

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 24 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 Assistant Director: Employee Health and Wellness ref 3/1/1/2026/173 for the Directorate: Corporate Services: Northern Cape (Kimberley) that was advertised in Public Service Vacancy Circular 25 dated 17 July 2026 has reference. The position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 28/39</u>	:	<u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u> <u>REF NO: 3/1/1/1/2026/205</u> Chief Directorate: Cadastral Advisory and Research Services
<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 Grade 12 Certificate and a four-year Bachelor's Degree or Bachelor of Science Degree in Geomatics / Land Surveying (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA) and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor or Geomatics Professional: Land Surveying, with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years' experience at a senior managerial level in a land surveying environment. Appropriate post registration experience in cadastral surveying. A valid driver's licence. Job related knowledge: Cadastral surveying. Technical system. Cadastral Spatial Information. 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. Budget systems. Financial Accounting Systems. Public Finance Management. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).
<u>DUTIES</u>	:	Manage and oversee the research and development of cadastral surveys. Research ways of transforming, improving and rationalising the South African Cadastral and Tenure Systems. Study world trends, legislative framework, compare with other systems, propose amendments and report on findings. Research and investigate ways of improving cadastral practices in South Africa. Manage development towards amendment and streamlining of legislation. Coordinate and develop tender specifications. Manage and oversee the provision of internal and external professional advisory and support services. Research, compile reports and supply information in respect of internal and external cadastral matters and requests from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislation and time frames, client's request as well as within targets set by the Service Delivery Improvement Programme. Render management and research for state surveys, rural development and land tenure reform projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Provide professional services to the public and government departments on the surveys of state and trust land and state domestic facilities undertaken by the private sector. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries, in compliance with South African and international legislation in as far as delineation and delimitation thereof. Manage the research, investigation and finding solutions to anomalies in Republic of South Africa international boundaries in conjunction with representatives from the neighbouring states. Manage advisory services on Republic of South Africa international boundary issues affecting State Organs and Parastatals. Manage the physical delineation of international borders and record keeping. Manage and oversee the registration of Sectional Title Practitioners. Monitor Sectional Titles Practical Training Programme in accordance with the Sectional Titles Act and training schedule. Provide secretariat services for the registration of Sectional Titles Practitioners in compliance with requirements of the Sectional Titles Act and regulations. Maintain and update the register for Sectional Title Practitioners. Manage and oversee the preparation of technical procedures and standards. Ensure

		management of updating Surveyor's General procedures and standards, in compliance with legislation and in consultation with stakeholders. Investigate effects of technological advancement on technical procedures and standards and transform accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Provide support to the Survey Regulations Board (SRB) for review of regulations framed under the Act. Assist the Chief Surveyor-General with administration and control of the Survey Regulations Board (SRB) and provide secretariat thereto. Provide support to the Chief Surveyor-General in respect of administration of the Geomatics Profession Act. Research and advise on new legislation that has an effect on geomatics matters.
<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: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post205@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 28/40</u>	:	<u>DIRECTOR: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT REF NO: 3/1/1/2026/206</u> Directorate: Geo-Spatial Information and Professional Support
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF Level 7) in Geomatics / Surveying / Geographical Information Science / Geo-informatics or related equivalent qualifications recognised by the South African Geomatics Council and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Geomatics Professional with the South African Geomatics Council. Minimum of 5 years' experience at a middle / senior managerial level in the geomatics environment. Appropriate post registration experience in surveying and / or geo-spatial information management. A valid driver's licence. Job related knowledge: Geospatial Information Management. Land Surveying knowledge. Knowledge of research methodology. Technical System knowledge. Spatial Data Infrastructure. Geographic Information Systems. Geospatial Information knowledge. 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. Spatial Data Infrastructure Act 54 of 2003. Land Survey Act, Act 8 of 1997. Geomatics Profession Act, Act 19 of 2013. Spatial Planning and Land Use Management Act, Act 16 of 2013. Protection of Personal Information Act, Act 4 of 2013. Promotion of Access to Information Act, Act 2 of 2000. Public Finance Management Act, Act 1 of 1999. Public Service Act Proclamation No. 103 of 1994 (as amended). Copyright Act, Act 98 of 1978. National Archives and Records Service of South Africa Act, Act 43 of 1996. Electronic Communications and Transactions Act, Act 25 of 2002. National Archives and Records Service of South Africa Act, Act 43 of 1996. Civil Aviation Act, Act 13 of 2009 (read together with the Civil Aviation Regulations, 2011, including Part 101 relating to Remotely Piloted Aircraft Systems). United Nations Integrated Geospatial Information Framework (IGIF) of 2018. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication (both verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising. Collaboration partnership. Negotiation. Conflict management. Data and information management. Facilitation. Analytical thinking. Contract management.
<u>DUTIES</u>	:	Manage the provision of geo-spatial information products and services. Supply geo-spatial products and services. Maintain information on products and ensure availability. Manage established outlets for products and services to make information more accessible, including Service Level Agreements with

District Municipalities. Provide aerial photographic reproduction services. Provide reproduction services. Print maps. Produce aerial photo mosaics. Manage the provision or provide professional advisory services and undertake relevant research and development. Oversee Professional Land Surveyors in the performance of their duties. Provide professional advisory and support services. Undertake relevant research and development. Plan and supervise special projects. Support implementation of new systems and equipment. Provide survey support to land reform programmes of the Department. Provide training for SAGC registration in Professional and Technologist category (non-employees). Manage the provision of technical training. Assist with the geomatics officer certificate training. Provide experiential training for diploma students. Provide a specialised library and museum service. Develop and present technical training courses. Undertake development projects. Plan and execute projects in accordance with best practice for project management as required.

<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 Post206@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 28/41</u>	:	<u>DIRECTOR: SURVEYS SERVICES REF NO: 3/1/1/2026/207</u> Directorate: Surveys 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 (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and an undergraduate qualification (NQF 7), specifically in Geomatics / Surveying or related equivalent qualifications recognised by the South African Geomatics Council and a Nyukela (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council. Minimum of 5 years' experience at a middle / senior managerial level in Land Surveying environment. Appropriate post registration experience in land surveying. A valid driver's licence. Job related knowledge: Geo-spatial Information Management. Geodesy and Geodetic surveying. Topographic surveying. Spatial Data Infrastructures. Cadastral Spatial Information knowledge. Geographical Information Systems. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral, Geodetic, Photogrammetric, Topographic and Cartographic Survey Systems. 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. Spatial Data Infrastructure Act, Act 54 of 2003. Land Survey Act, Act 8 of 1997. Geomatics Profession Act, Act 19 of 2013. Spatial Planning and Land Use Management Act, Act 16 of 2013. Protection of Personal Information Act, Act 4 of 2013. Promotion of Access to Information Act 2 of 2000. Public Finance Management Act, Act 1 of 1999. Public Service Act Proclamation No. 103 of 1994 (as amended). Copyright Act, Act 98 of 1978. National Archives and Records Service of South Africa Act, Act 43 of 1996. Electronic Communications and Transactions Act, Act 25 of 2002. National Archives and Records Service of South Africa Act, Act 43 of 1996. Civil Aviation Act, Act 13 of 2009 (read together with the Civil Aviation Regulations, 2011, including Part 101 relating to Remotely Piloted Aircraft Systems). United Nations Integrated Geospatial Information Framework (IGIF) of 2018. United Nations Global Geodetic Reference Frame Roadmap. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication (verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising. Collaboration partnership. Negotiation. Conflict management. Data and

DUTIES

information management. Facilitation. Analytical thinking. Contract management. The ability to work efficiently and effectively at all times.

- : Manage the undertaking of field surveys. Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of filed surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework (National Control Survey System) of South Africa. Provide strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Manage the network of continuously operating GNSS reference stations (TrigNet). Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including rural development and land reform programmes and other organs of state, as required, in accordance with the best practices for project management and user needs. Participate in geodetic surveying and geo-spatial information development projects in Africa. Participate in development projects in Africa as approved. Plan and execute projects in accordance with best practices for project management, as required.

ENQUIRIES APPLICATIONS

- : Ms M Kekana Tel No: (012) 312 8344
- : 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 Post207@dlrrd.gov.za

NOTE

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

OTHER POSTS

POST 28/42

- : **PROJECT COORDINATOR REF NO: 3/1/1/1/2026/204**
Directorate: Operational Management
Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

- : R605 742 per annum (Level 10)
- : Limpopo (Polokwane)
- : 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 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. Knowledge of land redistribution and development related issues. 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. Willingness to travel, to spend extended periods in the field and work irregular hours.

DUTIES

- : 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>	:	Mr KE Senosha Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post204@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 28/43</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: 3/1/1/2026/208</u> Directorate: Facilities Management Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Management / Supply Chain Management / Business Management / Office Management and Technology / Project Management / Property Management and / or in Built environment (NQF Level 6) or related qualification. A valid driver's licence. Minimum of 3 years' experience at supervisory level in Public-Private Partnerships environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury regulations. Preferential Procurement Policy Framework Act (PPPFA). Asset Management Framework. Job related skills: Computer literacy. Communication (verbal and written). Planning and organising. Analytical thinking. Problem solving. Negotiations. Project management. Interpersonal relations.
<u>DUTIES</u>	:	Monitor the execution of capital works planned maintenance project within DLRRD. Ensure intervention follow up of projects with Department of Public Works and Infrastructure (DPWI) for progress made. Ensure the Project Management System / Project Execution Plan / Procurement Instructions from Key Accounts Manager (Head Office) are requested monthly to prepare reports to the Director: Facilities Management Services. Attend walk abouts / briefing meetings / inspections and practical completion / handover meetings with Department of Public Works and Infrastructure and follow up on snags with the Project Manager. Attend the client forum meetings / allocation meetings / twice a year / technical meeting where the need arises and attending the handover meetings. Management and administer capital works planned maintenance projects within DLRRD. Identify and control capital works planned maintenance projects. Prioritise capital works / planned maintenance projects. Compile and verify needs assessment and submit verified needs assessment to Director: Facilities Management Services for certification. Compile inputs regarding User Asset Management Plan in terms of capital works and planned maintenance. Reporting on capital infrastructure projects currently in progress and finalised project. Render management of financial reporting and financial management services. Manage and compile the monthly financial statements, interim financial statements, and annual statements of capital works for submission to the Deputy Director: Facilities Management. Analyse the financial report and respond to enquiries by the Deputy Director: Accounting Management and Internal and external Auditors. Respond to all enquiries relating to capital works projects relating to financial statements. Manage capital works pace payment to Department Public Works and Infrastructure. Process payments of projects to Department Public Works and Infrastructure via sundry payment request to the Directorate: Financial Accounting. Liaise with the Budget Controller of the Directorate for confirmation of funds. Liaise with DPWI after payment has been done and ensuring that proof of payment is submitted to Department Public Works and Infrastructure. Provide technical assistance, support and advice for Public Private Partnership (PPP) Infrastructure projects. Support the execution of detailed financial analysis of PPP's projects. Provide assistance with project inception register. Provide input in the assessment of value-for-money criterion. Participate in budget related meetings. Prepare budget inputs and expenditure reports for the unit. Provide support in the implementation of PPP infrastructure project. Assist in

		monitoring the project contract management schedules. Ensure cooperative governance of PPP concessions. Facilitate communication between the Department and PPP. Assist in implementation of partnership agreement. Assist in implementation of the PPP agreement from inception to termination. Assist in managing the work of the Private Party. Certification of invoices and supporting documents prior to payment. Keep changing request register. Ensure compliance with output specification and PPP agreement. Filing of the PPP documents.
<u>ENQUIRIES</u>	:	Mr P Chuene Tel No: (012) 312 8644
<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 Post208@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 28/44</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/201</u> Directorate: Property Research and Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<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. Receives, 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.
<u>ENQUIRIES</u>	:	Ms MT Molotsi Tel No: (012) 312 9730
<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 Post201@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 28/45</u>	:	<u>AUXILIARY SERVICES OFFICER REF NO: 3/1/1/2026/202</u> Directorate: Geo-Spatial Information and Professional Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a 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 communication (verbal and written).

		Computer software ability. Good organising ability. Above average attention to detail.
<u>DUTIES</u>	:	Maintain electronic support system for component. Compile a portfolio of evidence of all requests received via email from clients and the client service desk. Compile accurate records of all reproduction requests received and dispatched. Compile monthly reporting for the client service and reprographics components. Financial management for payments received from clients. Liaise with the finance sections for payments received. Allocate and reconcile payments with clients' orders. Liaise with the finance section for the preparation of invoices. Ordering of map stock for the reprographics component and the map store. Order maps for components to ensure minimum threshold available for clients. Assist to ensure that the dispatch environment is not left unattended. Manage receipts of client devices for data transfers. Compile a register of client data transfer devices received and dispatched. Notify clients accordingly. Compete various administrative tasks. Complete and submit leave forms in accordance with departmental policy. Answer telephones relating to client requests in the client service component. Undertake performance management.
<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 Post202@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 28/46</u>	:	<u>ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/203</u> Directorate: Legal Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Mpumalanga (Nelspruit)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MO Fakude Tel No: (013) 754 8074
	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post203@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 28/47</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/209</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	KwaZulu Natal (Pietermaritzburg)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms F Mathonsi Tel No: (033) 264 9500
<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 Post209@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.