

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

- : 16 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. 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. 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 Secretary with Ref No: 3/1/1/2026/221 for the Directorate: Forensic Investigation: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular 33 dated 11 September 2026 has reference. Applicants are advised that the position has been withdrawn. The Department apologies for any inconvenience caused.

## MANAGEMENT ECHELON

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| <b><u>POST 35/94</u></b>   | : | <b><u>SURVEYOR-GENERAL REF NO: 3/1/1/2026/253</u></b><br>Directorate: Surveyor-General                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Eastern Cape (East London)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying (NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent, |

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|                            |   | closure of public places, maintenance of schedules. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes. |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Kekana Tel No: (012) 312 8344                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chisehurst, East London or by email to <a href="mailto:Post253@dlrrd.gov.za">Post253@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### **OTHER POSTS**

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| <b><u>POST 35/95</u></b>   | : | <b><u>DEPUTY DIRECTOR: FINANCE REF NO: 3/1/1/1/2026/252</u></b><br>Directorate: Quality Assurance and Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Eastern Cape (East London)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Financial Accounting or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at junior management level in the finance environment. A valid driver's licence. Job related knowledge: Financial policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). Budgeting. Strategic planning. Human resources management. Public Finance Management Act (PFMA). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving. Negotiation and conflict resolution. Strategic capacities and leadership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Manage financial accounting functions for the Chief Directorate. Submission of monthly and annual financial statement inputs. Management of audits (external and internal). Management of suspense account. Manage the reconciliation of financial compensation payments. Financial reporting i.e. interest receivables and land purchase advance payments. Manage the Chief Directorate budget. Manage, coordinate and preparation of inputs for Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates of National Expenditure (AENE). Ensure that all Standard Chart of Accounts (SCOA) items are allocated with funds as per approved Demand Management Plan (DMP). Authorisation of household payment instructions. Coordinate financial analysis including preparation and submission of reports. i.e. Submission of In-Year Monitoring (IYM) reports and management reports. Promotes adherence to government policy and overall financial function. Provide project financial support. Manages the financial performance of the project (e.g. monitoring expenditure, variation orders, contractual obligations and accounts payables according to Public Finance Management Act (PFMA) and Treasury Regulations. Project of project expenditure summary reports. Manages the risk identified and incorporate specific activities to overcome or reduce the risks. Provide supply chain client relations management. Coordination and consolidation of demand management plans and procurement plan inputs as per issued instructions. Manage the processing of purchase requisition file upon receipt to supply chain management in accordance with the relevant prescripts. Manage the activities on assets, stationery and facility management in line with the relevant prescripts. |
| <b><u>ENQUIRIES</u></b>    | : | Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to <a href="mailto:Post252@dlrrd.gov.za">Post252@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b><u>POST 35/96</u></b>   | : | <b><u>LAND REFORM SPECIALIST REF NO: 3/1/1/1/2026/245</u></b><br>Directorate: Strategic Institutional Partnerships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a LLB or Bachelor of Commerce in Law. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of contract management. Knowledge of public service management framework. Knowledge of policy development. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial management. Team management. Conflict management. Problem solving. People management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Conduct quality assurance of submissions for legal compliance. Review and assess submissions enroute to National Land Acquisition and Allocation Control Committee (NLAACC) and joint venture agreements, for legal and policy compliance. Conduct verification that supporting documentation is complete and legally sufficient. Verify alignment of agreements with applicable legislation, departmental policies, and Standard Operating Procedures (SOPs). Identify legal, financial, governance, and operational risks contained in agreements and recommend corrective actions. Prepare quality assurance reports with recommendations to correct deficiencies or achieve compliance for management approval. Monitor implementation of quality assurance recommendations. Provide technical advice on compliance and contract management matters. Manage, analyse, investigate, and report on enquiries relating to complaints. Receive, register, and acknowledge complaints and enquiries relating to Strategic Institutional Partnerships and land reform projects. Conduct preliminary assessments and determine the nature and severity of complaints. Gather and analyse relevant information, reports, agreements, and supporting documentation to identify root causes of disputes, complaints, and implementation challenges. Conduct investigations through stakeholder consultations, interviews, and site visits where necessary. Determining the legal, regulatory, and policy framework applicable to each matter. Draft investigation reports with findings, conclusions, and recommendations. Maintain accurate reports of complaints and case outcomes. Provide advisory support to provinces regarding complaint management processes. Manage informal dispute resolution processes. Receive and assess disputes. Facilitate engagement sessions between beneficiaries, strategic partners, communities, landowners, and government stakeholders. Identify and analyse causes of conflicts arising from partnership agreements and project implementation. Mediate and negotiate amicable resolutions to disputes before escalation to formal legal processes. Develop dispute resolution strategies and action plans. Ensure all parties are informed of their rights, roles, and obligations. Draft settlement agreements and record outcomes of mediation processes. Monitor compliance with agreed resolutions and remedial actions. Escalate unresolved matters through appropriate governance and legal channels. Prepare and maintain records and reports on disputes managed and resolved. Promote stakeholder relations and collaborative problem-solving approaches. Development of policy and operational documents. Research and analyse policy gaps, implementation challenges, and emerging trends affecting Strategic Institutional Partnerships. Draft, review, and update policies, frameworks, guidelines, SOPs, terms of reference, templates, and operational manuals. Conduct benchmarking exercises against best practices and legislative requirements. Facilitate stakeholder consultations during policy development processes. Incorporate legal, governance, financial, and operational considerations into policy documents. Prepare policy submissions, concept documents, discussion papers, and implementation plans. Develop monitoring and evaluation mechanisms for policy implementation. Coordinate policy approval processes and stakeholder engagements. Review existing policies and recommend amendments where necessary. Provide technical support and guidance on policy interpretation and implementation. Training and capacitating provinces through workshops. Identify training and capacity-building needs within provincial and district offices. Develop training materials, presentations, manuals, toolkits, and guidelines. Facilitate workshops on land acquisition SOP, land allocation SOP, policy implementation and joint venture agreements. |

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|                            |   | Conduct awareness sessions on legislative and policy developments. Provide technical support and mentoring to provincial officials. Monitor and evaluate the effectiveness of training interventions. Prepare workshop reports and recommendations for continuous improvement. Coordinate stakeholder participation and logistics for workshops. Build institutional capacity through knowledge sharing and best practice dissemination. Prepare and maintain reports on the outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Ledwaba Tel No: (012) 312 8256                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post245@dlrrd.gov.za">Post245@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian, White Male, and Coloured, Indian and White Female, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 35/97</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/251</u></b><br>Chief Directorate: Land Restitution Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Western Cape (Cape Town)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF Level 6) or related equivalent qualifications. Minimum of 3 years' experience in the relevant field. 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 level of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication (verbal and written). Ability to organise and supervise. Ability to liaison.                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Administer budget control and expenditure control. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhere to. Ensure that expenditure is aligned. Take precaution to unauthorised, wasted, fruitless or irregular expenditure. Provide administrative support services. Coordinate fraud and risk management functions. Vet claimant verification reports. Coordinate audit matters. Provide supply chain management support. Compile and execute demand management plan. Compile and execute demand procurement plan. Manage commitments (LOGIS) effectively. Safeguard asset. Ensure compliance with internal and external financial and supply chain policies. Comply with Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and Treasury Regulations. Vet compliance with business processes. Provide quality assurance with regards to content, compliance, completeness and accuracy of submissions on land claims. Quality assures submissions in terms of compliance. Coordinate arrangements for Quality Control Committee (QCC). Compile project analysis summary. |
| <b><u>ENQUIRIES</u></b>    | : | Ms F Williams at 082 574 9164                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post251@dlrrd.gov.za">Post251@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 35/98</u></b>   | : | <b><u>ASSISTANT LAW LECTURER REF NO: 3/1/1/1/2026/254 (X2 POSTS)</u></b><br>Directorate: Deeds Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R487 197 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / Deeds Registration Law (NQF Level 6) / Buris / B Proc / LLB or relevant equivalent qualification. Minimum of 3 years' experience as a Junior Examiner / Conveyancer. A valid driver's licence. Job related knowledge: Knowledge in the interpretation and application of the Deeds Registries Act. Knowledge in the interpretation and application of the Sectional Titles Act. Knowledge in the interpretation and application of other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                            |   | acts, ordinances, proclamations, directives, case law and common law pertaining to registration of deeds. Knowledge of deeds registration practice and procedures. Job related skills: Computer software skills. Good communication (verbal and written) skills. Good judgment and assertiveness skills. Analytical and problem-solving abilities. Organisational skills. Presentation skills. Confidentiality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Facilitate functional training. Provide inputs on revision and development of curricular for existing and new courses. Make inputs on study materials. Present training. Provide inputs on the compilation of evaluation and submit to supervisor. Compile a presenter's report on training provided. Provide inputs on legal matter. Provide comments on case law, legislation and circulars. Provide inputs at registrars conference and amendments to Deeds Registration Acts and Sectional Title Deeds Acts. Draft articles for publications. Provide advice on enquiries received from both internal and external clients. Provide support in monitoring and evaluating uniformity in practices and procedures. Provide inputs on Quality Management System and relevant training aspects. Conduct research on training / legislation / case law / practices and procedures. Analyse information provided. Research on the latest practices and procedure. Compile research report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Mr HS Tshinavhe Tel No: (012) 338 7324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 35/99</u></b>   | : | <b><u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/2026/247 (X2 POSTS)</u></b><br>Directorate: Cadastral Information Maintenance and Supply Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Free State (Bloemfontein)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in 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 a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Capture, maintain and update alphanumeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancellation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of 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 simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and |

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|                            |   | supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Semela Tel No: (051) 448 0955                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to <a href="mailto:Post247@dlrrd.gov.za">Post247@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 35/100</u></b>  | : | <b><u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/248</u></b><br>Directorate: Cadastral Information Maintenance and Supply Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Eastern Cape (East London)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in 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 a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of 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 simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to |

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|                            |   | determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms N Ngcaba Tel No: (043) 783 1400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post248@dlrrd.gov.za">Post248@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 35/101</u></b>  | : | <b><u>SENIOR SUPPLY CHAIN PRACTITIONER: LOGISTICS AND ASSET MANAGEMENT REF NO: 3/1/1/2026/255 (X2 POSTS)</u></b><br>Directorate: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management or relevant equivalent qualification. Minimum of 2 years working experience in Supply Chain Management environment. A valid driver's licence. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM and Asset management procurement policy. Job related skills: Computer literacy. Interpersonal skill. Communication (verbal and written) skills. Willingness to travel. Team work. Work under pressure and meet deadlines. Use a computer for prolonged periods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Generate purchase order. Capture and approve purchase order on Accpac system. Retrieve and verify outstanding purchase order report. Confirm goods and services rendered. Receipt and approval of purchase order for goods and services rendered. Track document number and print RCP. Submitted documents to Credits. Create goods received / receiving slips. Verify receipt of goods and services. Certify invoice for payment as per delegation of authority. Approval of RCP on the system. Coordinate travel arrangements. Receive travel forms and check completeness and compliance of the travel documents. Send document to travel agency to request a quotation. Capture travel request on workflow. Receive, verify compliance of travel bookings before PO is generated on the system. Approve PO on the system. Conducting asset verification, stock count and disposal. Receive, verify and check the availability of stock. Issue stock, update bin cards and system accordingly. Sign invoices and delivery notes upon delivery of stock. Verify spot checked to determine stock defects, surpluses and to identify redundant consumables, draft memorandums for disposals. Monitor stock levels and advice on replenishment of stock. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Scrutinise and reconcile asset verification reports against the asset register. Update asset verification finding in the asset register. Check if asset verification findings are signed off and filed. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all transfer assets within the deeds offices and other beneficiaries. Reconcile the asset register against general ledger. Record all assets of the department in the asset register. Update and monitor the utilisation of the assets by the relevant fields. Check that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Check asset clearing account. Monitor all asset related accounts on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be reassessed. |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Tshivhase Tel No: (012) 338 7123                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 35/102</u></b>  | : | <b><u>SENIOR HUMAN RESOURCE PRACTITIONER PERFORMANCE REF NO: 3/1/1/2026/256</u></b><br>Directorate: Human Resource and Records Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R413 001 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration or related equivalent qualification measuring in Human Resource Management / Development. Minimum of 2 years' experience in performance management environment. A valid driver's licence. Job related knowledge: Public Service Act (as amended). Public Service Regulations (as amended). National Minimum Information Requirements. DPSA Incentive Policy Framework. Relevant Human Resource Management Policies and Procedures. Performance Management and Development System (PMDS). Public Finance Management Act (PFMA). Treasury Regulations. PERSAL. Job Related Skills: Interpersonal skills. Communication (verbal and written) skills. Organisational skills. Technical skills. Presentation skills. Facilitation skills. Problem solving skills. Financial management. Time management. Computer literacy (MS Word, Excel, PowerPoint).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Identify new trends/updates in performance management. Research the new trends in performance management. Benchmark with other institutions pertaining performance management matters. Share new updates / changes on performance management. Implement the policy framework for performance management and participate in the reviewing thereof. Participate in the reviewing of performance management framework. Implementations of performance management prescripts / circulars and framework / regulations pertaining to performance agreements, assessments, moderations and outcomes of performance assessment. Participate in policy reviews discussions. Provide performance management, grade progressions, probations expertise and advice to Human Resource Practitioners both in National and Provincial Offices. Provide advice to staff members and practitioners on performance management, grade progressions and probations matters. Monitor the implementation of performance incentives. Ensure components adhere to allocated performance bonuses budget. Ensure eligible employees' incentives are implemented. Ensure outcomes of performance assessment are issued. Provide assistance in identifying and dealing with under-performing employees and probations in the Department. Identify and monitor implementation of under performers' performance improvement plans. Provide advice and guidance to employees regarding probations. Train employees on performance management system, probations and identify gaps in the implementation of the policies. Identify the training needs on performance management and probations. Conduct workshops regarding performance management and probations to employees. |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Tshivhase Tel No: (012) 338 7123                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b><u>POST 35/103</u></b>  | : | <b><u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: 3/1/1/1/2026/249</u></b><br>Directorate: Financial And Supply Chain Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Western Cape (Cape Town)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years or relevant experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate a computer, and collect statistics. Basic knowledge and understanding of the 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 (supply chain management systems). Good communication (verbal and written). Interpersonal relations. Language and flexibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the systems. Request and receive quotations. Capture specifications on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. |
| <b><u>ENQUIRIES</u></b>    | : | Mr BC Zuma Tel No: (021) 409 0300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post249@dlrrd.gov.za">Post249@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 35/104</u></b>  | : | <b><u>STATE ACCOUNTANT REF NO: 3/1/1/1/2026/250</u></b><br>Directorate: Financial And Supply Chain Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R338 106 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Western Cape (Cape Town)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Financial Management / Commerce / Economics / BCom Accounting or related equivalent qualifications. Minimum of 1 year relevant experience in management accounting environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial Regulations of the Public Finance Act. PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing and problem solving.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Process BAS, PERSAL and LOGIS transactions. Check, verify payment and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture, or approve journals. Reconcile travel agency account. Ascertain invoices received. Reconcile/analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and Port Folio of Evidence (POEs) on financial reports (accruals and payables reports). Provide input on invoices paid within 30 days. Compile Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                            |   | replenishment and balance cash on hand. Facilitate petty cash count and report. Perform daily deposit confirmations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr BC Zuma Tel No: (021) 409 0300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post250@dlrrd.gov.za">Post250@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 35/105</u></b>  | : | <b><u>SENIOR TELECOM OPERATOR REF NO: 3/1/1/2026/246 (X2 POSTS)</u></b><br>Directorate: Facilities Management Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R280 278 per annum (Level 06)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within a switchboard environment Job related knowledge: Knowledge of Microsoft packages. Job related skills: Telephone etiquette. Computer literacy. Customer care. Good communication (verbal and written). Interpersonal relations. Ability to operate a switchboard. Ability to communicate well with people at different levels and from different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that consumers are referred promptly and correctly. Ensure that customers are always attended to. Supply basic information to customers regarding the department's services when required. Manage switchboard service. Operate switchboard by always answering incoming and outgoing calls. Keep database of other important contact numbers on an on-going basis. Report faults on the telephone system and report to the supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone costs on an ongoing basis. Ensure that switchboard and all telephone lines are always in working condition. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes. |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Chuene Tel No: (012) 312 8644                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="mailto:Post246@dlrrd.gov.za">Post246@dlrrd.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>NOTE</u></b>         | : | EE Targets: African, Coloured and Indian Males, and Coloured and Indian Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 35/106</u></b>  | : | <b><u>SECRETARY REF NO: 3/1/1/2026/257</u></b><br>Directorate: Human Resource and Records Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. No experience required. Job related knowledge: Computer literacy (MS Word, MS Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational skills. Good people skills. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : | Provide a secretarial / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Types documents for the senior manager and other staff within the unit on a word processes. Operate office equipment e.g. printers and photocopiers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                          |   | Provide a clerical support service to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for the senior manager and other staff in the unit. Identifies venues, invites 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 the 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. Collect 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. Remain abreast with the procedures and processes that apply in the office of the senior manager. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr HS Tshinavhe Tel No: (012) 338 7324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>                       | : | EE Targets: African, Coloured, Indian and White Males, and Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 35/107</u></b>                | : | <b><u>FINANCE CLERK REF NO: 3/1/1/2026/258 (X4 POSTS)</u></b><br>Directorate: Financial Management and Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R237 453 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                          | : | Gauteng (Pretoria)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                          | : | Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service 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 organise skills. Computer literacy skills. Communication (verbal and written) skills. Interpersonal relations. Basic numeracy skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                     | : | Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr HS Tshinavhe Tel No: (012) 338 7324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083. Candidates are also encouraged to apply by using this link <a href="http://deedsportal.deeds.gov.za">http://deedsportal.deeds.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>                       | : | EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |