

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 23 October 2026 at 16:00

: To apply, submit a completed Z83 form, (a nomination letter if required) 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) 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. The Minister of Land Reform and Rural Development, in terms of section 4(3) and 4(4) of the Restitution of Land Rights Act No. 22 of 1994, hereby invites nominations from the general public for the appointment of a Chief Land Claims Commissioner for the Commission on Restitution of Land Rights. The person so nominated should meet the requirements for the position. Nominations must include a signed nomination letter and be accompanied by an updated CV and form Z83 completed by the nominated candidate. The appointment will be made in compliance with the Restitution of Land Rights Act 22 of 1994 read with the Public Service Regulations, 2016

MANAGEMENT ECHELON

<u>POST 36/46</u>	:	<u>CHIEF LAND CLAIMS COMMISSIONER REF NO: 3/1/1/2026/274</u> Branch: Restitution
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of the package) and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). (5 years employment contract)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and Honours Degree / Advanced Diploma in Social Sciences / Economics / Natural Sciences / Law or Development Studies (NQF Level 8) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 8 years of experience at senior managerial level in Land Reform / Restitution Environment. Demonstrated leadership in a large complex organisation. A valid driver's licence. Job related knowledge: Understanding of key priorities of government, as well as the Comprehensive Rural Development Programme (CRDP), Infrastructure planning and implementation, Public Service Act, Public Financial Management Act, Preferential Procurement Policy Framework Act, Project management, Programme management, Strategic capacity and planning, Budgeting, Expenditure reporting, Monitoring and evaluation, Human resource management, Supply chain management, Knowledge of the Constitution and Land Reform legislation. Job related skills: Communication (Both verbal and written), Strategic planning and leadership, Presentation and facilitation, Report writing, People management, Financial management, Business management / Public management, Monitoring and evaluation, Negotiation and conflict resolution, Customer focus and Computer literacy.
<u>DUTIES</u>	:	Provides strategic leadership and guidance for the provision of Restitution services in the following areas: Provide strategic leadership and direction as well as implement the functions of the Commission are described in the Restitution of Land Rights Act No. 22 of 1994. Provide access to rights in land, including land ownership and sustainable development. Serve as the Head of the Commission on Restitution of Land Rights and the Branch Restitution. Advise the Executive Authority on policy development and implementation. Interface with broader processes around land reform at the national level. Interface with the Director-General: Land Reform and Rural Development in his/her capacity as the accounting officer of the Commission. Ensure that Restitution projects are of high quality and conform to policy objectives of poverty eradication and sustainable development. Ensure effective governance, accountability and compliance with relevant legislation. Drive organisational performance, transformation and service delivery. Coordinate strategic planning and compilation of APP. Provide financial management services to the Commission. Provide legal support to Commission in terms of restitution issues. Provide risk and compliance services to the Commission. Manage Commission finances, human resource and assets. Coordinate service delivery. Provides strategic management and direction to the Branch: Develops Restitution strategic plan in agreement with the Director-General: Department of land Reform and Rural Development. Develops and reports on annual Restitution operational and work plans linked to the Restitution Act. Prepares financial reports/statements on a monthly, quarterly and annual basis. Estimates progress review and budget adjustments on an annual basis. Prepares technical procedures and standards according to policy. Sets realistic goals and objectives for the Commission and the Branch to be attained. Coordinates the development and maintenance of Branch system and controls. Ensures protection of the Branch from risk and fraud at all times. Develops a well-defined communication strategy for the Branch. Provides strategic direction towards an effective and efficient commission: Oversee implementation towards establishing schedule 3 (A) Entity. Approves business Case and legislation. Redesign the settlement models in sector categories. Foster stakeholder relations and partnerships across government, business and civil society. Lead and Manage the Business unit in accordance with good Governance: Ensure participation at Quality Control Committees (QCC) and signing approval of claims. Manage Restitution Legal Matters including Litigation and Compliance matters. Manage IT Systems. Manage expenditure risk. Ensure that revised institutional form is implemented. Develop a detailed

		business process linked to the standard operating procedures and time frames to ensure effective information and records management. Ensure that the Statutory commission meetings are held in compliance with the Restitution. Decide on request for access to information in terms of PAIA: Undertake functions as the information officer of the Commission. Manage the identification and locate records. Ensure that the third parties are notified where required. Take decisions on whether to grant/deny access. Manage the calculated charges applicable to fees. Provide access to records if the decision is to grant access.
<u>ENQUIRIES</u>	:	Dr AF van Staden Tel No: (012) 312 9626
<u>APPLICATIONS</u>	:	Nominations or applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post274@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities.
<u>POST 36/47</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 3/2/1/2026/275</u> This is a re-advertisement, applicants who applied previously are encouraged to re-apply Branch: Financial Management Services
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and minimum qualification at NQF Level 8 in Financial Management including Accounting / Business Administration / Commerce / Supply Chain Management / Public Finance as recognised by South African Qualification Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 8 years' experience in a senior managerial position. Must demonstrate high level of competency in financial administration, financial accounting and supply chain management. A valid driver's licence. Job related knowledge: Knowledge and experience in Generally Recognise Accounting Principles (GRAP) and modified cash standards. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Department. Knowledge of financial management in relation to the regulatory framework for the Public Service e.g Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act and Public Service Regulations. Understand the Constitutional mandate and key priorities of the Department. Cash flow forecasting. Job related skills: Communication skills (both verbal and written) and Negotiation, Monitoring and evaluation, Coordination and facilitation, Financial analysis, Risk management, Problem solving with Financial and supply chain legal framework, Project management, Change management, Excellent people management. Personal Attributes: Departmental empowerment on Financial and Supply Chain requirements, Integrity, Ethical and empathetic leadership, Good interpersonal relations, ability to work under pressure and meet deadlines, Ability to work in a team and independently, Strong character, Problem solving and analysis, decisive decision making, client orientation and customer focus, Proactive Communication with all stakeholders, Good financial judgement.
<u>DUTIES</u>	:	Manage and render supply chain management services. Manage demand management plan and acquisition services. Manage logistics, assets and contract management. Ensure that internal procedures and control measures are in place. Provide advice and contribute towards the financial aspects of the strategic planning process of the Department. Compile delegations of authority in respect of financial and procurement matters. Provide inputs into the formulation of the medium-term objectives, policies, and strategies in support of the strategic and operational plans of the Department. Monitor and oversee the collection of revenue by the Department. Manage governance and assurance management services. Provide timely and accurate financial and operational information necessary for strategic decision making to all Branches and exercise oversight into programme performance. Compilation of accurate annual financial statement and timeous submission in accordance with

		applicable standards and legislative requirements. Good audit outcomes. Responsiveness towards queries from Auditor-General of South Africa (AGSA), Parliament and Audit Committees. Ensure effective management and implementation of good corporate governance in the Department. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Provide financial and administrative support. Render office service support. Provide supply chain support. Facilitate, coordinate and administer projects.
<u>ENQUIRIES</u>	:	Dr AF van Staden Tel No: (012) 312 9626
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post275@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities.
<u>POST 36/48</u>	:	<u>DIRECTOR: COMMUNAL PROPERTY INSTITUTIONS REF NO: 3/1/1/2026/276</u> This is a re-advertisement, applicants who applied previously are encouraged to re-apply. Chief Directorate: Land Tenure Reform
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Humanities / Social Science / Legal Qualification (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' relevant experience at a middle / senior managerial level in the management of various legal entities environment. A valid driver's licence. Job related knowledge: Policy development, Communal Property Association (CPA) Act, Stakeholder management, Conflict resolution and Land Reform legislation. Job related skills: Planning and organising, Policy analysis and interpretation, Report writing, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Interpersonal relations, Negotiations, Project management, Presentation and Communication (verbal and written). Willingness to travel.
<u>DUTIES</u>	:	Register Communal Property Institutions (CPI) (Entities). Review/manage the screening of the submissions for compliance. Approve compliant applications. Issue the registration certificate. Ensure the update of the Communal Property Association (CPA) register. Develop CPI policy, procedures, systems and guidelines. Engage with different stakeholders (CPAs, other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy, legislation and implementation gaps. Collate, analyse and consolidate information into a policy, legislation and implementation proposals. Prepare a draft submission to the policy unit. Design internal systems, procedures and guidelines. Ensure the dissemination of new policy, procedures and legislation to stakeholders (internal and external). Provide implementation support to the Provincial Offices. Ensure that the CPA members and implementers are trained both at District and Provincial levels. Ensure that all the Director-General, Ministerial and Presidential Hotline enquiries are attended to. Develop/review the CPA Strategy. Ensure the vetting of Land Rights Management Facility (LRMF) submissions. Ensure the production of CPA annual report. Ensure collection and collation of information from provinces on the functionality of CPA's. Submit CPA reports to the Director-General, Registrar, Deputy Minister and Minister. Establish and maintain CPA register. Ensure the registration of all CPAs in both electronic Land Administration Web (LAW) and hard copy register. Ensure update of the CPA files.
<u>ENQUIRIES</u>	:	Mr B Zulu Tel No: (012) 312 8153
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post276@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

OTHER POSTS

<u>POST 36/49</u>	:	<u>DEPUTY REGISTRAR OF DEEDS (X6 POSTS)</u> Directorate: Examination, Execution and Deeds Training
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<u>CENTRE</u>	:	Eastern Cape Deeds Registry: Mthatha Ref No: 3/1/1/1/2026/259 North-West Deeds Registry: Mahikeng Ref No: 3/1/1/1/2026/260 Western Cape Deeds Registry: Cape Town Ref No: 3/1/1/1/2026/261 South Gauteng Deeds Registry: Johannesburg Ref No: 3/1/1/1/2026/262 Limpopo Deeds Registry: Polokwane Ref No: 3/1/1/1/2026/263 North-West Deeds Registry: Vryburg Ref No: 3/1/1/1/2026/264
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum relevant experience of 5 years at the Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Knowledge of Registration of deeds, Interpretation of Statute, Examination of Deeds, Research and information analysis, Human Resources Prescripts, Project Management Principles and Tools, Court procedures, Supply Chain Management Prescript and Financial Management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good judgement and assertive skills. Time management. Management of resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.
<u>DUTIES</u>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
<u>ENQUIRIES</u>	:	Ms TP Masilela Tel No: (012) 338 7395 or Ms MSM Magoele Tel No: (012) 338 7184
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, as well as Persons with Disabilities.

<u>POST 36/50</u>	:	<u>DEPUTY REGISTRAR OF DEEDS REF NO: 3/1/1/2026/265</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Deeds Registry: Cape Town Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration (NQF Level 7) or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Knowledge of: Registration of deeds, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human Resources Prescripts, Project Management Principles and tools, Court procedures, Supply Chain Management Prescript and Financial Management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good judgement and assertive skills. Time management. Management of resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.
<u>DUTIES</u>	:	Oversee the registration section. Oversee the workload, workflow processes and standards and implement corrective measures. Provide guidance on noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries, manage presidential / departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report. Approve the Service Delivery Improvement plan. Oversee the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.
<u>ENQUIRIES</u>	:	Ms TP Masilela Tel No: (012) 338 7395 or Ms MSM Magoele Tel No: (012) 338 7184
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE TARGETS: Coloured and White Males, and African, Coloured, Indian and White Females, as well as Persons with Disabilities.
<u>POST 36/51</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/2026/277</u> Directorate: Administration Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree or National Diploma (NQF Level 6) in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of three (3) years' experience at a junior /

middle management level in financial management. A valid driver's licence. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations, and related financial legislation. Government budgeting processes and Medium-Term Expenditure Framework (MTEF). Financial management principles, practices, and procedures. Management accounting and financial reporting standards. Supply Chain Management (SCM) policies, procedures, and regulations. Asset and inventory management principles. Risk management and internal control frameworks. Audit processes and governance requirements. Project financial management and expenditure control. Revenue and cash flow management. Strategic planning and performance management. Public Service legislative and regulatory framework. Corporate governance principles and best practices. Financial systems and management information systems. Labour relations and human resource management principles. Job related skills: Strategic planning. Leadership ability. Financial management. Analytical thinking. Innovation and creativity. Planning and Organising. Problem-solving. Interpersonal relations. Human resources management. Negotiation and decision-making. Report writing. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Project management. Facilitation and presentation. Training and development. Technical and administrative ability (Basic Accounting System (BAS) and Logistical Information System (LOGIS). Willingness to travel.

DUTIES

: Provide effective financial management support. Coordinate the preparation and implementation of the annual budget and operational plans. Monitor budget performance and expenditure trends against approved allocations. Ensure effective allocation and utilisation of financial resources. Provide financial advice and support to management to facilitate informed decision-making. Monitor compliance with financial policies, procedures, and applicable legislation. Provide effective financial planning, monitoring and reporting. Monitor budget implementation progress and identify all variances against approved budget. Analyse financial performance and recommend corrective actions where necessary. Prepare and manage monthly, quarterly, and annual financial management reports. Ensure the accuracy, completeness, and timeliness of financial reports. Analyse financial performance and provide recommendations for improvement. Coordinate the preparation of annual financial statements and audit processes. Monitor the implementation of audit recommendations and action plans. Coordinate year-end financial statement preparation and audit processes. Provide effective financial management and administration. Implement and maintain appropriate financial management systems and controls. Provide support for the preparation of information on the status of financial resources as required. Monitor project expenditure against approved budgets and funding allocations. Support project managers in financial planning, forecasting, and expenditure monitoring. Ensure compliance with project funding requirements and reporting obligations. Render supply chain and other physical resources management services. Provide financial oversight and support for procurement processes. Manage the procurement of goods and services for the Directorate and Branch in accordance with applicable legislation and policies. Ensure effective use of physical resources and equipment. Monitor compliance with supply chain management policies and procedures. Monitor asset management practices and ensure proper recording, safeguarding, and accounting of assets. Ensure effective utilisation and control of physical resources and equipment. Support inventory management and asset verification processes. Render payments and expenditure management services. Oversee the processing, verification, and authorisation of payments in accordance with delegated authority and financial policies. Ensure suppliers are paid within prescribed timeframes. Review payment reconciliations and resolve outstanding payment-related issues. Monitor expenditure trends and implement measures to prevent unauthorised, irregular, fruitless, and wasteful expenditure. Ensure all payments are supported by complete and accurate documentation. Monitor and report on expenditure commitments and accruals. Ensure compliance with payment processes and financial control measures.

ENQUIRIES APPLICATIONS

: Ms M Kekana Tel No: (012) 312 8344
: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 Or by email to Post277@Dlrrd.Gov.Za

<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 36/52</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: 3/1/1/1/2026/267</u> Directorate: Corporate Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Sciences / Information Technology or related equivalent qualifications (NQF Level 6). Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience in network support. Experience in IT technical support. Appropriate network management experience. A valid driver's licence. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Project management principles and tools. Job related skills: Planning and Organising. Communication (verbal and written). Advanced computer literacy. Project management. Interpersonal relations. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Provide IT user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secure environment by installation and uploading antivirus software. Ensure that users log on to the workstation using passwords. Install and update Anti-virus software to all workstations. Identify IT requirements. Advise clients on IT equipment procurement. Inspect all the switches and network points. Ensure that all ICT related work is done according to agreed standard and quality. Verify the warranty of ICT equipment before allocation. Maintain IT applications. Ensure that all applications are up and running daily. Uninstall unwanted applications on the workstation. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipment. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain networks and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation, and maintenance of LAN infrastructure.
<u>ENQUIRIES</u>	:	Mr KE Senosha Tel No: (015) 495 1904
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post267@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 36/53</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/271 (X2 POSTS)</u> Directorate: Information Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 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.

**ENQUIRIES
APPLICATIONS**

: Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
: 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 Post271@dlrrd.gov.za

NOTE

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

POST 36/54

: **PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/272**
Directorate: Examination Services

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Western Cape (Cape Town)
: 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.

DUTIES

: 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 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 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.

ENQUIRIES : Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
APPLICATIONS : 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 Post272@dlrrd.gov.za
NOTE : EE Targets: Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.

POST 36/55 : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/1/1/1/2026/273**
 Directorate: Imagery And Topographic Data

SALARY : R413 001 per annum (Level 08)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in geomatics, geospatial information science. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge including feature identification and data representation. Knowledge of Geographical Information Systems software. Performance management and monitoring. Theory, principles and practices of standards. Job related skills: Problem solving and analysis. Decision making. Team leadership and creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management and negotiation.

DUTIES : Capture different geospatial data into the Integrated Topographic System. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographical features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archives tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipment's and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flight lines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. Store all aerial imagery ground position system data files in the database according to

the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalisation principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and quality assure geo-spatial information and services to clients. Provide and ensure the correctness of geo-spatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to ensure quality. Assist with the revision of datasets of products and services for established vendors with district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on use of products and services, including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geo-spatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

ENQUIRIES : Mr G Chandler Tel No: (021) 658 4315
APPLICATIONS : 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 Post273@dlrrd.gov.za

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

POST 36/56 : **PERSONAL ASSISTANT REF NO: 3/1/1/2026/266**
Branch: Land Redistribution and Tenure Reform

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational ability. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication (verbal and written). Language and ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.

DUTIES : Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. printers and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles

reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<u>ENQUIRIES</u>	:	Ms N Mabuza Tel No: (012) 312 8135
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post266@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 36/57</u>	:	<u>SENIOR CADASTRAL OFFICER REF NO: 3/1/1/1/2026/270</u> Directorate: Information Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 3 years geomatics post qualification experience in a Geomatics / Cadastral survey environment. A valid driver's licence. 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: Analysing and report writing. Interpersonal relations. Communication (verbal and written). Computer literacy. Presentation and /attributes: Confidentiality, fairness, respect and honesty.
<u>DUTIES</u>	:	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 and 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 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 principle 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 (amend, 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.

**ENQUIRIES
APPLICATIONS**

: Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
: 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 Post270@dlrrd.gov.za

NOTE

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

POST 36/58

: **REGISTRY CLERK REF NO: 3/1/1/2026/268**
Directorate: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Western Cape (Cape Town)
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES

: Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving an/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES
APPLICATIONS**

: Mr T Mtintsilana at 071 302 1220
: 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 Post268@dlrrd.gov.za

NOTE

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

<u>POST 36/59</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2026/269</u> Directorate: Corporate Services
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification or related equivalent qualification and a valid driver's licence. Job related knowledge: Knowledge of the city in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal relations and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<u>ENQUIRIES</u>	:	Mr T Mtintsilana at 071 302 1220
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post269@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.