

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	17 August 2026 at 16:00
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 27/43</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/2026/185</u> Directorate: Examination Services
<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>	:	Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

DUTIES

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

ENQUIRIES

: Ms M Kekana Tel No: (012) 312 8344

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post185@dlrrd.gov.za

NOTE

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

<u>POST 27/44</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/186</u> Directorate: Examination Services
<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>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	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 Post186@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/45</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/187</u> Directorate: Examination Services
<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>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Land Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of all cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to court, relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary

		geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial, Provincial hotline request or Director-General task relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.
<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<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 Post187@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/46</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/188</u> Directorate: Examination, State and Land Reform Survey Services
<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>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by

Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.

<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<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 Post188@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/47</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/2026/189</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South

Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.

DUTIES

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-

		related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.
<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 312 8344
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post189@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 27/48</u>	:	<u>DEPUTY SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/190</u> Directorate: Examination, State and Land Reform Survey Services
<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>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) as recognised by South African Qualifications Authority (SAQA), specifically a four-year B or BSc Degree in Geomatics / Surveying or related equivalent qualifications and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: The Constitution of the Republic of South Africa. Good governance and Batho Pele principles. Labour and Employment Legislation. Public Service Regulations, 2016 (as amended). Public Finance Management Act, 1999. Transformation of the Public Service. Employment Equity Act, 1998. Deeds Registries Act, 1937. Land Survey Act, 1997. Sectional Titles Act, 1986. South African Geomatics Professions Act, 2013. South African Spatial Data Infrastructure Act, 2003. Spatial Planning and Land Use Management Act, 2013. Mining Titles Registration Act, 1967. Other, all other property related legislation, including old order legislation and ordinances. Proclamation and policies applicable to Land Administration, Land Measurement Standards, and Land Information Systems. International Conventions on land policy and geographical information management. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Good interpersonal relations. Good communication (verbal and written). Problem solving and decision-making. Dispute and conflict management. Time management. Computer software. Project management. Planning. Team management. Budget forecasting. Resource planning and organising. Business.
<u>DUTIES</u>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers.

Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research on land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out and accepted by the relevant officials including the beneficiaries where applicable prior to the approval of the cadastral documents. Oversee and render professional advice on the cadastral system and existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to the use of land for a specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a Deeds Registry. Provide responses to litigation documentation, including reports to the court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from the Deeds Registry to ensure cadastral documents approved in the office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to the competencies and area of jurisdiction of the office in which the official serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties to resolve boundary disputes.

**ENQUIRIES
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344
: 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 Post190@dlrrd.gov.za

NOTE

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

OTHER POSTS

POST 27/49

: **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/2026/199**

Directorate: Strategic Land Acquisition

This is a re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY

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

**CENTRE
REQUIREMENTS**

: Limpopo (Polokwane)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Social Sciences / Real Estate / Property Management (NQF Level 6) or related

equivalent qualifications. Minimum of 3 years' experience at junior management level in Strategic Land Acquisition. A valid driver's licence. Job related knowledge: Land Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Strategic management. Negotiation. Computer literacy. Stakeholder relations. Facilitation / coordination. Presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES :

Coordinate the acquisition of strategically located land aligned to the national imperatives. Provide support to district offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidate and allocation of land. Ensure quality assurance and information management services between district, provincial and national office. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Coordinate the selection process of beneficiaries for the land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Ensure coordination of the transfer and registration process. Facilitate the appointment of a Conveyancer. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.

ENQUIRIES :

APPLICATIONS :

DT Machoga Tel No: (015) 495 1955 / LS Mahasha Tel No: (015) 495 1956

Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post199@dlrrd.gov.za

NOTE :

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

POST 27/50 :

PROJECT COORDINATOR REF NO 3/1/1/2026/193 (X2 POSTS)
Directorate: Operational Management

SALARY :

CENTRE :

REQUIREMENTS :

R605 742 per annum (Level 10)

Eastern Cape (East London)

Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law or any related equivalent qualification. Minimum 3 years' experience in land reform environment. A valid driver's licence. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and Interpret Business Plan. Thorough knowledge in land reform and development-related issues. Knowledge of Restitution of land rights. Knowledge of Land Reform. Knowledge of rural development. Development management including strategic management. Understanding and interpret Business Plan. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking. Ability to draft terms of reference for service providers. Willingness to travel, to spend extended periods in the field and work irregular hours.

<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42d submission.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC 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 Post193@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 27/51</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/2026/192</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape (East London)
<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.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : 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 Post192@dlrrd.gov.za

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

POST 27/52 : **ASSISTANT DIRECTOR: CURRENT AFFAIRS REF NO: 3/1/1/2026/200**
 Directorate: Internal Communications

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Communications / Journalism / Media / Marketing / Public Relations (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in communications service environment. Proven experience in social media management, content creation, and campaign execution is often required. A valid driver's licence. Job related knowledge: Knowledge of Policies and legislations governing communication. Exhibitions and events as communication platforms. Job related skills: Computer literacy. Interpersonal. relations. Communication (verbal and written). Analytical thinker. Decision making. Problem solving and organisational ability. Social media ability. Ability and willingness to travel extensively and work outside office hours.

DUTIES : Manage the daily media monitoring service. Conduct media monitoring to keep track of media coverage about land reform, land administration and rural development. Collate news media clippings. Distribute media clippings to clients nationally, including Provincial Shared Service Centers (PSSCs) through e-mail and other platforms. Provide media rapid response service in collaboration with Government Communication and Information System (GCIS) on pertinent or controversial media reportage. Keep track of all social media platforms, publish regularly, reply to posts and engage with audiences to build relationships and brand loyalty. Analyse departmental media coverage. Produce weekly media coverage report with summaries of the week's main stories. Track and report on social media analytics, monitor key performance indicators for compilation of periodic reports. Advice management on proactive actions to counter negative publicity in the traditional and social media spaces. Source and develop regular content for use on internal and external media and marketing platforms, including audio-visual, print and digital communication platforms, including Facebook, X App, TikTok, and Instagram. Manage and coordinate departmental Podcast and other supplementary digital

	communication platforms. Contribute articles / stories to newsletters. Provide communication support during events of the Department. Profile branches, entities and stakeholders of the Department. Interview internal and external clients of the Department. Develop innovative ways for new articles writing, publishing and distribution. Manage, supervise, and give guidance to subordinates. Assign tasks to staff members. Provide guidance to staff members on how task should be performed. Assess performance of subordinates.
<u>ENQUIRIES</u>	: Mr F. Mutangwa Tel No: (012) 312 8283
<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, 0002 or by email to Post200@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 27/53</u>	: <u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/191</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	: R413 001 per annum (Level 08)
<u>CENTRE</u>	: Eastern Cape (East London)
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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 compiled 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 filing 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.
<u>ENQUIRIES</u>	: Ms A van Vuuren Tel No: (043) 701 8127 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 Post191@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.
<u>POST 27/54</u>	:	<u>SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/2026/194</u> Directorate: District Office
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Joe Gqabi: Eastern Cape
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / LLB (NQF Level 7) or related equivalent qualification. Minimum of 2 years relevant experience in land reform environment. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of government development policies, e.g. National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and analytical thinking. Willingness to travel.
<u>DUTIES</u>	:	Implement projects for the development of producers towards commercialisation. Assist with co-ordinating the process of identifying producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessment and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes toward approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Promote good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC 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 Post194@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 27/55</u>	:	<u>SENIOR PROJECT OFFICER REF NO: 3/1/1/2026/195</u> Directorate: Operational Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in land reform environment. A valid driver's license. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans.

		Thorough knowledge in land reform and development related issues. Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Job related skills: Project management. Negotiation. Contract management. Leadership ability. Communication (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. Excellent report writing ability. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking ability. Willingness to travel, to spend extended period in the field and work irregular hours.
<u>DUTIES</u>	:	Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette the claim. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolution of the claims. Prepare terms of reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisation of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claims enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post195@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.
<u>POST 27/56</u>	:	<u>SENIOR IMAGERY ASSISTANT REF NO: 3/1/1/2026/196</u> Directorate: Geo-Spatial Information and Professional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Western Cape (Mowbray)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of basic image correction. Knowledge to operate and maintain large format printers, scanning and lamination machines. Job related skills: Communication (verbal and written). Organising ability. Computer literacy.
<u>DUTIES</u>	:	Print Orthophoto paper prints produced on the appropriate printing device. Print Orthophoto paper prints for production, digitally or from scanned images. Scan images from films and/or hard copies. Scan images for production and/or archive to required resolution. Maintain equipment. Keep equipment clean and perform calibrations on a weekly basis. Report on defective machines. Undertake lamination of prints. Laminate products as required. Provide general assistance to Artisans. Retrieve and store aerial films. Retrieve and store hard copy aerial images from archive. Retrieve and store photographic / printing consumables. Deliver completed printed maps / aerial photographs from Reprographic Division to Map Distribution. Trim completed maps / aerial photographs printed on the HP Plotters. Stock-take Reprographic consumables and keep accurate consumable register. Maintain quality standards set by the Department. Maintain the standards of quality set by the Department on an ongoing basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Madlala Tel No: (021) 658 4300
	:	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 Post196@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 27/57</u>	:	<u>FINANCE CLERK REF NO: 3/1/1/2026/197</u> Office of the Surveyor General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Limpopo (Polokwane)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate

		financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.
<u>DUTIES</u>	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccarrd street, Polokwane, 0700 or by email to Post197@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 27/58</u>	:	<u>AUXILIARY SERVICE OFFICER REF NO: 3/1/1/2026/198</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good verbal and written communication. Computer software. Good organising. Above average attention to detail.
<u>DUTIES</u>	:	Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for the registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all document vaults. Ensure that worn-out hanging strips are replaced, and damaged documents are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state of documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccarrd street, Polokwane, 0700 or by email to Post198@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.