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 July 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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.
- ERRATUM:** The position of Director: Corporate Services ref 3/1/1/2026/70 for the Directorate: Corporate Services: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular no 21 of 2026 dated 19 June 2026 Has reference. The Employment Equity target for this position is Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 22/78** : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT (REF NO: 3/1/1/2026/118)**
Directorate: Provincial Operations 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 REQUIREMENTS** : Eastern Cape (East London)
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 in the operations support environment. 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 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.

DUTIES

: 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. 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 practice 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

APPLICATIONS

: Ms A van Vuuren Tel: (043) 701 8127 or Ms A Kili Tel: (043) 701 8186
 : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post118@dlrrd.gov.za

NOTE

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

<u>POST 22/79</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER (REF NO: 3/1/1/2026/114)</u> Directorate: Spatial Planning And Land Use Management
<u>SALARY</u>	:	R1 143 468 - R2 108 922 per annum (The salary will be determined in accordance with the OSD)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Mowbray)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written). Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
<u>DUTIES</u>	:	Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational reequipments 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. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Matsila Tel: (012) 312 8013
	:	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 Post114@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Indian and White Males and African, Indian and White Females and persons with disabilities.
<u>POST 22/80</u>	:	<u>DEPUTY DIRECTOR: BUDGETS (REF NO: 3/1/1/2026/109)</u> Directorate: Budget Performance Management
<u>SALARY</u>	:	R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Commerce / Economics or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at a junior management level in the budget performance field. A valid driver's licence. Job related knowledge: Knowledge of budget systems. Computer accounting software. Knowledge of financial accounting systems. Generally Accepted Accounting Principles. (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Planning and organising. Resource planning. Problem solving and decision-making. Time management skills. Communication (verbal and written).
<u>DUTIES</u>	:	Manage the budget performance of the Department and its entities. Coordinate the budget performance of the Department and its entities. Render management advisory services in terms of spending of the Department. Produce accurate and reliable financial information on programme costs and performance. Monitor expenditure against the allocated budgets. Develop and maintain an integrated financial performance management system to support day-to-day spending of the Department. Monitor compliance and alignment to the prescribed Public Finance Management Act and Treasury Regulations. Perform in-year analysis and advise

on expenditure plans and trends to improve effectiveness within the Department. Manage cashflow projections. Coordinate and compile quarterly expenditure projections for the Department. Compile the annual drawings to National Treasury. Ensure reporting of all expenditure, forecasting and trends. Co-ordinate inputs for the In-Year Monitoring (IYM) Report. Report on all expenditure, forecasting and trends. Compile the IYM report to management.

ENQUIRIES : Mr N Malisha Tel: (012) 312 8962
NAOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.

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 Post109@dlrrd.gov.za

POST 22/81 : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT (REF NO: 3/1/1/1/2026/110)**
 Directorate: Organisational Development And Service Delivery Improvement

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 Business Administration / Public Administration / Public Management / Management Services / Operations Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at junior management in organisational development and service delivery improvement. A valid driver's licence. Job related knowledge: Co-ordination and facilitation of Batho Pele programmes. Practical knowledge in implementing Batho Pele programmes. Job related skills: Computer literacy. Communication (verbal and written). Monitoring and evaluation. Facilitation and presentation. Policy development and analytical thinking. Report writing. Ability to do research. Ability to work within a team.

DUTIES : Coordinate and / or facilitate the development of a service delivery model for the Department. Develop the service delivery model template. Circulate service delivery model template to branches for inputs and sign off. Consolidate service delivery models received from various branches. Process final draft service delivery model for Executive Committee approval. Coordinate and / or facilitate change management interventions. Plan and facilitate change management interventions. Respond to change management interventions requests. Advise on the appointment of external change management specialists. Facilitate the development and review of Service Delivery Improvement Plans (SDIPs). Facilitate the review of the Service Delivery Improvement Plans. Consolidate reviewed Service Delivery Improvement Plans for the branches. Facilitate the submission of the reports on the implementation of Service Delivery Improvement Plans by the branches. Manage the coordination of service excellence awards. Facilitate the implementation of the departmental service excellence policy. Coordinate the actual preparations for the service excellence awards ceremony. Compile the report on the service excellence awards. Facilitate the participation of the Department in the national Batho Pele service excellence awards. Represent the Department in forums dealing with preparations for the national Batho Pele awards. Manage the coordination and / or facilitate Batho Pele awareness campaigns, client satisfaction and need surveys. Develop a Survey Framework. Consultation with internal and external stakeholders. Develop action plans. Facilitate methodology and tool development. Collect and analyses data. Develop survey reports. Know your service rights campaign. Develop and review the departmental Batho Pele strategy. Coordinate training of middle and senior managers on Project Khaedu. Coordinate deployment of SMS members to field sites. Facilitate the departmental participation during Public Service month. Coordinate service delivery watch within the Department. Coordinate Batho Pele Forum meetings. Facilitate departmental participation during Africa Service Day events. Facilitate submission of quarterly reports on the implementation of Batho Pele Frameworks. Monitor compliance on departmental service delivery initiatives.

ENQUIRIES : Mr P Moopelwa Tel: (012) 312 9496
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 Post110@dlrrd.gov.za

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

POST 22/82 : **INFRASTRUCTURE ADMINISTRATOR OVM (REF NO: 3/1/1/1/2026/89) (2 POSTS)**
 Chief Directorate: Deeds ICT

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirement: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's degree in Information Technology / Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years in system administration, including Oracle and Linux environments. Experience in implementing and managing on-prem cloud infrastructure. Hybrid cloud management skills integrating on-prem and public cloud platforms. Job related knowledge: Knowledge of system development life cycle. Linux system administration (RHEL, Oracle Linux). Oracle VM infrastructure and virtualization. Oracle Enterprise systems and architecture. ZFS storage management and optimization. System Development Life Cycle (SDLC). Network and FTP protocols. Database configuration and SQL. Programming languages: Bash, Python, Java, PHP, C / C++, Perl, Ruby. Job related skills: Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal Relation. Project Management. Problem solving. Technical documentation and reporting. Ability to work under pressure and meet deadlines. Experience in implementing and managing on-prem cloud infrastructure. Hybrid cloud management skills integrating on-prem and public cloud platforms. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	System Administration and overall integration of technical activities in architecture. Administer Oracle VM environments and Linux servers (RHEL, CentOS, Oracle Linux). Monitor and maintain daily / monthly operating systems and virtual environments. Implement and maintain disaster recovery and backup strategies. Manage system availability, performance tuning, and patching. Design and maintain IT processes aligned with operational policies. Oversee database configuration and integration with Oracle systems. Develop and manage complex SQL queries and data extraction protocols. Support application deployments and release management across environments. Ensure system security, auditability, and compliance with ICT standards. Conduct vulnerability assessments and apply remediation. Lead infrastructure-related projects and upgrades. Draft and implement policies, standards, and procedures for system operations. Perform system testing and upgrades. Provide technical training and support to internal teams. Prepare technical reports and documentation for management. Design and implement on-prem cloud infrastructure to support hybrid deployments. Manage hybrid cloud environments, integrating on-prem and public cloud platforms. Ensure coordination of build and test environments teams and release teams. Deal with storage and traceability or auditability of controlled software in both centralized and distributed systems. Ensure systems security and security documentation. Participate and manage all communication IS technical direction and initiatives. Monitor all communication for each customer to assess operations within time frame. Prepare designs and evaluate all balancing functions as required by IT departments and other functional areas. Consult with management to discuss project specifications or procedures. Consult or negotiate with management to prepare project specification. Assess project feasibility by analysing technology resources needs and demand. Manage the release package design, build and configuration. Manage release package acceptance including business sign-off. Manage service roll out planning include method of deployment. Manage release package testing to predefined acceptance criteria. Obtain sign-off for the release package for implantation. Audit hardware and software before and after the implementation of release package changes. Analyse all continuous up-gradation process through various proactive self-initiated project. Develop or implement policies, standards or procedures for DRS. Draft policies, standards and procedures. Consult with relevant stakeholders. Submit for approval. Ensure the implementation of approved policies, standards and procedures. Perform appropriate tests and provide training to upgrade production quality and standardize all artefacts. Administer and provide upgrade to systems and escalate issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HS Tshinavhe Tel: (012) 337 9380
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/83</u>	:	<u>MICROSOFT SPECIALIST / SERVER ADMINISTRATOR (2 POSTS) (REF NO: 3/1/1/1/2026/90)</u> Chief Directorate: Deeds ICT
<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 requirement: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Information Technology / Computer Science (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' experience at junior management in network and server administration. Experience with server virtualization technologies, especially VMware. Strong understanding of network protocols, IP networking, and network security. Job-related knowledge: Strong understanding of network protocol, IP networking, and network security. Knowledge with cloud technologies and services. Knowledge of scripting languages. Job-related skills: Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal relations. Project Management. Problem solving. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	Perform server administration tasks. Installing software updates and patches, monitoring server performance. Provide onsite or remote access diagnoses and resolution of server. Develop and maintain Standard. Operating Procedures (SOP) for relevant server. Document network server setups, configurations, changes, and procedures. Designing, provisioning, installing / configuring, operating, and maintaining systems. Experience with virtualized storage (e.g., Dell, HP, Pure, Microsoft), iSCSI, Fiber channel. Develop and maintain technical and functional documentation for required systems. Develop business and technology standards and best practises for the server environment. Document function requirement documentation to ensure it aligns with business objectives. Configure security policies. Champion configuration of security infrastructure and implementation of security tools, policies and procedures.
<u>ENQUIRIES</u>	:	Mr. LM Tshivhase Tel: (012) 337 9380
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
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<u>POST 22/84</u>	:	<u>ANALYST PROGRAMMER (REF NO: 3/1/1/2026/93)</u> Directorate: Deeds Enterprise Architecture
<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 requirement: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' junior management experience in C#, application / design capacity. Job related knowledge: Knowledge of system development lifecycle. Knowledge of Financial Systems. This role requires strong technical expertise, problem-solving skills, and the ability to lead and mentor junior developers. The ideal candidate will have a deep understanding of software development best practices and a passion for building scalable, robust systems. Job related skills: Coaching and Mentoring (Through leadership) skills. Presentation skills. Analytical skills. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
<u>DUTIES</u>	:	Develop high quality software applications. Deliver robust, scalable, and maintainable C# applications using .NET Core, ASP.NET, and related frameworks, meeting project requirements and deadlines. Achieve a code quality score of at least 90% in code reviews, ensuring adherence to best practices, readability, and minimal technical debt. Analyse and obtain more information on the request received. Code the program / function on the system. Perform testing and peer-review for newly created and modified existing Functions. Provide optimal system performance and optimisation. Optimize application performance, reducing response times for critical features, as measured by performance testing tools. Develop the program and batch processing to extract the data in requested format. Ensure uptime and reliability for production systems through proactive monitoring and optimisation. Ensure uptime and optimisation of integration systems. Provide technical leadership and mentorship. Mentor junior developers per quarter, improving their coding skills and project contributions, as evidenced by team feedback and project outcomes. Lead technical design discussions, resulting in approved architecture plans for assigned projects. Provide development report and manage technical development resources and risks. Propose and implement process and technology improvement to improve team productivity or system efficiency. Provide collaboration and requirements delivery. Translate assigned business requirements into technical specifications, ensuring alignment with stakeholder expectations. Collaborate with cross-functional teams to deliver sprint commitments on time in an Agile environment. Submit the program report. Monitor

and improve development process. Produce and maintain clear, comprehensive documentation for developed features, APIs, and system architectures, ensuring accessibility for team members.

**ENQUIRIES
APPLICATIONS**

: Mr. L Tshivhase Tel: (012) 338 7211 and Mr. R Saila Tel: (012) 338 7296
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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POST 22/85

: **APPLICATION ARCHITECTURE (REF NO: 3/1/1/2026/94) (2 POSTS)**
Directorate: Deeds Enterprise Architecture

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 Information Technology or Business / Informatics or Computer Science (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' junior management or senior technical lead experience in application development, systems architecture, or a similar role. Job related knowledge: Knowledge of TOGAF and GWEA Frameworks. Progressive experience as a senior developer or technical lead in large IT projects. Deep, hands-on knowledge of the full Oracle technology stack, C#, MS SQL Server, SOAP / XML, and REST APIs. Development experience using CSS, XSLT, and JavaScript. Prior project architect and / or team lead experience. This role focuses on creating robust, cost-effective, and scalable technical solutions by selecting optimal technologies and guiding development teams through implementation. Job-related skills: Technical Leadership skills. Coaching and Mentoring skills. Presentation skills. Analytical skills. Problem-solving skills. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication skills. Project Management skills. Willingness to travel. A valid driver's license.

DUTIES

: Design and Define Application and Technology Architecture. Define the current application / technology architecture and identify issues and performance bottlenecks. Recommend, develop, and maintain Deeds Registration Application and Technology Architecture blueprints. Ensure application architecture is aligned with the business and information architecture. Manage Joint Application Design (JAD) sessions and interviews to define application architecture. Provide guidance and recommendations on proposed improvement to existing application landscape. Select and Govern Technology Solutions. Refine and redesign the application landscape to be more cost-effective. Identify and recommend appropriate application technologies and frameworks (e.g. SOAP / XML, REST APIs, JavaScript) that offer the best return on investment in line with Deeds Registration Trading Entity's Enterprise Architecture (EA), Business Functional and Non-functional requirements. Manage the full Oracle technology stack and other relevant databases (MS SQL Server). Conduct meetings related to the designated project(s) / programmes to align the application architecture in line with the defined architecture roadmap. Monitor industry and Communities of Practices to stay abreast with Architecture developments. Lead Technical Implementation. Ensure application designs meet business Service Level Agreements (SLAs) for availability and performance. Develop high-level application architecture requirements to facilitate the execution of projects and the Deeds Registration Trading Entity strategy. Set up, manage, and provide technical oversight to development teams. Coordinate and ensure harmonious working relationships among relevant application development stakeholders. Liaise and build relationships with internal and external clients. Monitor industry trends and Communities of Practice to stay abreast of technology developments. Develop Technical Documentation and Standards. Develop and maintain detailed technical documentation for existing and new applications and systems. Document and improve architectural approaches, service design, and development processes. Promote knowledge sharing through technical training and workshops for developers, stakeholders, and peers. Ensure continuous improvement of the application architecture development and management process. Contribute to the improvement of application development and maintenance processes.

**ENQUIRIES
APPLICATIONS**

: Mr. HS Tshinavhe Tel: (012) 337 9380
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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- POST 22/86** : **SENIOR WEB DEVELOPER (REF NO: 3/1/1/2026/95)**
Directorate: Deeds Enterprise Architecture
- 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 Information Technology or Software Development or Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in Oracle database administration, Oracle database concepts and facilities. Job related knowledge: Knowledge of Java, PHP, Java scripts, C++, and C#, SQL and / or SharePoint. Knowledge of transactional web application design and Development. Job related skills: Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills. Adaptability and flexibility. Customer service. Innovation and creativity. initiative. Analytical skills. Problem solving. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
- DUTIES** : Development of web-based programs. Gather and refine specifications and requirements based on technical / business needs. Design best software development practices. Conduct test on the program. Update the web-based programs. Determine and construct web-based software and hardware architecture. Design and develop user interfaces. Determine design methodologies and tool sets. Completing programming using languages and software products. Designing and conducting tests. Implement the programs. Manage web application development. Create website layout / interface by using standard practices. Conduct network diagnostics and develop network analytics tools. Integrate applications by designing database architecture and server scripting. Establish connectivity with network systems, search engines, and information servers. Create multimedia applications by using authoring tools. Complete applications development by coordinating requirements, schedules, and activities. Contributing to team meetings. Troubleshooting development and production problems across multiple environments and operating platforms. Oversee application coding and provide technical expertise. Master web technologies and techniques. Plan and implement all web-based applications. Maintain, expand and scale the site. Conduct research on web development technologies and techniques. Research internet for new methods, technology and scripts. Investigate and implement enterprise anti spams filtering systems based on current industry trends and practices. Research on new internet / intranet technologies and software products, publications; maintaining personal networks etc. Apply the new technology on the system by Design, Develop, Test and Implement. Create and maintain software documentation. Determine content management processes / procedures for the website. Define objectives by analysing user requirements. Envisioning system features and functionality. Recommend system solutions by comparing advantages and disadvantages of custom development and purchase alternatives. Support users by developing documentation and assistance tools. Ensure all technology solutions are properly architected and specified. Ensure HTML / CSS is cross-browser and standards compliant and meets accessibility / disability requirements.
- ENQUIRIES** : Mr. L Tshivhase Tel: (012) 338 7211 and Mr. R Saila Tel: (012) 338 7296
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/>(Please separate Application Form for each post) before the closing date as no late applications will be considered
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 22/87** : **DATABASE ADMINISTRATOR: ORACLE (REF NO: 3/1/1/2026/96) (2 POSTS)**
Directorate: Deeds Enterprise Architecture
- 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 Information Technology / Computer Science Information Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in Oracle database administration, Oracle database concepts, and facilities. Job related knowledge: Knowledge of database software installation and maintenance, Knowledge of Data extraction, transformation, and loading. Knowledge of specialized data handling (very large databases with data types such as images and documents). Knowledge of database backups and recovery. Knowledge of database security and

<u>DUTIES</u>	:	authentication. Database capacity planning and performance monitoring, troubleshooting, and tuning. Knowledge of transactional databases. Job related skills: Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills, Analytical skills, Problem solving skills. Communication skills. Project Management skills. Computer literate. A valid driver's license.
	:	Develop deeds database systems. Planning, designing and managing database. Define new and existing physical data. Prepare programs to create data. Create physical data definitions to improve performance. Migrate and maintain Deeds databases to / on cloud environment. Design database tools to monitor file growth on a daily basis. Check the availability of spaces on all databases (Development, Test and Production). Allocate space per file (afterhours). Add modify, delate files and files structure as per request. Determine database optimisation tools. Test and evaluate programmer and optimisation tools. Answer program queries educate programmers in the database structures. Define and initiate backup and recovery procedures. Manage the creation and implementation of the plans to ensure data integrity. Ensure that sufficient space is made available for growth. Allocate more disk space (done afterhours). implement database definition controls, access controls. update controls and concurrence controls etc. Monitor database usage, collecting performance statistics and tuning the database. Maintain and monitor database. Add, modify and delete field, field sizes and attributes on the database as per request. Receive the request from developer Technical Development Manager. Maintain primary and secondary keys, indexes, super descriptors. Improve and maintain database to Include rollout and upgrades. Implement and release database changes according to agreed timescales and costs. Keep the three data base (Develop, Test and Production) in synchronization.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/88</u>	:	<u>SOFTWARE TESTER (REF NO: 3/1/1/2026/97)</u> Directorate: Deeds Enterprise Architecture
<u>SALARY</u>	:	R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science or related equivalent qualification. ISTQB certification or a related equivalent certification. Minimum of 3 years' experience in software testing, including both manual and automated testing, with a strong understanding of the SDLC. Experience working with web technologies and in Agile teams is essential. Testing and OPS Tools: Selenium, Cucumber, Xray, REST assured, Grafana k6. Job-related knowledge: Knowledge of agile methodologies and experience working in agile teams. Knowledge of database software installation and maintenance. Knowledge of Data extraction, transformation, and loading. Knowledge of specialized data handling (very large database with data types such as images and documents). Knowledge of database backups and recovery. Knowledge of database security and authentication. Database capacity planning and performance monitoring, troubleshooting and tuning. Knowledge of transactional database. Job related skills: Coaching and Mentoring (Though leadership) skills. Presentation skills. Analytical skills. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Willingness to travel. A valid driver's license.
<u>DUTIES</u>	:	Develop and Execute Comprehensive Test Plans and Test Cases. Identify and extract test requirements from business requirements and acceptance criteria. Design, develop, and document detailed test plans, test cases, and test scripts for manual and automated execution. Establish, implement, and evolve formal QA processes and methodologies (e.g., Agile, International Software Testing Qualifications Board (ISTQB) standards to ensure consistent and high-quality testing outcomes. Proactively identify and implement improvements to the testing process, such as environment setup or test data management, to enhance team efficiency. Analyse and implement performance, load, and security testing solutions based on project requirements. Conduct Manual and Automated Testing. Execute manual testing across all test levels, including functional, integration, system, regression, performance, reliability, and security testing. Develop, maintain, and execute automated test scripts for functional, Application. Programming Interface (API), and regression testing to improve efficiency and test coverage. Track new and changed requirements to ensure they are adequately

addressed during both automated and manual testing cycles. Identify, log, and manage defects during test execution using designated defect tracking tools. Participate actively throughout the entire software development lifecycle (SDLC) with a focus on integrating quality assurance early and continuously. Generate reports on defects metrics for management and stakeholder. Contribute to the development of the overall test automation strategy. Govern and Facilitate User Acceptance Testing (UAT). Govern the service provider(s) by formally reviewing their test plans, test cases, and ensuring UAT readiness, including a stable test environment and realistic data. Prepare and train business users for UAT, facilitating sessions on the system under test and the use of defect tracking tools and protocols. Act as the primary point of coordination during UAT, ensuring business-reported defects are accurately logged, tracked, and followed up with the development team / service provider for timely resolution. Lead formal reviews of test plans, designs, and requirements with cross-functional teams to ensure clarity and comprehensive test coverage. Communicate and coordinate with peers and senior individuals in cross-functional groups to articulate and compare alternative testing approaches and mitigate risks. Document, Track, and Report on Quality Assurance. Document and report detailed test results, including test execution status and defect metrics, tailoring reports for different audiences (e.g., management, development teams). Implement and manage a rigorous defect lifecycle process, including daily follow-up with development teams on outstanding issues to ensure timely resolution. Generate comprehensive weekly test summary reports for management and stakeholders, covering test progress, defect trends, and overall quality status. Ensure all software components meet defined quality standards, business needs, and relevant legislative requirements (e.g. PFMA, Deeds Registries Act). Drive quality control and test plan execution within Agile sprints, ensuring quality gates are met and contributing to continuous improvement.

**ENQUIRIES
APPLICATIONS**

: Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

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

POST 22/89

: **NETWORK MANAGER (REF NO: 3/1/1/1/2026/99)**
 Directorate: Information Technology Systems And Security Management

SALARY

: R932 292 per annum (Level 11) (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 National Diploma in Information Technology (NOF Level 6) or related equivalent qualification. CCNP certification or related equivalent certification. Minimum of 3 year's junior management experience in the information technology field. Job related knowledge: Knowledge of Networking Technologies across diverse platforms. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Deeds Registries Act, 1937. Sectional Titles Act, 1986. Land Survey Act, 1997. Other property related legislation. Best practice certifications / training (ITIL and COBIT). Knowledge of Deeds Registration systems (DRS), Deeds Office. Tracking System, DeedsWeb, DeedsView, DeedsScan and DeedsVerify). Knowledge of Cadastral information systems and the related databases. Knowledge and the ability to develop solutions to implement key business strategies. Job related skills: Ability to make appropriate decisions considering the relative costs and benefits of potential. Project management skills. Business analysis skills. Communication skills. Team worker skills. Facilitation skills. Good judgement and assertiveness skills. A valid driver's license.

DUTIES

: Lead and manage team of network engineers and specialists. Oversee the deployment, configuration, and maintenance of network devices, including routers, switches, firewalls, load balances, and wireless controllers. Lead and oversee network-related projects, establish project plans, allocate resourcing, and ensure project are completed on time within scope. Provide guidance mentorship and performance management to ensure team success. Collaborate with cross-functional teams, including systems administrators, security teams, application developers, and business stakeholders. Create and maintain a roadmap of all IT projects and initiatives for their IT domain and manage the resourcing, deployment schedules, and interactions with other role-players. Creates a plan for the

continuous and efficient running of the Network and they establish and maintain close relationships with all suppliers and vendors responsible for providing the support and maintenance for specific technology components in the Network domain. Ensure the network designs aligned with business requirements and industry best practices. Contribute to the specification and planning for other digital solutions in our environment. Produce comprehensive technical specifications that offer technical viable solutions and address the business requirements. Review and approve network designs. Conduct continuous business and industry research to guide critical evaluation of architectural and design patterns and principles.

ENQUIRIES APPLICATIONS : Mr. H Tshinavhe Tel: (012) 337 9380
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/90 : **DEPUTY DIRECTOR: INFORMATION SECURITY (REF NO: 3/1/1/1/2026/100)**
 Directorate: Information Technology Systems And Security Management

SALARY : R932 292 per annum (Level 11) (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 a National Diploma in Computer Science, Information Technology / IT security Engineering, Informatics (NQF Level 6) or related equivalent qualification. Minimum of 3 years' junior management experience in ICT Infrastructure, application development and ICT Security. Investigation risk analysis. Information Technology security services. Job related skills: Communication skills. Investigative skills. Analytical skills. Liaison skills. Management skills. Work under pressure and meet deadlines. Use a computer for prolonged periods. A valid driver's license.

DUTIES : Monitor the implementation of security software. Monitor and evaluate solutions such as firewall, SSL encryption, digital signature encryption, antivirus and/or identity and access management. Monitor / oversee network of security resources and vendors: Ensure employees and vendors comply with Departmental Information Security Policies and Procedures. Ensure protection of information communication technology Security services including assets, intellectual property and computer systems. Monitor / oversee external and internal security threats. Identify potential areas of non-compliance, vulnerability and risk. Develops / implements corrective action / plans for resolution of problematic issues. Provide general guidance on how to avoid or deal with similar situations in the future. Provide training and Support, Security infrastructures and services. Ensure that all Departmental infrastructure has the correct level of protection to ensure secure operation. Provide information security awareness programs. Provide information security awareness programs.

ENQUIRIES APPLICATIONS : Mr. L Tshivhase Tel: (012) 338 7211 and Mr R Saila Tel: (012) 338 7296
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/91 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING (REF NO: 3/1/1/1/2026/106) (5 POSTS)**
 Directorate: Examination, Execution, And Deeds Training Services

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS : Western Cape (Cape Town)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DRD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES** : Mr T Segapu or Ms M Young Tel: (021) 464 7623
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeeck Street, Cape Town City Centre, Cape Town, 8000 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Indian and White Females and persons with disabilities.
- POST 22/92** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING (REF NO: 3/1/1/2026/108)**
Directorate: Examination, Execution, And Deeds Training Services
- SALARY** : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Northern Cape (Kimberly)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DRD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES** : Mr. V Mbizeni Tel (053) 832 7228
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: to the Office of the Registrar of Deeds: Kimberley at Conner Stead and Knight Streets, 10th Floor New Public Building, Kimberley 8301. or apply by accessing Deeds Online

Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/93 : **SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: 3/1/1/2026/115)**
Directorate: Corporate Services

SALARY : R610 434 — R1 442 451 per annum (The salary will be determined in accordance with the OSD)

CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law. Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts such as counsel, who may be briefed to draft or vet contracts. Review standard contracts periodically. Draft or vet other legal documents such as affidavits, delegations, and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with staff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and annual reports on performance against the Operational Plan. Perform other middle management tasks as may be delegated by the Director.

ENQUIRIES : Mr N. Mgoqi Tell: 076 512 5216
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 Post115@dlrrd.gov.za

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

POST 22/94 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT (REF NO: 3/1/1/2026/111)**
Directorate: Organisational Development and Service Delivery Improvement

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 Business Administration / Public Administration / Public Management / Management Services / Operations

DUTIES

Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in organisational development and service delivery improvement. A valid driver's licence. Job related knowledge: Co-ordination and facilitation of Batho Pele programmes. Practical knowledge in implementing Batho Pele programmes. Job related skills: Computer literacy. Communication (verbal and written). Monitoring and evaluation. Facilitation and presentation. Policy development and analytical thinking. Report writing. Ability to research. Ability to work within a team. Facilitate the development of a service delivery model for the Department. Develop the service delivery model template. Circulate service delivery model template to branches for inputs and sign off. Consolidate service delivery models received from various branches. Process final draft service delivery model for Executive Committee approval. Facilitate change management interventions. Plan and facilitate change management interventions. Respond to change management interventions requests. Advise on the appointment of external change management specialists. Review and update Service Delivery Improvement Plans (SDIP's). Facilitate the review of the Service Delivery Improvement Plans. Consolidate reviewed Service Delivery Improvement Plans for the branches. Facilitate the submission of the reports on the implementation of Service Delivery Improvement Plans by the branches. Coordinate service excellence awards. Facilitate the implementation of the departmental service excellence policy. Coordinate the actual preparations for the service excellence awards ceremony. Compile the report on the service excellence awards. Facilitate the participation of the Department in the national Batho Pele service excellence awards. Represent the Department in forums dealing with preparation for the national Batho Pele awards. Facilitate client satisfaction, need surveys and coordinate Batho Pele awareness campaigns. Develop a Survey Framework. Consultation with internal and external stakeholders. Develop action plans. Facilitate methodology and tool development. Collect and analyse data. Develop survey reports. Know your service rights campaigns. Monitor the implementation of Batho Pele strategy. Coordinate training of middle and senior managers on Project Khaedu. Coordinate deployment of SMS members to field sites. Facilitate the departmental participation during Public Service month. Coordinate service delivery watch within the Department. Coordinate Batho Pele Forum meetings. Facilitate departmental participation during Africa Service Day events. Facilitate submission of quarterly reports on the implementation of Batho Pele Frameworks. Monitor compliance on departmental service delivery initiatives.

**ENQUIRIES
APPLICATIONS**

Mr P Moopelwa Tel: (012) 312 9496
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 Post111@dlrrd.gov.za

NOTE

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

POST 22/95

SYSTEMS SERVICE SUPPORT OFFICER (REF NO: 3/1/1/1/2026/91)
Chief Directorate: Deeds ICT

**SALARY
CENTRE
REQUIREMENTS**

R487 197 per annum (Level 9)
Gauteng (Pretoria)
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' experience in IT support technical activities. Job-related knowledge: Knowledge of system design, UML and OOA and D methodology. Knowledge of system development lifecycle. Knowledge and understanding with Microsoft Azure. Knowledge of loading and deploying virtual servers on VMWare or Cloud infrastructure. Job-related skills: Computer literate. Technical skills. Good written and verbal communication skills. Analytical skills. Decision-making skills. Interpersonal relation. Project Management. Problem-solving skills. A valid driver's license.

DUTIES

Manage and co-ordinate the scope and specifications of all system change and upgrade requests with ICT. Monitor system performance, identify issues, and implement corrective actions to optimize system efficiency. Create and manage user accounts, roles and security profiles within internal systems. Ensure appropriate user access controls and permissions are in place, adhering to company policies and regulatory requirements. Conduct periodic access reviews and audits to identify and address any security. Ongoing maintenance of systems by identifying bugs / system fixes / enhancements for ICT to resolve and verify prior to release to users. System configuration and customization. Test and provide feedback of system issues to the systems and ICT. Lead project manage new operational systems design as specified by management and / or needs of the business. Collaborate with cross-functional teams to drive system enhancements and secure alignment with business objectives. Provide guidance and support to end-users regarding system usage, data entry and reporting. Generate new ideas and concepts for system improvements for management approval and project manage to completion. Develop and deliver training materials and workshops to

		educate users on system functionalities, best practices, and new features that is approved by service providers and ICT. Identifying the development needs for the purpose of streamlining and improving the operations of the organization for efficiency and profitability.
<u>ENQUIRIES</u>	:	Mr. HS Tshinavhe Tel: (012) 337 9380
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 22/96</u>	:	<u>SENIOR EXAMINERS (REF NO: 3/1/1/2026/101) (6 POSTS)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 9)
<u>CENTRE</u>	:	Directorate: Examination, Execution, And Deeds Training Services: Gauteng (Johannesburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. Minimum of 3 years' experience in first level examination of deeds and documents. Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<u>DUTIES</u>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES</u>	:	Ms LR Maloka / Mr HP Nkwini Tel. (011) 843 8338 / 8314
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 or apply by accessing Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males and Indian Females and Persons with disabilities.
<u>POST 22/97</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES (REF NO: 3/1/1/2026/104)</u>
<u>SALARY</u>	:	R487 197 per annum (Level 9)
<u>CENTRE</u>	:	KwaZulu Natal Deeds Registry (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or relevant equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. A valid driver's license.
<u>DUTIES</u>	:	Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings,

conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES APPLICATIONS : Ms Z Mthembu or Mr S Mtshali Tel: (033) 355 6811 / 6812
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg, 3201 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/98 : **SENIOR EXAMINERS (REF NO: 3/1/1/2026/107) (7 POSTS)**
 Western Cape Deeds Registry

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 9)
 : Cape Town
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters/corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES APPLICATIONS : Mr T Segapu or Ms M Young Tel: (021) 464 7623
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeek Street, Cape Town City Centre, Cape Town, 8000 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/99 : **RECORDS MANAGEMENT OFFICER (REF NO: 3/1/1/2026/112)**
 Directorate: Knowledge, Information And Innovation Management

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 8)
 : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management (NQF Level 6) or relevant equivalent qualification. Minimum of 2 years' experience working in the

records management environment. A valid driver's licence. Job related knowledge: Public Service Regulations, 2016 (as amended). Relevant training presented by the National Archives and Records Service. National Archives and Records Services Act of South Africa (Act no 43 of 1996, as amended). Electronic records management and preservation principles. Records and registry management procedures. Records and documents management systems. Records management policy. Minimum Information Security Standard (MISS). Electronic classification systems. Job related skills: Facilitation and presentation. Planning and organising. Computer literacy. Problem solving. Communication (verbal and written). Ability to work within a team.

DUTIES

: Coordinate the records management and filing services in all registries / offices. Ensure that all records created and received are classified according to the approved Departmental File Plan. Verify the client's records management with the records classification systems, records decongestion / backlog clearing and enterprise content management. Coordinate the preservation of historical records. Coordinate disposal of appropriate records. Ensure that no archival / permanent valuable records are destroyed. Gather and collate inputs for the determination of retention periods of records. Gather and collate inputs to the user manual for registry staff. Respond to enquiries on records management and registry services. Monitor the implementation and maintenance of records management systems. Promote the implementation of records management policy, processes and procedures. Provide advice on the application of registry standard operating procedures and records classification systems. Update records management system, including the maintenance and management of active and archived records. Maintain departmental security and confidentiality of information in accordance with policies requirements. Liaise with other Departments for best practices on records management. Conduct inspections in terms of records management practices and procedures. Monitor the quality of records created. Investigate the response times in retrieving records and providing information. Monitor the quantity of records disposed. Inspect the condition of all records in all storage areas. Review the accessibility of all records on all storage media. Facilitate records management awareness programs. Identify awareness interventions and training on records management. Conduct on-site records management orientation. Coordinate the training on the records management systems. Develop survey reports.

ENQUIRIES

: Mr PA Khatlake Tel: (012) 312 8796

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 Post112@dlrrd.gov.za

NOTE

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

POST 22/100

: **ICT TECHNICIAN (REF NO: 3/1/1/2026/92)**
Chief Directorate: Deeds ICT

SALARY

: R413 001 per annum (Level 8)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Information Technology (NQF 6) or related equivalent qualification. MCSE certification or related equivalent certification. Minimum of 2 years' experience in Information Technology field. Job related knowledge: Knowledge of Networking Technologies across diverse platforms. Knowledge of Information Technology Acts and Policies. Knowledge of internal control and risk management. Knowledge of Project management principles and tools. Knowledge of technical aspects of Information and communication Technology goods and services. Job related skills: Project management skills. Business analysis skills. Communication skills. Team worker skills. Facilitation skills. Good judgement and assertiveness skills. Planning and Organising skills. Supervisory skills. Computer skills. Interpersonal skills. A valid driver's license.

DUTIES

: Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident 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 service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware

and software. Be familiar with network operating systems. Provide orientation to new users of existing technology. Train staff about potential uses of existing technology. Train staff about new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security measures are met, and policies are adhered and workshop ICT Policies. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy and etc. Monitor and maintain technology to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about the purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Test and rollout all projects that OCIO is rolling out to the department and serve as a point of contact to regional technical staff regards to all projects undertaken by OCIO. Test new applications before implemented / installed in departmental Network and advice accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technician from other regions if there is a new application in the Department.

**ENQUIRIES
APPLICATIONS**

: Mr. HS Tshinavhe Tel: (012) 337 9380
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

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

POST 22/101

: **SYSTEMS SUPPORT ANALYST (REF NO: 3/1/1/2026/98)**
 Directorate: Deeds Enterprise Architecture

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 8)
 : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma Information Technology / Informatics or related equivalent qualification (NQF 6). Minimum of 3 years' experience in system analysis. Experience with SDLC. Proven work experience in system support. Job related knowledge: Knowledge of Operating Systems. Knowledge of hardware and infrastructure. Knowledge of IT Service Management (ITSM). Knowledge of database management. Job related skills: Technical reporting skills. Analytical skills. Presentation skills.

DUTIES

: Provide Requirements Analysis and Documentation. Conduct stakeholder interviews and workshops to gather requirement. Create clear, concise, and comprehensive documentation, including process flow and use cases. Validate requirements with business and technical teams to ensure clarity and feasibility of proposed solution. Provide System Design and Solution Development. Deliver system design documents of assigned projects. Design specifications during development, minimizing deviations. Reduce system design-related defects through iterative reviews. Develop system architecture, data models, and workflows in collaboration with IT teams. Ensure designs align with organizational standards and industry best practices. Collaborate with developers to translate designs into functional systems. Participate in System testing and quality assurance activities. Contribute to creation and execution of test cases, including functional, integration, and regression. Coordinate UAT with end-users and document feedback. Work with developers to resolve bugs and system reliability. Manage stakeholders' collaboration and communication. Monitor and analyse security logs and alerts to detect potential security incidents or breaches. Implement security measures, such as access, encryption, multi-factor authentication to safeguard sensitive data. Regularly conduct security assessments and audits to identify vulnerabilities and weaknesses in the IT infrastructure. Collaborate with cybersecurity team to develop and enforce security policies and procedures across the organization. Ensure IT system and data are protected against security threats and comply with relevant regulations and standards.

**ENQUIRIES
APPLICATIONS**

: Mr. HS Tshinavhe Tel: (012) 337 9380
 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/102 : **FINANCE CLERK (SUPERVISOR) (REF NO: 3/1/1/2026/113)**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years of experience in a financial environment required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations, procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation. Computer literacy. Communication (verbal and written). Basic numeracy. Flexibility. Interpersonal relations. Ability to work within a team. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES APPLICATIONS : Ms SH Sambo Tel: (012) 312 8861
: 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 Post113@dlrrd.gov.za

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

POST 22/103 : **ADMINISTRATIVE OFFICER (REF NO: 3/1/1/2026/119)**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
: Chief Directorate: Provincial Office: Eastern Cape (East London)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and

services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES APPLICATIONS : Ms A van Vuuren Tel: (043) 701 8127 or Ms AC Kili Tel: (043) 701 8186
 : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Corner of Coutts and Moore Street, Block H, Quigney, East London, 5201 or by email to Post119@dlrrd.gov.za

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

POST 22/104 : **JUNIOR EXAMINER (REF NO: 3/1/1/1/2026/103) (10 POSTS)**
 Directorate: Examination, Execution, And Deeds Training Services

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
 : Gauteng (Johannesburg)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualification. No experience required. Knowledge deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Link batches, endorse deeds, insert fees and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Distribution of deeds and documents. Count, balance deeds with lodgments / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

ENQUIRIES APPLICATIONS : Ms LR Maloka / Mr HP Nkwinika Tel: (011) 843 8338 / 8314
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 22/105 : **FINANCE CLERK (SUPERVISOR) (REF NO: 3/1/1/1/2026/105)**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 7)
 : KwaZulu Natal Deeds Registry: Pietermaritzburg
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years of experience in Financial Environment required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all

documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Ms Z Mthembu or Mr S Mshali Tel: (033) 355 6811 / 6812
 : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg, 3201 or apply by accessing Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered

NOTE

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

POST 22/106

: **SUPPLY CHAIN CLERK (REF NO: 3/1/1/2026/116)**
 Directorate: Financial And Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : KwaZulu Natal (Pietermaritzburg)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES

: Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

**ENQUIRIES
APPLICATIONS**

: Ms F Mathonsi Tel: (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 Post116@dlrrd.gov.za

NOTE

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

POST 22/107

: **ADMINISTRATION CLERK (REF NO: 3/1/1/2026/117)**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 5)
 : Mpumalanga (Nelspruit)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal

and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms PS Gininda Tel: (013) 754 8027
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post117@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 22/108 : **FINANCE CLERK (REF NO: 3/1/1/2026/120)**
Directorate: Financial And Supply Chain Management Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms A van Vuuren Tel: (043) 701 8127 or Ms AC Kili Tel: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Corner of Coutts and Moore Street, Block H, Quigney, East London, 5201 or by email to Post120@dlrrd.gov.za

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