

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 17 July 2026 at 16:00
- : 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 completion 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 Chief Town and Regional Planner with Ref No: 3/1/1/1/2026/114 for the Directorate: Spatial Planning and Land Use Management Western Cape and the position of Senior Legal Administration Officer Ref No: 3/1/1/1/2026/115 for the Directorate: Corporate Services: Western Cape that was advertised in Public Service Vacancy Circular 22 dated 26 June 2026 has reference. The positions are based in Cape Town. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 23/117</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/1/1/1/2026/125</u> Chief Directorate: Provincial Office
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / 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 senior managerial level. Proven experience in Project Management. A valid driver's licence. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DLRRD development projects to improve service delivery. Ability to develop and implement governance framework and ensure Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitor programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures and processes. Job related skills: Good monitoring and evaluation. Good problem-solving. Skills to design and implement change management programmes. Ensure good customer care. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental relations (IGR) context.
<u>DUTIES</u>	:	Manage, oversee and monitor the implementation of departmental services and programmes at provincial and district level. Coordinate the provision of land acquisition services. Coordinate land development support. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at provincial level. Manage and oversee the production and submission of programmes and projects reports. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide project data to the office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DLRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office annual performance outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the province. Manage records information. Oversee information technology support services. Oversee communication and events management services. Monitor and mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation and corporate governance development and implementation.

		Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.
<u>ENQUIRIES</u>	:	Mr T Mtintsilana Tel No: (021) 409 0569
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post125@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 23/118</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/1/1/2026/131</u> Directorate: Thabo Mofutsanyane District Office
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Free State (Bethlehem)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.
<u>DUTIES</u>	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.
<u>ENQUIRIES</u>	:	Mr SR Mzizi Tel No: (051) 400 4200
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post131@dlrrd.gov.za

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

OTHER POSTS

POST 23/119 : **SENIOR RESTITUTION ADVISOR REF NO: 3/1/1/2026/128**
Directorate: Legal Support

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

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree (NQF Level 7) or any related equivalent qualification. Minimum of 6 years extensive post-qualification legal professional and advisory experience with 4 years supervisory experience. Experience in conveyance and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African law, in particular land reform laws. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours and under tremendous pressure.

DUTIES : Ensure legal compliance to the Restitution of Land Rights Act. Check research reports e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA1) to CPA8 and CPA constitution. Check deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the restitution branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, applications to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress on cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretakership agreement. Facilitate

adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Draft CPA constitution, CPA1 - CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data, develop and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- ENQUIRIES** : Mr W Mambana Tel No: (013) 754 8032
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post128@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.
- POST 23/120** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/133**
Directorate: Thabo Mofutsanyane District Office
- SALARY** : R1 101 468 per annum (Level 12), (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Free State (Bethlehem)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualifications (NQF Level 6). Minimum of 3 years relevant experience at junior management level. A valid driver's licence
Job related knowledge: Land Reform: Provision of Land and Assistance Act, 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State land lease and disposal policy. Beneficiary selection and land allocation policy. Knowledge of post settlement support programmes. Knowledge of agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP) and Land reform prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Strategic management. Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination. Ability to present. Financial management. Project management. Interpersonal relations. Willingness to travel.
- DUTIES** : Manage the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Coordinate the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services at district level. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Manage the selection process of beneficiaries for the land allocation. Link selected beneficiaries to relevant training unit. Manage land allocation process through relevant approval structures. Manage land acquisition and allocation support services within the district. Facilitate land acquisition procedures within relevant policy and programme guidelines. Provide support on land acquisition approval process through relevant structures. Coordinate the liaison with relevant role-players / stakeholders with

- regards to land acquisition projects support requirements. Maintain the land application system / database. Maintain credible land application system / database. Provide management information report to relevant approval structures and departmental management.
- ENQUIRIES APPLICATIONS** : Dr L Phokontsi at 071 481 9286
: Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post133@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
- POST 23/121** : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 3/1/1/1/2026/130**
Directorate: Budget Performance 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 Financial Management / Commerce or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at a junior management level in the budget performance environment. 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. (Excel etc). Planning and organising. Resource planning. Problem solving and decision-making. Time management. Business management. Communication (verbal and written). Ability to work within a team.
- DUTIES** : Facilitate budget compilation process annually. Coordinate the department's budget processes (Medium- Term Expenditure Framework (MTEF), Estimates of National Estimates (ENE) and Adjusted Estimates of National Expenditure (AENE) submissions. Provide guidance to branches in their preparation of the MTEF, ENE and AENE submissions and related budget plans. Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation. Consolidate the MTEF, ENE and AENE inputs and provide feedback to management on challenges, proposed intervention and way forward. Manage budget in accordance with the vote. Manage a balanced budget to programme totals in accordance with the appropriation bill. Manage the coordination to ensure the capturing of the original budget (ENE) and adjusted budget (AENE) on BAS annually. Perform financial analysis, budget trend analysis and provide recommendations. Evaluate the department's request for roll-over funds, additional funds and shifting of funds. Conduct constant assessment to ensure the approved budget plans are in line with relevant financial processes and prescripts. Manage Standard Chart of Accountants segment aligned to the vote. Ensure that BAS budget structures are aligned with approved programmes budget structure and or organisation.
- ENQUIRIES APPLICATIONS** : Mr N Malisha Tel No: (012) 312 8962
: 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 Post130@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.
- POST 23/122** : **PROFESSIONAL ENGINEERING (CIVIL) (GRADE A-C) REF NO: 3/1/1/1/2026/137**
Directorate: Rural Infrastructure Development
- SALARY** : R914 517 – R1 376 199 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : KwaZulu Natal (Pietermaritzburg)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Engineering Degree (B Eng / BSC Eng) or relevant qualification. A registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years' post qualification engineering experience. A valid driver's licence. Job related knowledge: Programme and

project management. Project Principles and methodologies. Engineering design and analysis. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance. Job related skills: Decision making. Team leadership. Analytical thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Technical report writing. Creating high performance culture. Professional judgement. Networking.

DUTIES : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Evaluate planning and align to sound engineering principles, according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Develop new engineering norms and standards and code of practise. Manage human capital development. Facilitate training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development of subordinates. Manage office administration tasks and budget planning. Facilitate resource utilisation. Adhere to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Conduct research and development. Keep up abreast with new technologies and procedures for professional development. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters. Provide expert advice on the specialised engineering matters.

ENQUIRIES : Ms N Dlamini Tel No: (012) 312 9295
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post137@dlrrd.gov.za

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

POST 23/123 : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/2026/122**
 Directorate: Lejweleputswa / Fezile Dabi District Office

SALARY : R605 742 per annum (Level 10)
CENTRE : Free State (Welkom)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Sciences / Legal Qualification (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related Knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management, Supply chain management. Knowledge of economics. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Strategic management. Leadership ability. Project management. Networking and team management. Customer and client focus. Willingness to travel.

DUTIES : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of the land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and

implementation of Communal Property Associations (CPAs). Maintain the database of CPAs and similar entities. Conduct awareness on CPA activities. Perform investigations and intervene on the affairs and activities of registered CPAs. Engage in the mediation and dispute resolution proceedings of the CPAs. Provide supervisory support in the implementation of land tenure projects. Implement provincial implementation plan on tenure projects. Conduct stakeholder relations services. Represent and present the Directorate at various fora. Facilitate CPAs compliance to legislation. Attend to internal and external audits. Implement action plans. Implement risk and audit action plans. Compile reports.

- ENQUIRIES** : Mr O Aiseng at 082 947 6099
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post122@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 23/124** : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/134**
Directorate: Survey Surveys
- SALARY** : R573 552 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer Literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms N Dlamini Tel No: (021) 658 4300
- 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 Post134@dlrrd.gov.za
- NOTE`** : EE Targets: Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 23/125** : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/135**
Directorate: Mapping Surveys
- SALARY** : R573 552 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms T Rambau Tel No: (021) 658 4300
- 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 Post135@dlrrd.gov.za
- NOTE** : EE Targets: African, Indian and White Males and Indian and White Females and Persons with Disabilities.
- POST 23/126** : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/136 (X5 POSTS)**
Directorate: Imagery and Topographic Data
- SALARY** : R573 552 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms B Semoli Tel No: (021) 658 4300
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 Post136@dlrrd.gov.za

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

POST 23/127 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/1/1/2026/129**
 Directorate: Quality Assurance and Administration

SALARY : R487 197 per annum (Level 09)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience in an information management environment. A valid driver's licence. Job related knowledge: Knowledge of Restitution process. Knowledge of total quality management. Knowledge of financial management processes and procedures. Knowledge of National Archives Act. Knowledge of information management. Understanding of most prevalent systems (i.e database management system, transactional processing system, document management system). Practical knowledge of the Public Finance Management Act, Treasury Regulations and other related prescripts. Computer literacy with expert knowledge of full Microsoft Office suite. Knowledge of relevant standards, statutory and regulatory frameworks. Job related skills: Provide managerial and project management. Good planning, organising and problem-solving. Good communication (verbal and written). Computer literacy. Program management skills. Good interpersonal relations. Ability to research. Report writing and statistical analysis.

DUTIES : Manage land claims information and records, database systems and data capturing in the Province. Standardisation / restructuring of land claims files. Retrieval and filling of land claims files. Conducting of office searches on long loaned files. Digitisation of paper-based land claims files. Update land claims statistical database. Reconciliation of land claims statistical information. Submit terms of reference for issuing of purchase order for the publication of land claims in the government gazette. Request quotations for publications of approved land claims gazette notices. Send quotation for the publication of land claims gazette notices. Publish land claims gazette notices. Send published land claims gazette notices to the Project Officers and managers including filling of such record in the relevant land claim files. Receive invoices for the published gazette notices from the Government Printing Works. Submit received invoices to supply chain management for payments. Maintain the land claim gazette database. Collate, analyse and summarise and claims data, compile and disseminate statistical reports. Provision of information to internal and external clients. Update land claims statistical database. Reconciliation of land claims statistical information. Receive land claim enquiries. Maintain land claims enquiries database. Compile statistical reports on the status of land claims. Submit land claims statistical reports. Provide of land claims statistical reports. Manage land claims lodgement process. Receive outstanding lodgement documents from the claimants. Update contact details of claimants on the electronic lodgement system. Manage the screening process of lodged land claims in the Province. Categorized lodged claims per district and municipalities within the Province. File lodged land claims files per their respective municipalities. File lodged land claims files per project. Manage registry services. Manage mail and courier services. Manage and coordinate

		messenger services. Manage registry automation services. Manage registry counter services including retrieval and filling of files and documents. Manage and coordinate messengers / driver services. Manage the usage of registry automation (photocopies). Provide management reports. Retrieve and provide reports / statistics. Provide management reports on land claims statistics.
<u>ENQUIRIES</u>	:	Ms S Gininda Tel No: (013) 754 8027
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post128@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 23/128</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT SERVICES REF NO: 3/1/1/2026/140</u> Directorate: Compliance and Risk Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Financial Management / Law / Risk Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience working in compliance management. A valid driver's licence. Job related knowledge: Corporate governance issues. Compliance management. Public service environment. Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership. Good computer literacy in Microsoft Office Suite. Proven project management. Excellent communication (verbal and written). Excellent facilitation ability. Results oriented. Ability to work under pressure. Customer focused and team management.
<u>DUTIES</u>	:	Implement a compliance management strategy. Implement compliance management process which includes compliance risk identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the departmental compliance universe on an on-going basis. Provide assistance in compiling the annual compliance implementation plan. Participate in committees that serve as advisory bodies in compliance and risk management. Provide assistance in all compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department to understand the Department business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the Department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standard for compliance functionality. Research on what are the best compliance practice methodologies and contribute to improving the departmental compliance management methodology.
<u>ENQUIRIES</u>	:	Mr N Lubisi Tel No: (012) 312 9787
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post140@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 23/129</u>	:	<u>SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/2026/123</u> Directorate: Lejweleputswa / Fezile Dabi District Office
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Sasolburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualification. A valid driver's licence. Minimum of 2 years' relevant experience. Job related knowledge: Land

Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination and presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

ENQUIRIES : Ms P Ntono at 082 577 5601
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post123@dlrrd.gov.za

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

POST 23/130 : **FORENSIC INVESTIGATOR REF NO: 3/1/1/1/2026/139**
 Directorate: Forensic Investigations

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in forensic investigations. A valid driver's licence Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing ability. Analytical thinking. Problem solving ability. Conflict management. Interpersonal relations. Computer literacy. Willing to travel.

DUTIES : Perform the planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation on the electronic software of the planning phase deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Director: Forensic Investigations on a weekly basis. Perform the execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review project plans. Perform the compilation on the electronic software of the investigation phase deliverables of the Forensic

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

ENQUIRIES : Mr ME Rammutla Tel No: (012) 312 9840
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 Post139@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 23/131 : **SUPPLY CHAIN CLERK REF NO: 3/1/1/2026/121**
 Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : 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 : Ms P Nhlapo Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post121@dlrrd.gov.za

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

POST 23/132 : **SECRETARY REF NO: 3/1/1/2026/124**
 Directorate: Survey Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape (Mowbray)

- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Ms N Dlamini at 083 400 5363
: 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 Post124@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.
- POST 23/133** : **REGISTRY CLERK REF NO: 3/1/1/2026/126**
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
- DUTIES** : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Ms SH Sambo Tel No: (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 Post126@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

- POST 23/134** : **REGISTRY CLERK REF NO: 3/1/1/2026/127**
 Directorate: Human Resource Strategy, Planning and Systems
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
- DUTIES** : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Ms S Shirinda Tel No: (012) 312 9536
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 Post127@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and White Males and Indian Females and Persons with Disabilities.
- POST 23/135** : **REGISTRY CLERK REF NO: 3/1/1/2026/132**
 Directorate: Corporate Services
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
- DUTIES** : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Ms R Phage Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post132@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.