

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 31 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 Survey Technician with Ref No: 3/1/1/1/2026/149 for the Directorate: Examination Services: KwaZulu-Natal (Pietermaritzburg) that was advertised in Public Service Vacancy Circular 24 dated 10 July 2026 has reference. Applicants are advised that 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 Post149@dlrrd.gov.za. The closing date has been extended to 31 July 2026. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 25/47</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/1/1/2026/166</u>
<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>	:	Directorate: Or Tambo / Alfred Nzo District Office: Eastern Cape
<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 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.
<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>	:	Ms A Van Vuuren Tel No: (043) or Ms A Kili Tel No: (043) 701 8186
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post166@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 25/48</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/1/1/2026/167</u>
<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 REQUIREMENTS</u>	:	Directorate: Namakwa District Office: Northern Cape
	:	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.
<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 APPLICATIONS</u>	:	Mr K Moeketsi Tel No: (053) 830 4000/1
	:	Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post167@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 25/49</u>	:	<u>DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/1/1/1/2026/168</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape (Kimberley)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of

experience at middle / senior managerial level in the operations support environment. A valid driver's licence. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job-related skills: Ability to communicate effectively across a broad spectrum. A thorough understanding and practical experience of Project Management. Analytical and problem-solving. Facilitation and coordination and experience. Experience in implementation of goals / plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.

DUTIES

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

	monthly reports from Directors. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Performance plan.
<u>ENQUIRIES APPLICATIONS</u>	: Mr K Moeketsi Tel No: (053) 830 4000/1
	: Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post168@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 25/50</u>	: <u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/171</u> Directorate: Tenure Reform Implementation
<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 REQUIREMENTS</u>	: Northern Cape (Kimberley)
	: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree in the field of Social Sciences / LLB or related equivalent qualification (NQF Level 7) 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 field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job related skills: Analytical thinking. Communication (verbal and written). Planning and organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and ability to present. Negotiation and conflict resolution. Networking ability. Team management. Customer and client focus. Statistical forecasting. Willingness to travel. Ability to work under pressure.
<u>DUTIES</u>	: Manage and implement Communal Land Tenure Programmes. Promote awareness and capacity building on communal land management and relevant laws to stakeholders. Laise and monitor 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. Manage the implementation of the communal tenure programmes in terms of Transformation of Certain Rural Areas Act (TRANCRAA) and Interim Protection of Informal Land Rights Act (IPILRA). Manage the implementation of the land rights upgrade programmes in terms of Acts 111, 112, 119. Manage and implement land rights programmes. Manage all enquiries on land rights programmes. Establish and maintain land rights mediation and adjudication processes. Conduct land rights awareness campaigns. Provide long terms security of tenure to farm dwellers through acquisition of land in terms of Extension of Security of Tenure Act (ESTA) and Land Reform (Labour Tenants) Act. Manage the establishment and support of the Land Rights Management Committees (LRMC). Provide support to the Office of the Communal Property Association (CPA) Registrar. Provide support to CPA Office for the establishment of Communal Property Associations. Provide support to CPA office in the training and support of CPA. Maintain the database of CPAs assisted through Land Rights Management Facility (LRMF). Support the CPA office with intervention on CPA disputes. Support the CPA office through LRMF to provide the mediation, judicial administration, and dispute resolution proceedings of the CPAs. Provide strategic leadership and support land tenure programmes. Lead and manage the Directorate. Develop provincial implementation plan on tenure programmes. Manage and coordinate stakeholder relations. Represent and present the Directorate at various Fora. Manage external and internal audits. Ensure implementation of policies and legislation. Manage risk and audit action plan. Manage the Land Rights Management Facility in the Province. Conduct quarterly case review meetings. Prepare quarterly case review reports. Approve request for appointment of panellists, mediation, judicial administration, and bookkeepers.
<u>ENQUIRIES</u>	: Mr K Moeketsi Tel No: (053) 830 4000/1

- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post171@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

- POST 25/51** : **SENIOR STATE LAND ADVISOR REF NO: 3/1/1/1/2026/177 (X2 POSTS)**
Chief Directorate: Property Management and Advisory Services
- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree (NQF level 7) in Law (LLB / BProc Degree). Minimum of 5 years' post qualification experience in litigation, drafting of legal opinions and drafting of contracts. Admission as an Attorney or proven experience as a practicing Advocate. A valid driver's licence. Job related knowledge: Knowledge of legislation on state land and other relevant prescripts. Knowledge of Constitutional Law. Knowledge of property management. Knowledge of policy analysis and development. Knowledge of legal research procedures. Knowledge of service level agreements and memorandum of understanding or agreements. Job related skills: Computer literacy. Project management. Analytical thinking. Communication (verbal and written). Problem solving and decision making.
- DUTIES** : Render legal opinion on state land matters. Verify information on Land Administration Web (LAW) system pertaining to legal matters as per received instruction. Conduct legal research to formulate legal opinion on state land matters. Consult client stakeholders on legal matters pertaining to state land. Monitor and review current standard legal agreements. Render legal advice on all contracts pertaining to state land. Review state land contracts and agreements. Draft contracts or agreements on state land matters. Peruse and edit draft lease agreements (short or long term) caretaker-ship agreements, commercial development agreements and agricultural lease agreements. Ensure that lease contracts are in compliance with lease and disposal policies and relevant legislation. Manage litigation processes on state land matters. Refer litigation matters to Legal Services, State Attorneys and legal counsel. Liaise with State Attorneys on briefings and instructions. Conduct follow-ups and update on the progress on matters referred. Prepare reports on progress and conclusion of matters referred. Provide legal inputs on policy development and procedure pertaining to state land. Provide responses on audit findings relating to compliance with legislation or any matter of legal nature. Ensure compliance on all legal related matters pertaining to state land. Provide capacity building to internal clients on legal related matters. Investigate complaints, where necessary, and provide recommendations.
- ENQUIRIES** : Adv VZ Mngwengwe Tel No: (012) 312 9362
- 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, 0001 or by email to Post177@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 25/52** : **PROJECT MANAGER REF NO: 3/1/1/1/2026/138**
Directorate: Rural Infrastructure Development
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or related equivalent qualification (NQF Level 6) in Civil Engineering or similar, Construction Management, Quantity Surveying or a related Built Environment discipline. Minimum of 3 years' junior management experience in planning, design, construction and / or management of infrastructure projects, of which at least 3 years must be in construction project management, engineering supervision or infrastructure implementation, preferably within: Government or public sector infrastructure

	delivery, or Large-scale civil / building construction projects. A valid driver's licence. Job related knowledge: Built environment and construction. Legislative and regulatory. Contract and procurement. Financial and cost management. Monitoring, reporting and performance management. Stakeholder and community engagement. Professional practice and ethics. People management and leadership experience. Job related skills: Critical thinking and problem-solving. Leadership ability. Planning and organising. Decision-making. Communication (verbal and written). Influencing, Delegation, Teamwork and Negotiation. Conflict management. Ability to research. Report writing. Ability to present. Stakeholder management. Willingness to travel.
<u>DUTIES</u>	: Manage, develop and oversee infrastructure planning, design coordination and technical advisory: Plan and coordinate the development of rural infrastructure projects from a built environmental and engineering perspective. Provide technical input into feasibility studies, scope definitions, business cases and implementation plans. Interpret and apply engineering designs, specifications, drawing and standards for rural infrastructure projects. Manage and oversee construction project management and site implementation: Manage the execution of construction projects throughout the full project lifecycle. Coordinate contractors, consulting engineers, quantity surveyors and implementing agents on construction site. Monitor construction progress, quality of workmanship and compliance with approved drawings and specifications. Manage and ensure cost control, measurement and financial management. Review and verify Bills of Quantities (BOQS), estimates, cost plans and pricing schedules. Monitor construction expenditure against approved budgets and cash flow projections. Manage and oversee contract administration and supply chain compliance. Manage construction contracts in accordance with Joint Building Contracts Committee, New Engineering Contract (NEC), FIDIC or Government Certificate of Competency conditions, as applicable. Support procurement processes, including bid specifications, technical evaluations and adjudication inputs. Ensure contractor compliance with contractual obligations, CIDB grading requirements and performance standards. Oversee, monitor and maintain quality assurance, technical compliance and risk management. Ensure construction works comply with approved technical standards, specifications and quality requirements. Implement quality assurance and quality control measure throughout project execution. Identify construction-related risks (technical, financial, environmental and safety) and implement mitigation measures). Ensure environmental compliance, including implementation of Environmental Management Plans (EMPs). Support internal and external audit by providing technical compliance evidence and corrective action plans. Communicate effectively with stakeholders, the community, and manage intergovernmental coordination. Engage with beneficiaries, traditional leaders, community representatives and local authorities during project Implementation. Coordinate with municipalities, provincial departments and other sector stakeholders to ensure integrated infrastructure delivery. Ensure and oversee the reporting, monitoring and performance management. Monitor construction performance against scope, schedule, budget and quality benchmarks. Compile and submit technical progress reports, site reports and performance dashboards. Maintain professional practice, ethics and capacity building. Uphold professional ethics, integrity and accountability in line with public service and professional council standards. Apply best practices in construction and engineering project management.
<u>ENQUIRIES</u>	: Ms N Dlamini Tel No: (012) 312 9295
<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 Post138@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 25/53</u>	: <u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/1/1/2026/153</u> Directorate: Supply Chain Management
<u>SALARY</u>	: R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	: Gauteng (Pretoria)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience at Junior management in Supply Chain management environment. A valid driver's licence. Knowledge of Financial Accounting Systems. Accpac (Accounting, Customer Relationship Management (CRM), and business management software). Generally Accepted Accounting Principles (GAAP). Treasury Regulations. 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. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem-solving and decision-making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Provide sourcing strategy. Advise and approve sourcing strategies. Develop price catalogue for benchmarking. Monitor, advise and approve specification / TOR development. Develop and administer the credible database for sourcing of goods and services. Approve accreditation of service provider. Manage and provide feedback on registration of suppliers. Recommend suppliers. Recommend suppliers' performance. Manage demand management process. Analyse and verify DMP template for costing. Facilitate consultation and approval of DMP and procurement plan. Monitor DMP and recommend on procurement requests. Recommend and ensure existence of BESEC. Manage acquisition process. Approve and evaluate quotes. Approve and verify bidding processes. Verify evaluated bidders for / before adjudication. Advise on implementation of SCM prescripts.
<u>ENQUIRIES</u>	:	Mr. LM Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
<u>POST 25/54</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: 3/1/1/1/2026/154</u> Directorate: Financial Management and Accounting
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Financial Information System or related equivalent qualification. Minimum of 3 years relevant management experience in the financial environment where a financial accounting, reporting and management software is used. A valid driver's licence. Knowledge of an accrual based comprehensive Accounting and Financial System. Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Policies Procedures and Prescripts. Performance Management and Monitoring. Government System 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. Political land scape of South Africa. Project Management. Team Management. Interpersonal skills. Budget Forecasting skills. Computer Literacy. Resource Planning skills. Problem Solving and decision-making skills. Time management skills. Business skills. Communication skills. Willingness to travel. Ability to work under pressure to meet strict deadlines. The ability to always work efficiently and effectively.

<u>DUTIES</u>	:	Manage the integrity of the accounting data. Maintain and report audited data using trails. Maintain integrated logs. Administer data corruption. Monitor available space on server and alert IT. Act as the custodian of the Deeds Registration Trading Entity's Financial Systems. Manage process of vendor / supplier's creditor validation. Perform reconciliation between sub ledger and general ledger. Assist with running month procedure. Assist with running day end procedures. Assist with yearend procedure e.g stock takes, asset counts, exporting reports and data Assist with performing year end procedures to close modules. Ensure successful integration between DRS system and Accounts Receivable / Debtors module Ensure successful integration between PERSAL and General Ledger and Accounts Payable module. Maintain parameters and optional fields for all modules Maintain integration with commercial banks electronic portal for payments and downloading of bank statements. Maintenance of mapping codes in relevant modules. Maintain test server. Ensure regular test, restore and validation of back-ups. Monitor, troubleshoot, and reports server related problems. Provide operational access and improvements, systems support and training to the Deeds Registers. Assist with project management. Handholding with installation of new products. Train new products and ad hoc site training. Coordinate training. Supervise technical support. Coordinate and test upgrades. Provide user and client support. Provide general user support. Provide telephonic support to regional offices. User maintenance. Maintain user access rights for all modules. Update and maintain workflow roles and responsibility. Ensure segregation of duties. Regular review of registered users. Logging calls with Deeds: ITC and OCIO helpdesk. Manage and report progress on progress of outstanding support calls. Manage the deeds financial systems, policies, procedures and forms. Develop and maintain Financial Systems Policy. Develop and maintain user manuals for all modules. Ensure proper internal controls implemented and mechanisms in place to eliminate fraud and losses. Maintain and implement systems, procedures, processes, and provision of training to ensure efficient and effective financial administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
<u>POST 25/55</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 3/1/1/1/2026/155</u> Directorate: Financial Management and Accounting
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Accounting / Financial Accounting / Management Accounting / Financial Management / Auditing / Cost and Management Accounting or a related equivalent qualification (NQF 6). Minimum of 3 years junior Management experience in financial management and/ or accounting field. A valid driver's licence. Knowledge of an accrual based comprehensive Accounting and Financial System. Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Policies Procedures and Prescripts. Performance Management and Monitoring. Government System 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. Political land scape of South Africa. Project Management. Team Management. Interpersonal skills. Budget Forecasting skills. Computer Literacy. Resource Planning skills. Problem Solving and decision-making skills. Time management skills. Business skills. Communication skills. Willingness to travel. Ability to work under pressure to meet strict deadlines. The ability to always work efficiently and effectively at all times.

<u>DUTIES</u>	:	Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General Ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements. Are prepared according to International Accounting Standards. Prepare documents for audit requests / queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of general ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide recons to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests / queries. Providing support and guidance to clients. Financial Compliance Committee member Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests / queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance Discuss and sign PA, identify and / or analyses training needs and update the PDP Conduct mid-term and annual reviews. Conduct person-to-person training and complete training schedule nominate subordinates for training courses Exercise discipline. Administration of leave and manage office hours. Provide management response to Audit request / Queries. Review and implement risk register. Draft and implement section Operational Plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.
<u>POST 25/56</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/1/1/2026/156</u> Chief Directorate: Deeds Finance and Corporate Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Accounting / Auditing / Internal Audit / Risk Management and Cost Accounting or related equivalent qualification. Minimum 3 years of experience at a junior management level in Finance / Internal Control / Auditing / Risk Management / Internal Audit field. A valid driver's license. Knowledge of Financial Accounting Systems. Accpac (Accounting Customer Relationship Management (CRM) and business management software). Generally Recognised Accounting Practice (GRAP). Treasury Regulations. 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. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem-solving and decision-making skills. Time management skills. Business skills. Communication skills.
<u>DUTIES</u>	:	Coordinate Risk Management services. Implement risk management strategies / policies and systems for the branch. Promote risk awareness culture and review conduct risk assessment. Coordinate risk management training programmes and communicate on new risk management development. Develop, implement, and maintain the institutional Risk management Framework and strategy in line with National Treasury guidelines. Ensure risk management practices are embedded across strategic, operational, financial, and compliance processes. Support the branch head in fulfilling risk governance responsibilities. Prepare risk management reports for

senior management, risk management committee, audit committee, and oversight body where it is needed. Facilitate Performance Management and Evaluation. Coordinate and implement the performance information management systems and coordinate M&E activities. Monitor and coordinate monthly, quarterly and performance reporting of the branch. Support and coordinate the production of the branch strategic plan, Annual Performance Plan, and operational plan. Review performance reports and recommend improvement strategy to meet performing planned target. Strengthen collaboration with other National Departments and external partners on monitoring and evaluation issues. Manage corporate support quality assurance. Serves as a nodal point for all audit communication, information request and management responses. Facilitate the development and implementation of the branch audit action plans to address identified control deficiencies. Manage and respond to audit queries in relation to performance of Corporate Support Services. Develop quality assurance reports for senior management and audit committees on audit action plan. Review and provide assurance on the credibility and reliability of financial information prior submitting to oversight body, Auditor and National Treasury. Support oversight bodies with accurate and timely financial reporting. Ensure financial statements comply with applicable accounting standards GRAP and ASB guidelines). Manage Compliance and Monitoring. Coordinate policies review, approval and monitor the implementation and alignment of internal policies and procedures for corporate support of the branch. Coordinate and maintenance of the branch financial compliance and loss control committee. Manage the secretariat of the financial compliance and loss control committee. Investigate irregular, fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Provide guidance and training to finance officials on compliance matters. Promote a culture of compliance and accountability within the finance environment.

<u>ENQUIRIES</u>	:	Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE TARGETS: African, Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
<u>POST 25/57</u>	:	<u>PROJECT OFFICE MANAGER REF NO: 3/1/1/2026/157</u> Directorate: Programme Management (Entity Development)
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Project Management or related equivalent qualification. Minimum of 3 years working experience at junior management level in project management. A valid driver's licence. Knowledge of Project Management software (e.g. MS Project,) MS Office (Word, PowerPoint, etc). Project management methodology. IT related projects. Ability to manage and coordinate projects. Ability to create and maintain technical project plans and outcomes. Good verbal communication skills. Good report writing skills. Financial management skills. Interpersonal skills.
<u>DUTIES</u>	:	Manage Project / Results Management Office. Define and implement project / programme standards and ensure compliance to Results Management Office (RMO). Implement project governance model and project management methodology. Manage and report PMO benefits. Implement research projects according to policies and standards developed. Quality assure project business cases. Monitor project performance, data and trend analysis. Support project managers to implement projects. Manage Branch Projects. Prioritise and implement projects in line with project methodology. Manage project resources (budget, human and time). Monitor and report project performance. Consolidate project scheduling and dependencies. Schedule and facilitate review workshops and program milestones. Manage project stakeholders. Perform quality assurance audits on all projects. Define project quality criteria. Quality assure projects according to defined quality criteria. Consolidate and review project risks, delays and issues. Manage project audit action plans.

		Manage project risk management action plans. Manage PMO related administrative services. Manage procurement services and contracts. Assist with responses to tender enquiries. Obtain quotations for various projects for approval purposes. Coordinate contract and project scope variations. Manage project resources. Monitor and report all project performance, data and trend analysis. Administer the successful closure of the project, including final invoices, handovers and documentation. Manage project governance administration related activities.
<u>ENQUIRIES</u>	:	Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
<u>POST 25/58</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: LEGISLATION REF NO: 3/1/1/1/2026/158</u> Directorate: Legal and Legislation Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / Deeds Registration Law with Advanced Diploma in Estate Planning and Administration / Buris / B Proc / LLB or related equivalent qualification. Minimum of 4 years' experience as Senior Examiner / Deeds Registration Assistant Law Lecturer. A valid driver's licence. Knowledge on registration of Deeds. Knowledge of Document Tracking Systems (DOTS). Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Computer skills. Communication skills. Letter drafting skills. Organising. Problem solving. Interpersonal skill. Supervisory. Policy analysis and Development. Report writing.
<u>DUTIES</u>	:	Provide guidelines to deeds registries and conveyances on new legislation and court cases; Peruse all government gazettes containing legislation. Draft circular containing to provision in respect of registration matters that are contained in a new legislation. Issue the approved circular to all Registrars of Deeds, Deeds Examiners and Law Society of SA. Check if all examiners are in possession of updated legislation. Furnish commentary and advice regarding draft legislation; Peruse the draft legislation e.g. Sectional Title Scheme Management Act 8 of 2011 which was administrated by Department of Human Settlement. Provide advice to the relevant departments. Prepare draft legislation on deeds registration; Obtain proposal for amendment of Deeds Registries Act 47 of 1937 from members of Deeds Regulation Board and Sectional Title Act 95 of 1986 from Sectional Title Regulation Board. Draft Deeds Registries and Sectional title amendment bill. Draft government notices in order to amend the regulations to the Act 47 of 1937. Draft submission to the Minister together with cabinet memorandum and memorandum on the object of amendment bill. Provide legal opinions on appeals by conveyances. Obtain appeal documentation from the conveyances. Conduct necessary research which will include different legislations. Prepare opinion that must be approved and signed by Chief Registrar of Deeds. Send approval documents to relevant Registrars of Deeds and Conveyances. Attend to Ministerial, DG, public and other enquiries. Attend to tasks from Ministerial / DG which relate to Deeds Registration. Conduct necessary research pertaining to deeds registration which will include the investigation of different legislation / deeds search. Write a letter of enquiry. Draft a memo to the Minister or Director-General. Attend to letters, telephone, e-mails from the general public. Attend to requests from the public for appointment of arbitrator in terms of act 95 of 1986 STA. Write a letter of appointment to the arbitrator and notification letter to the client. Provide legal, secretarial and administrative support to the Deeds Registries Regulation Board, Sectional Title Regulation Board and the Registrars Conference and Surveyor Generals Conferences. Draft memo to the Minister for appointment of board members. Send letters of appointment to members of the board. Draft the invitation letters to board members for proposal of amendment of the act.

		Compile a memo to Surveyor-General and Registrars of Deeds for proposal of the act. Draft agenda with the inputs from the board members, Registrars, and Surveyor Generals. Attend the meeting as an observer and provide advice to the board members in respect to the proposal. Draft the minutes for the meeting. Draft the legislation. Send the conference resolution to be published.
<u>ENQUIRIES</u>	:	Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE TARGETS: African, Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.
<u>POST 25/59</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/176</u> Directorate: Legal Support
<u>SALARY</u>	:	R610 434 — R1 442 451 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law. Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.
<u>DUTIES</u>	:	Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts such as counsel, who may be briefed to draft or vet contracts. Review standard contracts periodically. Draft or vet other legal documents such as affidavits, delegations, and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with staff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and

		annual reports on performance against the Operational Plan. Perform other middle management tasks as may be delegated by the Director.
<u>ENQUIRIES</u>	:	Mr G.C Mashilo Tel No: (012) 312 9651
<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 Post176@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 25/60</u>	:	<u>CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/2026/172</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.
<u>DUTIES</u>	:	Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.
<u>ENQUIRIES</u>	:	Mr D Leberege Tel No: (053) 830 4060
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post172@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 25/61</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/1/1/2026/173</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Nursing, Environmental Health, Safety Management (NQF Level 6) or related equivalent qualification. Registered with a recognised Professional Council. Minimum of 3 years of experience at supervisory level in employee health and wellness environment. A valid driver's licence. Job related knowledge: Human resource management legislative framework for the public service including: Employee Health and Wellness Legislation (Frameworks, Policies, etc), Basic Conditions of Employment Act,

		Labour Relations Act, Employment Equity Act, Public Service Regulations and Public Service Act. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy.
<u>DUTIES</u>	:	Implement and co-ordinate employee health and wellness services to promote employee resilience. Conduct counselling / refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24/72 hours in cases of crises / trauma. Promote organisational culture to enhance service delivery through work-life balance and life-skills programmes. Implement and co-ordinate needs based life-skills programmes. Promote physical wellness and healthy life-style programmes. Promote healthy life-style programmes through nutrition, education and awareness. Promote physical wellness and departmental sports and recreation activities. Implement and co-ordinate Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS), Tuberculosis (TB) and Health Promotion Programmes. Co-ordinate HIV / AIDS, TB and Sexually Transmitted Infection (STI) Management Programmes. Distribute condoms and monitor usage in all offices. Co-ordinate health screening programmes.
<u>ENQUIRIES</u>	:	Ms T Oliphant Tel No: (053) 830 4000
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post173@dlrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 25/62</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/178</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<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 National Diploma in Human Resources Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory management in human resource management. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration. A valid driver's licence. 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 ability. Problem solving ability.
<u>DUTIES</u>	:	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 a 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 to retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate or 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 audits. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDP's). Consolidate provincial inputs of Workplace Skills Plans (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 statistics 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 posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure 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 advice on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

<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 Post178@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 25/63</u>	:	<u>ASSISTANT LAW LECTURER: DEEDS TRAINING REF NO: 3/1/1/2026/159</u> Directorate: Deeds Training
<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 National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB (NQF Level 6) or related equivalent qualification. Minimum of 4 years' experience at junior management level in Deeds environment. Knowledge: Extensive and proven ability in knowing, interpreting, and applying various legislation and acts pertaining to registration of Deeds, including (but not limited to): Deeds Registry Act, Sectoral titles Act, Ordinance, Proclamations, Case Law, and Common Law. Ability to address a professional audience comfortably. Presentation skills. Time management skills. Computer Soft skills. Research. Improvisation skills. Organizing and problem-solving. Verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	:	Determine training needs for deeds: Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders' training and submit for approval. Facilitate quality assurance reports and provide reports. Facilitate and coordinate deeds training: Present deeds course/training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration: Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Coordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals, and circulars.

		Manage library services: Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
<u>ENQUIRIES</u>	:	Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE targets: African, Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.
<u>POST 25/64</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/1/2026/160</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape Deeds Registry: Qonce
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualification. Minimum of 3 years supervisory experience in Financial environment. A valid driver's licence. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.
<u>DUTIES</u>	:	Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyse comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.
<u>ENQUIRIES</u>	:	Ms. VC Bomela or Mr P Sabasaba Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600 Eastern Cape. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date, as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified
<u>NOTE</u>	:	EE Targets: Coloured, Indian, and White Males and Coloured, Indian, and White Females and Persons with Disabilities.
<u>POST 25/65</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 3/1/1/1/2026/165</u> Directorate: Human Resource and Records Management 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 Labour Relations / Human Resources Management / Labour Law / LLB or related equivalent qualification. Minimum of 3 years supervisory experience in the field of Labour Law / Labour Relations. A valid driver's licence. Experience and knowledge of the following legislation: Public Service Prescripts, Labour Law / Relations Prescripts (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA. Investigation skills. Report writing

DUTIES

skills. Computer literacy. Written and verbal communication skills. Negotiation skills. Mediation and Conflict resolution skills. Problem solving. Interpersonal skills. Presentation and facilitation skills. Analytical skills.

- : Facilitate the prompt finalisation of misconduct cases. Monitor implementation and adherence of prescripts governing misconducts. Monitor coordination of the appointment of chairpersons and initiators. Make representations at disciplinary enquiries. Monitor the implementation of the outcome of formal and informal disciplinary processes. Coordinate and facilitate appointment of external service providers in complex cases. Provide efficient and effective advice on disciplinary matters. Seek, analyse and implement. Assistant legal opinions on labour relations cases. Facilitate the prompt finalisation of grievance cases. Monitor implementation and adherence of prescripts governing grievances. Provide effective advice towards the resolution of grievances. Refer grievances to the Executing Authority, and PSC when necessary. Monitor Implementation of the outcome of grievances. Provide efficient and effective advice on grievance. Facilitate the prompt finalisation of external disputes. Obtain mandate and / or negotiate settlement agreement to resolve disputes, where applicable. Implement the outcomes of awards and rulings. Facilitate and monitor labour court processes emanating from labour relations cases. Implement capacity building programmes. Facilitate training to business units. Conduct training on labour relations policies and other identified areas. Provide inputs for the compilation labour relations information leaflets. Manage relationships with organised labour and assist in collective bargaining processes. Assist with the preparation for and attend DBC meetings. Administer policy consultation meetings. Attend to industrial unrest. Promote and enforce a cordial relationship with shop stewards. Assist with the compilation of labour relation policies, guidelines and procedures.

**ENQUIRIES
APPLICATIONS**

- : Mr. H Tshinavhe Tel No: (012) 338 7324
- : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered.

NOTE

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

POST 25/66

- : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/169**
Directorate: Quality Assurance and Administration

**SALARY
CENTRE
REQUIREMENTS**

- : R413 001 per annum (Level 08)
- : North West (Mahikeng)
- : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or National Diploma in Business Administration or related equivalent qualification. Minimum of 2 years' experience in restitution, records management environment, registry services. A valid driver's licence. Job related knowledge: Knowledge of statistical, registry and records management. Knowledge of projects and process. Knowledge of government legislation that governs National Archives and Records Service Act. Job related skills: Time management skills. Planning and organising skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication (verbal and written) skills. Ability to carry out registry and records management activities. The ability to always work efficiently and effectively.

DUTIES

- : Develop, administer and maintain restitution land claims database. Maintain the implementation of file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Update inventory of standardised files. Update inventory of approved Section 42D's. Provide land restitution claims related information. Compile spreadsheet on letters complied for claimants. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Update statistical information for the office in all land claims lodged and settled. Provide registry services. Receive and issue brown files not scanned on Electronic Document Management System (EDMS). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to registry system. Monitor and control movement of files by

registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials office unless the official ask for extension. Maintain office search. Ensure all files transferred to registry are recorded from clients. File indexing. Spot check on file at registry / incident audit. Maintaining filling system. Capture approved projects or files for easy retrieval in registry and create file number for approved Section 42D, Section 42C and Section 42E. Check all Section 42D's dispatched to and received from national office if all documents are signed and returned same as was dispatched. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of the claims on approved acceptance research report, non-compliant, dismissed, deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheet. Keep statistics of files captured on spreadsheet and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

**ENQUIRIES
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 Post169@dlrrd.gov.za

NOTE

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

POST 25/67

: **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/175**
Directorate: Rural Infrastructure Development

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Western Cape (Cape Town)
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. A valid driver's licence. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal relations, Organising and Planning, Communication (verbal and written), Analytical thinking, Problem solving ability, Financial management and report writing. Work under pressure, Teamwork and willingness to work extra hours.

DUTIES

: Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES

: Ms N Dlamini Tel No: (012) 312 9295

<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 Post175@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 25/68</u>	:	<u>DRS SYSTEM SUPPORT OFFICER REF NO: 3/1/1/1/2026/161</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+ or related equivalent qualification. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication skills (verbal and written). Interpersonal skills.
<u>DUTIES</u>	:	Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Providing network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Provide support in the procurement and disposal of IT assets.
<u>ENQUIRIES</u>	:	Mr. IB Khanyile or Ms D Tshabalala Tel No: (051) 403 0300
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, and Indian Males, African, Coloured, and Indian Females and Persons with Disabilities.
<u>POST 25/69</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/1/2026/162</u> Chief Directorate: Deeds Finance and Corporate Support
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<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 Secretarial / Office Administration / Management or related equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational

responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Printers and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<u>ENQUIRIES</u>	:	Mr. H Tshinavhe Tel No: (012) 338 7324
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered.
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian, and White Females and Persons with Disabilities.
<u>POST 25/70</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/163</u> Chief Directorate: Legal Support and Deeds Training
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<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 Secretarial / Office Administration / Management or related equivalent qualifications. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations.

DUTIES

Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

: Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Printers and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports and management reports *Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES APPLICATIONS

: Mr. H Tshinavhe Tel No: (012) 338 7324
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; <https://deedsportal.deeds.gov.za/> (Please separate Application Form for each post) before the closing date as no late applications will be considered.

NOTE

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

POST 25/71

: **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/2026/174**
Directorate: Legal Support

SALARY

: R262 968 – R1 155 777 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE REQUIREMENTS

: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR**

2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. **MR 4:** LLB Degree or equivalent plus a minimum of 8-year post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. A valid driver's licence. Job related knowledge: Knowledge of SA law. Job related skills: Ability to interpret the law. Ability to research the law. Writing ability. Ability to present. Client relations. Communication (verbal and written). Computer literacy. Teamwork. Ability to work under pressure as well as then willingness to work irregular hours.

DUTIES

: Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documents such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that the applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the process of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all received and outcomes thereof.

ENQUIRIES APPLICATIONS

: Mr G.C Mashilo Tel No: (012) 312 9651
: 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 Post174@dlrrd.gov.za

NOTE

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

POST 25/72

: **REGISTRY CLERK REF NO: 3/1/1/2026/170**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS

: R237 453 per annum (Level 05)
: Mpumalanga (Nelspruit)
: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MO Fakude Tel No: (013) 754 8032
	:	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 Post170@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: African, Coloured, Indian and White Males and White Females and Persons with Disabilities.
<u>POST 25/73</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2026/164</u> Directorate: Human Resource and Records Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. No experience required. 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. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service, Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H Tshinavhe Tel No: (012) 338 7324
	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.