ANNEXURE L

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 16 November 2026 at 16:00

NOTE : 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

ERRATUM: The position of Receptionist with Ref No: 3/1/1/1/2026/293 for the Directorate: Financial and Supply Chain Management Services: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 38 dated 23 October 2026 has reference. Applicants are advised that the salary for Receptionist is R201 093 per annum (Level 04). The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 39/108 : **DIRECTOR: PERFORMANCE AND FINANCIAL AUDIT REF NO: 3/1/1/1/2026/323**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
Chief Directorate: Internal Audit

SALARY : 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)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma with Auditing as a subject (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in Financial Audit and Performance Audit. Membership of the Institute of Internal Auditors is recommended. A valid driver's licence. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based Performance Audit and Financial Audit methodologies and procedures. Job related skills: Communication (verbal and written). Interviewing. Analytical and problem-solving ability. Staff and interpersonal relations. Project management. Computer literacy. Business process analysis. Risk and control assessment. Analytical thinking. Work under pressure and meet deadlines.

DUTIES : Compile the Performance and Financial Audit Directorate's strategic and operational plan in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Compile the Performance and Financial Audit Directorate's operational plan by April each year. Manage the compilation of the Performance and Financial Audit Directorate's operational and process risk registers by April each year. Compile the Performance and Financial Audit Directorate's portion of the strategic 3-year rolling and annual internal audit plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the implementation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis. Manage the achievement of the Performance and Financial Audit Directorate's operational plan objectives on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's risk register action plans on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the achievement of the Performance and Financial Audit Directorate's portion of the internal audit strategic 3-year rolling and annual internal audit plans' deliverables on a continuous basis and report progress to the Chief Audit Executive monthly. Manage the implementation of the Performance and Financial Audit Internal Audit Reports' Action Plans by line management on a quarterly basis. Manage the requests for progress reports from line management on the implementation of all relevant action plans on all Performance and Financial Audit Directorate's internal audit reports on a quarterly basis. Analyse the line managements' status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports and clarify the statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans of the Performance and Financial Audit Directorate's internal audit reports presentations to the Audit Committee and Director-General on a quarterly basis. Manage the Performance and Financial Audit Directorate's generally conformance to the International Institute of Internal Auditors' Standards on a continuous basis. Perform quality assurance reviews on the planning, execution, reporting and closure phases' deliverables of all Performance and Financial Audit Directorate's audit projects in conformance to the Internal Audit Methodology and the International Institute of Internal Auditor's Standards on a continuous basis. Participate in the Annual Internal Quality Assessment Review and the five yearly external quality assessment

review and implement the actions plans of the reports by the set target dates. Manage the reliance of the Auditor-General of South Africa on the work performed and reports issued by the Performance and Financial Audit Directorate monthly and report progress to the Audit Committee and the Director-General on an annual basis. Manage the Performance and Financial Audit Directorate's resources. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Ms K De la Rouviere Tel No: (012) 312 9837

APPLICATIONS : 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 Post323@dlrrd.gov.za

NOTE : EE Targets: The Department is an equal opportunity and affirmative action employer. All suitably qualified candidates, including persons with disabilities are encouraged to apply.

OTHER POSTS

POST 39/109 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/329**
Directorate: Geospatial Information and Professional Support

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and

secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms N Madlala at 072 459 9910

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 Post329@dlrrd.gov.za

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

POST 39/110 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: 3/1/1/1/2026/324**
Directorate: Logistics and Asset Management

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at a supervisory level in acquisition management environment. A valid driver's licence Job related knowledge: Knowledge of the following: Public Finance Management Act (PFMA). Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM Procedures and policy. Job related skills: Leadership and Management ability. Computer literacy. Project Management. Communication (verbal and written) and presentation. Ability to work within a team.

DUTIES : Manage and implementation of standard operating procedures in Quotation Unit. Develop and implement sourcing strategies. Ensure adherence to Supply Chain Management delegation and policy. Provide training for personnel of the division when required. Monitor internal control measures to ensure compliance with policies and procedures of the Department. Manage quotation unit administration. Contribute data collection and analysis of category of suppliers. Identify industry fragmentation and key supplier. Identify appropriate financial indices for classification of suppliers and goods. Co-ordinate the bids and quotations management process with the National Treasury report on discrepancies. Conduct a contract administration process for the sourcing of Bids and Demand Management. Conduct RFX / Auction and develop request for proposal improved sourcing. Develop, implement, and monitor performance measures signifying value and prompt supplier response. Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders. Develop financial basis for negotiation with stakeholders Research and Market Analysis. Research and analyses market and industry data for identification of business gaps and opportunities for expansion. Identify industry trends through benchmarking and research of the best practices with other Departments and the broader business. Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader national business plans. Conduct expenditure analyses and benchmarks on current and future prices indexes. Define current and potential supply basis and identify future entrants in the marketplace Bids and Demand Management. Provide management information, statistics and reporting on quotations. Compile credible bid evaluation reports and present them to the National Bid Adjudication Committee. Update quotation register regularly.

ENQUIRIES : Mr P Makhado Tel No: (012) 312 9677

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post324@dlrrd.gov.za

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

POST 39/111 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/330**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory management in human resource management. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration. A valid driver's licence. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving ability.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain a database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due to retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate or conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audits. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDP's). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS statistics is updated and submitted weekly. Arrange moderating committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening

results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advice on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 409 0569

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 Post330@dlrrd.gov.za

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

POST 39/112 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/326**
Directorate: National Rural Youth Service Corps (NARYSEC)

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in one of the following: Public Administration / Public Management / Business Administration / Business Management / Office Management and Technology / Management Assistant or relevant equivalent qualification. Minimum of 3 years' relevant administrative experience in programme administration, project administration or public sector administration. A valid driver's licence. Job related knowledge: National Rural Youth Service Corps (NARYSEC) policies. Public Service Act. Public Service Regulations. Public Finance Management Act (PFMA). Treasury Regulations. PERSAL administration. Records Management and National Archives legislation. Protection of Personal Information Act (POPIA). Government administrative procedures. Microsoft Office applications. Job related skills: Administrative management. Records and information management. Report writing. Minute taking. Computer literacy (Microsoft Office) Planning and organising. Communication (written and verbal). Interpersonal relations. Problem solving Analytical thinking Coordination and facilitation. Time management. Customer service. Document management.

DUTIES : Coordinate administrative support for NARYSEC recruitment and participant administration. Coordinate administrative and logistical support for recruitment, screening, shortlisting. interviews, participant verification and induction processes in accordance with approved NARYSEC Standard Operating Procedures. Prepare recruitment documentation, interview packs. attendance registers and related administrative records. Verify participant application documents and maintain recruitment databases and participant records. Prepare participant appointment, registration and contractual documentation. Administer participant movements, including appointments, transfers. resignations, terminations, stipend deductions and related Human Resource documentation. Respond to participant administrative enquiries and provide programme support services. Accompany participants during approved programme activities where required. Provide administrative support for Provincial Programme Implementation. Prepare official correspondence, submissions, memorandum. reports and other programme documentation. Coordinate meetings, prepare agendas. compile minutes and maintain records of decisions. Maintain participant files. attendance records and programme documentation throughout the programme lifecycle. Coordinate and quality assure. participant payroll and PERSAL certification documentation prior to submission. Maintain records relating to community service, skills development and participant progression. Coordinate stakeholder communication and maintain administrative records relating to programme implementation. Perform general administrative support functions to facilitate effective programme delivery. Provide administrative support for financial planning, budgeting and reporting, including the compilation and monitoring of the Directorate Management Plan (DMP), Procurement Plan and financial reports. Coordinate the procurement of goods and services in accordance with the approved DMP, Procurement Plan and departmental procurement procedures.

Maintain the invoice register, track payments with Finance and follow up on outstanding invoices. Coordinate Information Management and Programme Reporting. Compile participant statistics and monthly, quarterly and annual programme performance reports. Compile information required for the Annual Performance Plan (APP), Integrated Operational Plan (IOP) and other management reporting requirements. Maintain programme information systems and databases, including extracting and analysing NIMS reports. Maintain Portfolio of Evidence and supporting documentation for programme implementation. Maintain participant filing systems and records in accordance with departmental records management policies. Monitor the completeness, accuracy and integrity of programme information and supporting documents. Prepare management information and statistical reports for Provincial and National Office. Coordinate Travel, Logistics and Programme Support Services. Coordinate travel, transport and accommodation arrangements for programme activities and maintain related administrative records. Prepare travel, accommodation and conference submissions with supporting documentation. Liaise with Supply Chain Management and service providers regarding logistical arrangements for programme activities. Coordinate logistical arrangements for recruitment, interviews, medical screening, training, community service, graduation ceremonies and stakeholder meetings. Maintain travel, accommodation and logistics registers. Provide logistical support during official NARYSEC events and activities.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 467 7888

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post326@dlrrd.gov.za

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

POST 39/113 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/331**
Directorate: ZF Mgcawu / Pixley Ka Seme District Office

SALARY : R413 001 per annum (Level 08)

CENTRE : Northern Cape

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualification. A valid driver's licence. Minimum of 2 years' relevant experience. Job related knowledge: Land Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination and presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation

within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

ENQUIRIES : Mr D Leberegane Tel No: (053) 830 4060

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post331@dlrrd.gov.za

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

POST 39/114 : **SENIOR CADASTRAL OFFICER REF NO: 3/1/1/1/2026/328**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R338 106 per annum (Level 07)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : 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.

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 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 : Mr NR Jacquire Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post328@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African Females, and Persons with Disabilities.

POST 39/115 : **SECRETARY REF NO: 3/1/1/1/2026/325**
Directorate: Fraud Prevention and Ethics Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES : Ms N Mfuphi Tel No: (012) 312 9783
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post325@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 39/116 : **AUXILIARY SERVICE OFFICER REF NO: 3/1/1/1/2026/327**
Directorate: Information Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising. Above average attention to detail.
DUTIES : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for the registration copies. Administer cadastral documents. Make ‘dummy trips’ and ‘mark out’ boards for all document vaults. Ensure that worn-out hanging strips are replaced, and damaged documents

		are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state of documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
ENQUIRIES	:	Mr KC Segole Tel No: (012) 337 3658
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post327@dlrrd.gov.za
NOTE	:	EE Targets: African, Indian and White Males and African and Indian Females and Persons with Disabilities.
POST 39/117	:	**ADMINISTRATION CLERK (LABOUR TENANTS) REF NO: 3/1/1/1/2026/332** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R237 453 per annum (Level 05), (Plus 37% in lieu of benefits)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Ability to work within a team.
DUTIES	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES	:	Mr MO Fakude Tel No: (013) 754 8074
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post332@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.