

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 07 August 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 Deputy Director: Strategic Land Acquisition ref 3/1/1/1/2026/150 for the Directorate: Strategic Land Acquisition: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 24 dated 10 July 2026 has reference. The position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 26/101</u>	:	<u>CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 3/1/1/2026/179</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Gauteng (Pretoria)
<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 Development Studies / Social Sciences / Public Administration (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' experience at senior managerial level in monitoring and evaluation. Experience in monitoring for verification of the projects. Experience in integrated planning for multisector engagement for improved rural development outcomes. A valid driver's licence. Job related knowledge: Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Job related skills: Interpersonal relations and presentation. Communication (verbal and written). Negotiation and advocacy. Interpretation ability. Project management. Strategic capacity and leadership ability. Computer literacy. Diplomatic. Report writing ability. Ability to conduct investigation.
<u>DUTIES</u>	:	Oversee the development and maintenance of an integrated monitoring and evaluation system. Develop / review the Department's framework for monitoring and evaluating the performance of the Department and relevant State-Owned Entities (SOEs) the framework may include policy, strategy, processes, tools etc. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Oversee the development of a framework for assessing the effectiveness and efficiency of the monitoring and evaluation system. Oversee the conducting of periodic assessments to determine the effectiveness and efficiency of the monitoring and evaluation system. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Drive operational excellence and governance of the Department. Develop and maintain performance monitoring tools and frameworks. Coordinate and compile institutional performance and strategic reports. Compile and consolidate inputs into the departmental annual report. Conduct evaluation assessments related to the programmes of the Department. Develop and maintain evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Facilitate development of sectoral evaluation plan. Manage monitoring and evaluation functions and provide technical support to public entities. Oversee the processes of monitoring and reporting between DLRRD and public entities. Facilitate and coordinate capacity building on monitoring and evaluation matters. Facilitate the development and support implementation of monitoring and evaluation frameworks and guidelines for public entities. Facilitate and coordinate planning, monitoring and evaluation working groups. Provide strategic guidance and support on the development and review of performance indicators. Facilitate and coordinate monitoring of strategic projects performance and results. Create capacity to monitor and evaluate performance. Facilitate the provision of training with regards to monitoring and evaluation. Formulate and manage strategic partnerships to enhance the capacity of the Department to monitor and evaluate its performance. Establish and lead forums / structures aimed at enhancing monitoring and evaluation practises within the Department. Participate in national, regional and international forums and structures aimed at enhancing monitoring and evaluation practices.
<u>ENQUIRIES</u>	:	Mr. P.J Van Niekerk Tel No: (012) 312 9550
<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 Post179@dlrrd.gov.za

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

OTHER POSTS

POST 26/102 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/180**
Directorate: Corporate Services

SALARY : R932 929 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Human Resource Development / Labour Relations (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at junior management in a human resource management environment. 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.

DUTIES : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Manage termination of service. Provide advise on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events. Manage employee performance management, training and development system. Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage the annual assessment process. Coordinate and facilitate the assessments of staff including senior management members. Provide statistics on compliance. Oversee and manage the capturing of Employee Performance Management and Development System (EPMDS) documents on PERSAL. Oversee and manage the capturing the of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the training and development committee. Manage and oversee the submission of training memorandums to National Office. Oversee and monitor the provisioning training and development in the province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advise on training and EPMDS matters Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forums. Ensure provision of statistics with regard to recruitment and selection. Manage employee health and wellness programmes. Oversee and manage the implementation of employee health and wellness programmes. Ensure provision reports with regards to employee health and wellness programmes and referral to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters.

ENQUIRIES : LS Mahasha Tel No: (015) 495 1956

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post180@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 26/103</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER (GRADE A-C)</u> <u>REF NO: 3/1/1/2026/181</u> Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R914 517 – R1 376 199 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Higher Diploma (Built Environment field) with a minimum of 4 years and 6 months certified experience. BTech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honors Degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as Professional Construction Project manager on appointment. A valid driver's licence. Job related knowledge: Programme and project management. Project principles and methodologies. Engineering design and analysis. Knowledge research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Creating high performance culture. Professional judgement and networking. Job related skills: Decision making. Team leadership. Analytical thinking and creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Apply methodology effectively and enforce projects standards to minimise risk on projects. Provide project accounting and financial management services. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilise resources allocated effectively. Conduct research and development. Keep up abreast with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on 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: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post181@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 26/104</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/2026/184</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in procurement administration/acquisition management/provisioning administration. Job-related knowledge: The Constitution of the Republic of South Africa. Public Finance Management Act (PFMA). Treasury Regulations. Treasury Supply Chain and Management guidelines and practice notes. Knowledge of supply chain management with emphasis on procurement administration and Government and CIBD

		procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Job related skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Analytical thinking. Teamwork. Working under pressure and meeting deadlines.
<u>DUTIES</u>	:	Facilitate demand management services. Conduct and analyse the market per commodity. Coordinate and review the procurement and demand management plan. Receive and check compliance of all procurement request from clients. Provide support in drafting specifications. Compile and update procurement and demand plan progress report. Implement the quotation process. Manage sourcing of quotations amounting to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated registered service providers on the National Treasury supplier database. Arrange and facilitate BID specifications where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000.00. Coordinate documentation for approval. Coordinate appointment letters and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Open bids and record on the relevant systems/websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and where necessary and check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 and 7.2) for sign off.
<u>ENQUIRIES</u>	:	Mr MO Fakude Tel No: (013) 754 8074
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post184@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 26/105</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/182</u> Chief Directorate: Property Management and Advisory Services
<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 Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job-related knowledge: Relevant legislation/policies / prescripts and procedures, Telephone etiquette, Basic knowledge of financial administration. Job related skills: Sound organisational ability. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication (verbal and written). Language and 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. Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
<u>DUTIES</u>	:	Provide 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. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. printers and photocopies are in good working order. Record the engagements of the senior manager. Utilises 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 sensitises/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. Scrutinises 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. Does filling 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. Prioritises 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 advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises 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 Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (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>	:	Ms F Maki Tel No: (012) 312 8244
<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 Post182@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 26/106</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/183</u> Directorate: Corporate Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager

where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES
APPLICATIONS

- : Ms N Ziqubu Tel No: (033) 264 9515
- : 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 Post183@dlrrd.gov.za

NOTE

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