

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	24 July 2026 at 16:00
<b><u>NOTE</u></b>	:	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. B 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> 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.

## MANAGEMENT ECHELON

<b><u>POST 24/83</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: 3/1/1/2026/143</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Directorate: Mopani District Office: Limpopo 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 principles. 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.

**DUTIES**

: 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.

**ENQUIRIES**

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

**APPLICATIONS**

: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to [Post143@dlrrd.gov.za](mailto:Post143@dlrrd.gov.za)

**NOTE**

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

**POST 24/84**

: **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/151**  
Directorate: Information Services

**SALARY**

: R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE**

: Gauteng (Pretoria)

**REQUIREMENTS**

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical

System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

**DUTIES** : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.

**ENQUIRIES** : Ms M. Kekana Tel No: (012) 312 8344  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to [Post151@dlrrd.gov.za](mailto:Post151@dlrrd.gov.za)

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

**POST 24/85** : **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/152**  
 Directorate: Information Services

**SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project

management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

**DUTIES** : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.

**ENQUIRIES** : Ms M. Kekana Tel No: (012) 312 8344  
**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 [Post152@dlrrd.gov.za](mailto:Post152@dlrrd.gov.za)

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

#### OTHER POSTS

**POST 24/86** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/150**  
 Directorate: Strategic Land Acquisition

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

**CENTRE** : Limpopo (Polokwane)  
**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** : DT Machoga Tel No: (015) 495 1955 / LS Mahasha Tel No: (015) 495 1956  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to [Post150@dlrrd.gov.za](mailto:Post150@dlrrd.gov.za)  
**NOTE** : EE Targets: African, Coloured, Indian and White males and African, Coloured, Indian and White Females and Persons with disabilities.

**POST 24/87** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/145**  
 Directorate: Corporate Services

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory level experience in human resource management environment. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. A valid driver's licence. Knowledge and experience in pension administration. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing. Problem solving.

**DUTIES** : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans

(PDPs). Consolidate provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submissions and supporting documents for advertisement. Ensure that that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the Implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

**ENQUIRIES  
APPLICATIONS**

: Ms P Dipudi Tel No: (018) 388 7138  
 : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to [Post145@dlrrd.gov.za](mailto:Post145@dlrrd.gov.za)

**NOTE**

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

**POST 24/88**

: **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/146**  
 Directorate: Cadastral Information, Maintenance and Supply Services:  
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY**

: R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE  
REQUIREMENTS**

: Northwest (Mmabatho)  
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

**DUTIES**

: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate

- Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Mr FM Motimone Tel No: (018) 388 7230
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to [Post146@dlrrd.gov.za](mailto:Post146@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/89** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/147**  
 Directorate: Examination Services  
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Ms N Malinga at (082) 640 2603
- 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 [Post147@dlrrd.gov.za](mailto:Post147@dlrrd.gov.za)
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.
- POST 24/90** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/148**  
 Directorate: Cadastral Information, Maintenance and Supply Services  
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6).

Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

**DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

**ENQUIRIES** : Ms BG Mtshali Tel No: (051) 448 0955  
**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 [Post148@dlrrd.gov.za](mailto:Post148@dlrrd.gov.za)

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

**POST 24/91** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/149**  
 Directorate: Examination Services  
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

**DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan.

Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

**ENQUIRIES** : Ms N Ngubane Tel No: (033) 355 2900  
**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 [Post14@dlrrd.gov.za](mailto:Post14@dlrrd.gov.za)  
**NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.

**POST 24/92** : **SECRETARY REF NO: 3/1/1/2026/141**  
Directorate: Spatial Planning and Land Use Management Services

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Limpopo (Polokwane)  
**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 refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. 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 filing 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. Keep abreast with the procedures and process that apply in the office of the senior manager.

**ENQUIRIES** : Mr LS Mahasha Tel No: (015) 495 1956  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to [Post141@dlrrd.gov.za](mailto:Post141@dlrrd.gov.za)  
**NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

**POST 24/93** : **REGISTRY CLERK REF NO: 3/1/1/2026/142**  
Directorate: Quality Assurance and Administration

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Limpopo (Polokwane)  
**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 APPLICATIONS** : Ms MS Nkuna Tel No: (015) 495 1905
- NOTE** : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to [Post142@dlrrd.gov.za](mailto:Post142@dlrrd.gov.za)
- POST 24/94** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/94** : **FINANCE CLERK REF NO: 3/1/1/2026/144**  
Directorate: Financial And Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)  
: KwaZulu Natal (Pietermaritzburg)  
: 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 APPLICATIONS** : Ms T Motumi Tel No: (033) 264 9580
- NOTE** : 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 [Post144@dlrrd.gov.za](mailto:Post144@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.