

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 28 September 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. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. 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 the high volume 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.

OTHER POSTS**POST 33/58**

- : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDITS REF NO: 3/1/1/2026/231 (X2 POSTS)**
Directorate: Information Technology Audit
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

- : R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE
REQUIREMENTS

- : Gauteng (Pretoria)
- : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Information Technology (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in Information Technology Auditing at Assistant Director or equivalent level. A valid driver's licence. Job related knowledge: Project management best practice, The Standard of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing. Analytical and problem-solving ability. Staff and interpersonal relations. Project management.

DUTIES

Computer literacy. Business process and analysis. Risk and control assessment. Work under pressure and meet deadlines.

: Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies, and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit monthly. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year-Rolling and Annual Internal Audit Plans April each year. Execute / manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the planning phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the execution phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / manage the compilation on the electronic audit software of the reporting phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Execute / manage the closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and Follow-up on implementation of management action plans on Internal Audit reports of specialised annual and previous audit plan projects. Execute / manage the compilation on the electronic audit software of the closure phase deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Director: Information Technology Audit on a weekly basis. Evaluate the line management's status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and perform the adequacy assessment of management action plans implemented on a quarterly basis. Manage the information Technology Directorate's resources allocated to this position. Manage human, logistical, and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES **APPLICATIONS**

: Mr M. Rammutla Tel No: (012) 312 9840
: 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 Post231@dlrrd.gov.za

NOTE

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

POST 33/59

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/1/1/2026/223**
Directorate: Budget Performance Management

SALARY **CENTRE** **REQUIREMENTS**

: R487 197 per annum (Level 09)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Cost and Management Accounting / or equivalent qualifications (NQF Level 6). Minimum

of 3 years of experience at a supervisory level in the budget planning environment. A valid driver's licence. Job related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Advanced Computer literacy (Excel etc.). Planning and organising. Resource planning. Problem solving and decision making. Time management. Business management. Communication (verbal and written). Ability to work within a team.

DUTIES : Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes, Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage Branch budget processes as per the action plan. Attend information sessions for budget programmes managers. Consolidate budget input from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjust budget (AENE) on Basic Accounting System (BAS) annually. Manage Standard Charts of Accounts (SCOA) segment aligned to vote. Monitor and advise responsibility managers to relocate budget to items with negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly. Manage the budget maintenance. Monitor the implementation of BAS budget structures. Monitor economic reporting format allocation combinations.

ENQUIRIES : Mr N Malisha Tel No: (012) 312 8962
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post223@dlrrd.gov.za

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

POST 33/60 : **STRATEGIC PLANNING OFFICER REF NO: 3/1/1/2026/229**
 Directorate: Strategic Planning

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 Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.

DUTIES : Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP.

		Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.
<u>ENQUIRIES</u>	:	Ms T Matshiya Tel No: (012) 312 9735
<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 Post229@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 33/61</u>	:	<u>STRATEGY ANALYST REF NO: 3/1/1/2026/230</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management / Public Administration / Business Administration / Business Management / Management or equivalent qualification. Minimum of 3 years' experience in strategy planning or monitoring and evaluation in a government environment. A valid driver's licence. Job related knowledge: Knowledge in government planning cycle (Medium Term Expenditure Framework (MTEF), Medium-Term Development Plan (MTDP), outcomes approach, etc.). Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Land Reform and Rural Development. Basic research. Developing indicators and managing performance information. Job related skills: Computer literacy. Report writing. Communication (verbal and written) and interpersonal relations. Information collection analysis and interpretation. Organisational and coordination. Analytical. Teamwork.
<u>DUTIES</u>	:	Understand departmental planning processes by arranging, coordinating, and facilitating planning workshops. Arrange and coordinate planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitate events during and after planning workshops by ensuring that information gathered during and after planning workshops is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces analysed in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans (APP) and Branch Annual Operational Plans (AOP). Coordinate inputs towards APP and AOP for alignment to the Strategic Plan and the Medium-Term Development Plan (MTDP) documents. Align information to high level plans of the government. Conduct reviews and re-alignment of Annual Performance Plan and Strategic Plan (SP). Assist in coordinating and facilitating the review and re-alignment of the APP and SP. Realign plans taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of developing the departmental planning guidelines. Provide technical support to provinces during the department of Integrated Operational Plans (IOP). Provide technical support to provinces during the development of IOPs.
<u>ENQUIRIES</u>	:	Ms T Matshiya Tel No: (012) 312 9735
<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 Post230@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 33/62</u>	:	<u>PRINCIPAL GEOMATICS OFFICER REF NO: 3/1/1/2026/227</u> Directorate: Mapping Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in

	geomatics, geospatial information science. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge including feature identification and data representation. Knowledge of Geographical Information Systems software. Performance management and monitoring. Theory, principles and practices of standards. Job related skills: Problem solving and analysis. Decision making. Team leadership and creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management and negotiation.
<u>DUTIES</u>	: Capture different geospatial data into the Integrated Topographic System. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographical features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archives tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipment's and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flight lines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. Store all aerial imagery ground position system data files in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalisation principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and quality assure geo-spatial information and services to clients. Provide and ensure the correctness of geo-spatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to ensure quality. Assist with the revision of datasets of products and services for established vendors with district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on use of products and services, including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geo-spatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).
<u>ENQUIRIES</u>	: Ms T Rambau Tel No: (021) 658 4300
<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 Post227@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: African, Coloured, and Indian Males and African and Indian Females and Persons with Disabilities.
<u>POST 33/63</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: 3/1/1/1/2026/228</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	: R413 001 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal (Pietermaritzburg)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Public Finance / Financial Management (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in a financial management environment. A valid driver's license Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Know Treasury Regulations and PFMA. Knowledge of Public Service Regulations. Job-related skills: Supervision. Communication (verbal and written).
<u>DUTIES</u>	:	Process BAS, PERSAL and LOGIS transactions: Check and verify BAS and PERSAL advice. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage travel agency account. Ascertain invoices received. Reconcile/analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence (POEs) on financial reports (accruals and payables reports). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and reporting. Request for petty cash facilities and increase.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NR Jacquire Tel No: (033) 264 9500
	:	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 Post228@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African and White Males and Coloured and White Females and Persons with Disabilities.
<u>POST 33/64</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 3/1/1/1/2026/232</u> Directorate: Quality Assurance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Accounting or Financial Management or Internal Auditing or any other relevant equivalent qualification. Minimum of 2 years' experience in finance. A valid driver's licence. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Knowledge of BAS, Division of Revenue Act, Public Finance Management Act and Treasury Regulations and legislation relevant to financial accounting. Knowledge of finance administration, including legislation relevant to financial accounting. Job related skills: Report writing and communication (verbal and written), Interpersonal relations, Computer Literacy, Analytical abilities and Proficiency in Excel and MS Word.
<u>DUTIES</u>	:	Reconcile restitution payments and expenditure records. Compile project payments list and perform reconciliation. Facilitate payments instructions using correct information of claimants, allocation and matching fields. Maintain BAS and PERSAL payments. Coordination of Supply Chain Management services. Prepare quarterly reports for inputs to the Financial Statements (Commitments, Land Purchase Interests, Bank Accounts and Contingencies) for input to the interim and Annual Financial Statement. Manage audit queries. Coordinate Audit Findings. Facilitate the timeous response to audit findings and ensure that set due dates are adhered to. Coordinate information requested by Office of the Auditor-General, Internal Audit, SIU and Forensic Auditors. Consolidate registers and payment records. Manage the reconciliation of projects between the Commitment Register, Summary Vote sheets, XXX Reports, BAS and Project files as needed. Update Commitment Register and Land Purchase Register on a monthly basis. Update summary sheets, XXX Reports as needed. Compile General Journals in cases of the misallocations for corrections. Update the suspense account. Update Suspense Account Summaries. Compile suspense account reports on monthly basis.
<u>ENQUIRIES</u>	:	Ms Z Zwane Tel No: (012) 337 3777

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6 th Floor, Arcadia, 0002 or by email to Post232@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: African, Coloured, Indian and White Males and Indian and White females as well as Persons with disabilities are encouraged to apply
<u>POST 33/65</u>	:	<u>INFORMATION SECURITY OFFICER REF NO: 3/1/1/1/2026/233</u> Directorate: Document Security Compliance and OHS
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicant must be in possession of a Grade 12 Certificate and a National Diploma in Management / Records Management / Security Management (NQF Level 6) or related equivalent qualification. Minimum of 1 year experience in relevant working environment. A valid driver's licence. Job related knowledge: Knowledge of information security, records management, and minimum information standards. Job related skills: Communication (verbal and written), Facilitation, Report writing, Interpersonal relations and analytical. Must be able to travel extensively.
<u>DUTIES</u>	:	Perform document/information management control. Implement Document and Information Security in terms of MISS. Monitor and inspect the movement of information within DLRRD. Implement standards for ensuring controlled access of information. Implement departmental security policies and standard operating procedures. Develop standard operating procedures in line with MISS. Ensure classification of sensitive information in line with MISS. Ensure that all officials complete declaration of secrecy forms. Perform security audits. Perform after-hours inspections. Report incidents pertaining to information security. Ensure that all officials complete declaration of secrecy forms. Facilitate Communication Security through SSA. Conduct ad hoc Registries Security inspection in line with MISS. Integrated Security Strategy of DLRRD in line with MISS and MPSS. Conduct Information Security Awareness. Conduct induction presentations to newly appointed officials. Conduct feedback sessions on Security Audit and Assessments. Conduct Integrated Security Awareness. Develop an awareness pamphlet and ensure communication. Develop and Communicate Information Security Plans.
<u>ENQUIRIES</u>	:	Ms K Rathokolo Tel No: (012) 312 8567
<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 Post233@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 33/66</u>	:	<u>FINANCE CLERK (SUPERVISOR) REF NO: 3/1/1/1/2026/234</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Certificate or relevant equivalent qualification. Minimum of 3 years' experience in financial environment. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operated computer and collate financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation. Computer operating. Language. Good communication (verbal and written). Basic numeracy skills. Flexibility, Interpersonal relations, Teamwork, ability to perform routine tasks, Ability to operate office equipment, Accuracy, Aptitude for figures, Willingness to work additional hours as and when required.
<u>DUTIES</u>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of all documents. Supervise and perform

		bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journal and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variance. Verify the capturing, allocations virements on budget. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms SH Sambo Tel No: (012) 312 8861
<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 Post234@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and Indian Males and Coloured Females and Persons with disabilities.
<u>POST 33/67</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/2026/224 (X2 POSTS)</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Northwest (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 and Certificate National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms N Duiker Tel No: (018) 388 7108
<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 Post224@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 33/68</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/225 (X2 POSTS)</u> Directorate: Examination, State and Land Reform Surveys Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
<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 Biccard street, Polokwane, 0700 or by email to Post225@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 33/69</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/226 (X3 POSTS)</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with

legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

<u>ENQUIRIES</u>	:	Ms Z Hadebe Tel No: (013) 754 8022
<u>APPLICATIONS</u>	:	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 Post226@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 33/70</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/221</u> Directorate: Forensic Investigations
<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 or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Mr M Rammutla Tel No: (012) 312 9840

<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 Post221@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 33/71</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/222</u> Directorate: Strategic Institutional Partnerships
<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 or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Mr I Mokalapa Tel No: (012) 312 8257
<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 Post222@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.