

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 05 October 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 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.

OTHER POSTS**POST 34/70**

: **CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/1/1/2026/236**
Directorate: Spatial Planning and Land Use Management Services

SALARY

: R1 143 468 - R2 108 922 per annum, (The salary will be determined in accordance with the OSD)

CENTRE
REQUIREMENTS

: Free State (Bloemfontein)

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification in Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written).

		Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
<u>DUTIES</u>	:	Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational reequipments and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.
<u>ENQUIRIES</u>	:	Mr S Minnie at 071 481 9286
<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 Post236@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities.
<u>POST 34/71</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/1/1/2026/244</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R1 143 468 - R2 108 922 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	North West (Mahikeng)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning. Compulsory registration with South African Council for Planners (SACPLAN) a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification in Town and Regional Planning experience. A valid driver's licence. Job related knowledge: Programme and project management. Town and regional legal and operational compliance. Town and regional principles and methodologies. Town and regional planning processes and procedure. Research and development. Computer-aided applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Analytical thinking. Creativity and self-management. Communication (verbal and written). Language proficiency. Computer literacy. Change management. Negotiation and conflict resolution. Willingness to travel.
<u>DUTIES</u>	:	Provide town and regional spatial planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guideline. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide spatial planning and land use management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide governance. Allocate, monitor and control resources.

Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational reequipments and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Manage the development of spatial plans at National, Regional, Provincial and Municipal levels.

<u>ENQUIRIES</u>	:	Ms P Dipudi Tel No: (018) 388 7138
<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 Post244@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 34/72</u>	:	<u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/2026/235</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Social Sciences / LLB or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at junior management in the relevant field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job related skills: Analysing thinking. Communication (verbal and written). Planning and organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Negotiation and conflict resolution. Networking. Team management. Customer and client focus. Statistical forecasting. Willingness to travel and work under pressure.
<u>DUTIES</u>	:	Coordinate and support the implementation of communal land tenure programme. Plan awareness initiatives and capacity building on communal land management and relevant laws to stakeholders. Provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in cases of land rights violation and disputes on communal land in terms of relevant legislation. Coordinate the implementation of the communal tenure upgrade programmes. Coordinate and support the implementation of land rights programmes. Monitor all queries on land rights programs. Provide support to land rights management structures by providing legal protection and awareness. Coordinate land rights mediation and adjudication process. Coordinate the implementation of the land rights upgrade programmes. Monitor Land Rights Management Facility. Coordinate and support the establishment and support of communal property entities. Facilitate the establishment and implementation of Communal Property Associations (CPA). Maintain the database of CPA's and similar entities. Coordinate awareness of CPA activities. Conduct investigations and intervene on the affair. Facilitate in the mediation and dispute resolution proceedings of the CPA's. Provide implementation support on strategic leadership and support on land tenure programmes. Manage provincial implementation plan on tenure programmes. Coordinate stakeholder relation. Represent and present the directorate at various Fora. Promote compliance of CPAs to legislation. Coordinate external and internal audits. Manage implementation of action plan. Coordinate risk and audit action plan. Consolidate reports.
<u>ENQUIRIES</u>	:	Mr T Kgoboko Tel No: (051) 400 4200

<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 Post235@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 34/73</u>	:	<u>DEPUTY DIRECTOR PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: 3/1/1/1/2026/242</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years of junior management experience in the internal audit project management and quality assurance field. A valid driver's licence. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Job related skills: Communication (verbal and written). Analytical and problem-solving ability. Project management. Computer literacy. Financial management. Risk and control assessment. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Co-ordinate the compilation of the strategic and operational plans for approval of the Chief Audit Executive (CAE), monitor and report to the CAE on the implementation of the project plans to achieve the targets set out in the strategic and operational plans monthly. Coordinate the compilation of the Chief Directorate's strategic plan and the Chief Directorate and Directorates' operational plans by March each year. Measure and report progress with the achievement of the operational and strategic objectives to the CAE monthly. Co-ordinate the compilation of the internal audit operational and process risk registers by all directorates for sign-off by the CAE by April each year. Measure the implementation of risk register action plans and prepare a monthly progress report for the CAE. Manage the development and updating of methodologies, policies and procedures in line with best practise and the International Standards of the Institute of Internal Auditors (IIA) and the Association of Certified Fraud Examiners (ACFE) Professional Standards on an annual basis. Manage the review of methodologies, policies and procedures in line with best practice and standards of the IIA and the ACFE annually. Manage research on latest methodologies and trends to improve methodologies, policies and procedures. Manage continuous improvement of methodologies, policies and procedures. Provide training to all internal Audit staff on improved methodologies, policies and procedures as well as the Teammate system annually. Provide continuous support to all Internal Audit staff on improved methodologies, policies and procedures as well as the Teammate system. Manage the performance of Quality Assurance reviews on the annual internal audit plan projects on a continuous basis, the Internal Quality Assessment Review annually and the five yearly External Quality Assessment Review. Perform and manage Quality Assurance Reviews and report on compliance with the Internal Audit Methodology of all deliverables of all audit projects prior to submission to the CAE. Perform annual Internal Quality Assessment review. Coordinate the External Quality Assessment Reviews performed every five years. Manage the measurement and reporting on progress with the Project Plans of the Chief Directorates' Annual Internal Audit Plan Projects and Forensic Investigations Case Management Register Projects monthly; and reporting on the implementation of management action plans on all Internal Audit reports and Forensic Investigations reports on a quarterly basis. Manage the measurement of deliverables and preparation of monthly progress reporting for the execution of the Chief Directorate's annual audit plan and annual case management register (in-house, co-sourced and outsourced). Manage the secretariat function of monthly progress meetings. Manage the creation of all projects on the Electronic Auditing Software system. Manage the updating of deliverables on the Electronic Auditing Software System-version control and replicas and signoffs. Manage the review of the completeness of the Electronic Auditing Software file after completion of the audit projects. Manage the distribution of all Audit Reports on all audit projects. Manage the administration, service level agreement and periodic upgrades of the electronic auditing software. Manage the quarterly requests for progress reports from line

management on the implementation of action plans on all internal audit reports and implementation of recommendations on all forensic investigation reports on a quarterly basis. Co-ordinate the analyse of the reports and clarification with line managers of the progress reports from line management on the implementation of action plans on all internal audit reports and implementation of recommendations on all forensic investigation reports on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans and recommendations presentations to the Audit Committee on a quarterly basis. Manage the co-ordination of the Chief Directorate's financial management, document and information management and governance processes and report on progress monthly. Manage and review the compilation of the annual Estimates of National Expenditure (ENE) and Medium Term Expenditure Framework (MTEF) budgets, budget shifts, financial reconciliations, monthly cash flow and expenditure deviation reports for the Chief Directorate for Directors and CAE sign-off. Manage the identification, declaration and reprioritisation of the Chief Directorate's budget allocations and submit savings if required. Manage asset management of the Chief Directorate. Verify integrity of procurement requests, payments, claims and advance. Verify travel arrangement for and payments to audit committee members. Verify the reporting on the project budget and spending of outsourced and co-sourced internal audit and forensic investigations project. Manage the implementation of an effective and efficient document reference system, filing system and document control and information security audits to ensure compliance to the prescribed systems. Manage the preparation of the annual Employment Equity (EE), SDP, Health and Safety and all other transformation plans and the measurement of and reporting on the implementation of transformation plans action plans and progress reporting to the CAE on a quarterly basis. Co-ordinate the management of the driver and messenger functions in the Chief Directorate. Perform the audit committee secretariat function. Perform all the written communication with audit committee members and attendees, including co-ordination of signing of appointment letters and contracts. Manage distribution of meeting documentation. Manage the performance of logistical arrangements for meetings. Act as the secretariat in meetings. Compile the minutes of all audit committee and audit in-committee meetings. Manage the payment of audit committee members.

<u>ENQUIRIES</u>	:	Mr ME Rammutla Tel No: (012) 312 9840
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@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 34/74</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/1/1/1/2026/237</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management or related equivalent qualifications (NQF Level 6). Minimum of 3 years' supervisory experience in Logistics and Transport environment. A valid driver's licence. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS), Ability to monitor budget. Ability to liaise at different levels of management and ability to perform supply chain management services. Job related skills: Computer literacy, Communication (verbal and written). Organising ability. Ability to supervisory and liaison. Ability to work in a team.
<u>DUTIES</u>	:	Implement logistics management systems, procedures and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price, etc. Coordinate year-end closure for audit purposes as required. Provide management information, statistics and reports. Monitor movement of requests. Ensure the integrity of LOGIS. Verify compliance before

		capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods, services and assets. Manage creditor's reconciliation. Manage stores and warehousing. Ensure effective systems aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Management of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR requests. Administer Government Garage (GG) and subsidised vehicles. Administer fleet and travel management services.
<u>ENQUIRIES</u>	:	Mr C Mampa Tel No: (051) 400 4200
<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 Post237@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 34/75</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/1/2026/241</u> Directorate: Restitution Finance And Supply Chain Management This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<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 Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management or related equivalent qualification (NQF Level 6). Minimum 3 years' supervisory experience in the financial management field. A valid driver's licence. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Financial Management Act, Treasury regulations, Budget and reporting procedures. Job related skills: Financial management, Supervision, Corporate governance, Communication (verbal and written), Ability to produce management reports and presentations, Supervision and Interpersonal. Willingness to travel.
<u>DUTIES</u>	:	Control and coordinate the budget. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) process. Ensure that the appropriate budget of the branch is correctly allocated to the relevant responsibilities / cost centres. Realign the budget in line with operational needs for the branch. Manage the funds shift process. Manage restitution households and current payment. Ensure compliance to internal and external financial prescripts when processing payments. Verify and authorise payments inline with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of SCOA allocations. Manage expenditure. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the branch is in line with allocated budget of the branch. Take effective and appropriate steps to avoid unauthorised, irregular and fruitless and wasteful expenditures. Compile and coordinate financial reports. Report on spending against the monthly cash flow projections (IYM) and spending plans for the branch. Provide expenditure reports and projects analysis reports to line managers. Provide financial management information and advice to line managers.
<u>ENQUIRIES</u>	:	Mr M Mampholo Tel No: (012) 407 4475
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@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 34/76</u>	:	<u>CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/1/2026/243 (X2 POSTS)</u> Contract ending 31 March 2027 Chief directorate: monitoring and evaluation
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.
<u>DUTIES</u>	:	Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.
<u>ENQUIRIES</u>	:	Dr F Munyai Tel No: (012) 312 8058
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post241@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 34/77</u>	:	<u>SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/240</u> Directorate: Maintenance And Cadastral Spatial Information Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical thinking. Creativity and innovation. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority.

		Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES</u>	:	Mr TA Motumi Tel No: (033) 264 9580
<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 Post240@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African Females and Persons with Disabilities.
<u>POST 34/78</u>	:	<u>PRINCIPAL SECURITY OFFICER REF NO: 3/1/1/2026/239</u> Directorate: Corporate Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Certificate in Security Supervisory Management and Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 3 years security experience (including experience as a Security Guard). A valid driver's licence. Job related knowledge: Knowledge of access control procedures, control room operations, measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures, Private Security industry Regulatory Authority (PSIRA), Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS) and Protection of Information Act, etc and the authority of security officers under these documents. Knowledge of the relevant emergency procedures, know departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (CCTV surveillance systems). Knowledge of the Criminal Procedure Act and Knowledge of Minimum Information Security Standards document. Job related skills: Computer literacy. Communication (verbal and written). Report writing. Telephone etiquette. Interpersonal relations and Investigation. Willingness to work shifts.
<u>DUTIES</u>	:	Operate and monitor security system. Operate and monitor security equipment in the control room (CCTV cameras, Public Address, Fire Panel, Lift Intercom etc.), where applicable. Monitor working condition of security equipment's in the control room. Issue officials with access cards. Activate and deactivate security access cards. Maintain accurate record of data recordings. Record on / off-duty shifts and incidents in the Occurrence Book (OB). Report all defaults on available safety and security systems and equipment. Render fingerprint screening services. Conduct patrols and inspection on security. Ensure that clients entering and exiting the DLRRD premises are security screened. Protect employees, information and property of the department. Inspect all security registers, aids and irregularities and make an entry in the Occurrence Book (OB) and report to supervisor. Ensure regular patrols per site are conducted effectively. Monitor the electronic surveillance equipment used in the premises. Participate on the implementation of Occupational Health and Safety Act. Escort visitors on the premises where applicable. Monitor the movement of equipment's and assets of the Department. Monitor the movements of private and Government Garage (GG) vehicles in the parking area. Prevent unauthorised persons and dangerous objects entering the building / premises. Participate in evacuation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices. Monitor guard services in terms of the Service Level Agreement.
<u>ENQUIRIES</u>	:	Ms LI Sanderson Tel No: (013) 754 8046

<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 Post239@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 34/79</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/1/2026/238</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Eastern Cape (East London)
<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 NO Ngcaba Tel No: (043) 783 1400
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chishurst, East London or by email to Post238@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.