ANNEXURE H

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 20 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.

MANAGEMENMT ECHELON

POST 40/57 : **SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/333**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : Surveyor-General: Mpumalanga (Mbombela)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying (NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. Job-related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).

DUTIES : Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent, closure of public places, maintenance of schedules. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344

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 Post333@dlrrd.gov.za

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

POST 40/58 : **SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/334**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Surveyor-General: Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying (NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. Job-related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).

DUTIES : Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from

time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent, closure of public places, maintenance of schedules. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344

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 Post334@dlrrd.gov.za

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

OTHER POSTS

POST 40/59 : **ICT TECHNICAL MANAGER REF NO: 3/1/1/1/2026/342**
Chief Directorate: Deeds ICT

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Computer Science, Information Systems, Information Technology, Software Engineering or a relevant equivalent qualification. A recognised ICT operations and technical service management professional certification such as ITIL®, COBIT®, PMP®, PRINCE2®, Microsoft Azure, AWS, Oracle, Cisco, VMware, Red Hat, CISSP®, CCSP®, ISO 27001, ISO 22301, or equivalent. At least three (3) years junior management in, multi-site or high-availability IT operations environment. Job-related knowledge: Infrastructure or platform support. Service management. Incident and problem management. Change and release control. Supporting government, regulated, land-registry, financial, records-management or other mission-critical services. ICT operations and service management principles, including incident, request, problem, change, release, configuration, availability, capacity, continuity, service-level and knowledge management. ICT governance, internal control, risk management, audit evidence and records management. Enterprise infrastructure concepts covering networks, servers, virtualisation, storage, databases, middleware, cloud / hybrid services, monitoring and automation. Systems development and operational acceptance across the system lifecycle, including testing, deployment, rollback and early-life support. Cybersecurity operations, identity and access control, vulnerability and patch management, logging, backup, recovery and incident escalation. Supplier, contract, licence, asset and financial management within the public-sector control environment. Applicable public-service legislation, policies and governance requirements, including the PFMA, public procurement prescripts, information protection, records management, and occupational health and safety requirements. The Deeds Registration business environment, eDRS, core Deeds systems and national registry service dependencies, or the ability to acquire this knowledge rapidly. Job-related skills: Business continuity/disaster recovery. Operational risk and management reporting. Operational leadership, prioritisation and command during service disruption. Analytical thinking, systems thinking, root-cause analysis and risk-based decision-making. Service performance measurement, dashboarding, trend analysis and evidence-based reporting. Stakeholder engagement, facilitation, negotiation, conflict resolution and executive communication. Project, programme, change, release and vendor coordination. Policy, standard, SOP, runbook and technical-report writing. People management, coaching, performance management and multidisciplinary team leadership. Financial, contract and procurement oversight within delegated authority. High levels of integrity, judgement, accountability and attention to detail. Willingness to travel and to participate in planned architecture reviews or production-readiness

activities when required. Valid driver's licence as travel forms an inherent requirement of the post.

DUTIES : Manage ICT service operations and operational command. Lead daily operations for production applications, databases, infrastructure, networks, hosting, end-user support and service-desk interfaces within the post's mandate. Establish an integrated operational rhythm covering service health checks, shift or duty handovers where applicable, event monitoring, daily exceptions, weekly service reviews and monthly management reporting. Coordinate response to major incidents and high-impact outages, ensure timely business communication, executive escalation, technical recovery and documented post-incident review. Ensure incidents, service requests and operational exceptions are logged, prioritised, assigned, resolved and closed against approved service targets and escalation paths. Maintain clear operational ownership, support models, contact matrices and runbooks for all critical services. Assure service availability, performance, capacity and technical resilience. Monitor end-to-end availability and performance of critical services and identify trends, constraints, single points of failure and emerging risks before they affect service delivery. Manage capacity and demand planning for compute, storage, databases, middleware, connectivity and other operational platforms, aligned with business growth and digital transformation roadmaps. Coordinate preventative maintenance, patching, upgrades, health checks and lifecycle interventions through approved maintenance windows and change controls. Maintain accurate baseline information on supported environments, dependencies, configurations, warranties, licences and technical obsolescence. Drive remedial plans for legacy, unsupported or unstable technology and escalate investment or procurement decisions with evidence-based motivation. Manage incident, problem, request and continual service improvement practices. Implement fit-for-purpose IT service management practices for incident, request, problem, knowledge and service-level management, aligned with approved departmental policy and standards. Lead root-cause analysis for recurring and severe incidents; assign corrective and preventative actions; track implementation; and verify sustained control effectiveness. Maintain a prioritised continual-improvement register based on service data, audit findings, user feedback, risk assessments and technology trends. Develop service dashboards showing availability, responsiveness, backlog, recurring incidents, recovery performance, user-impact trends and improvement actions. Promote proactive support, knowledge reuse, automation, standardisation and measurable reduction of avoidable incidents. Control change, release, deployment and configuration across production environments. Coordinate the end-to-end operational release and deployment process, including readiness assessment, scheduling, approvals, testing evidence, implementation, validation, back-out planning and early-life support. Ensure production changes are authorised, segregated from development activities, traceable and supported by complete technical, security, business and operational documentation. Coordinate build, test, staging and production environment teams and ensure release acceptance criteria and business sign-off are obtained before deployment. Maintain configuration and release records sufficient to support auditability, troubleshooting, service restoration and asset accountability. Review change outcomes, failed changes and emergency changes and ensure lessons are converted into strengthened controls. Oversee service continuity, backup, recovery, security operations and operational risk. Coordinate operational implementation of ICT security requirements, including access control, vulnerability remediation, security patching, privileged access oversight, log monitoring and incident escalation, in collaboration with designated security functions. Ensure backup schedules, restore testing, disaster recovery plans, recovery procedures and continuity dependencies are current, tested, evidenced and aligned with approved recovery objectives. Maintain and monitor an ICT operational risk register, control action plans and treatment measures for services within the post's scope. Ensure operational data, systems and infrastructure are protected for confidentiality, integrity, availability, authenticity and accountability. Escalate material risks, control failures and non-compliance promptly and track corrective and preventative actions to verified closure.

ENQUIRIES : Mr. L Tshivhase Tel No: (012) 338 7123 / Mr R Saila Tel No: (012) 338 7170

APPLICATIONS : Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002. Candidates are also encouraged to apply by using this link

http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/60 : **PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/341**
Directorate: Examination, State and Land Reform Survey Services

SALARY : R791 604 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science or Bachelor's Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment and Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. A valid driver's licence. Job related knowledge: Programme and project management, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Legal compliance, Technical report writing, Creating high-performance culture, Networking and Professional judgement. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self–management, Financial management, Customer focus and responsiveness, Communication (verbal and written). Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management, Change management and Innovation.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of Candidate Professional Surveyors. To promote skills/knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

ENQUIRIES : Mr JT Semela at 063 506 1799

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post341@dlrrd.gov.za

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

POST 40/61 : **CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/1/2026/339**
Directorate: Provincial Operations Support

SALARY : R487 197 per annum (Level 09)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard

operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.

DUTIES : Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9515

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 Post339@dlrrd.gov.za

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

POST 40/62 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/1/1/1/2026/348**

SALARY : R487 197 per annum (Level 09)

CENTRE : Western Cape Deeds Registry: Cape Town

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Job-related knowledge: The Constitution. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Job-related skills: Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management Skills. Conflict Management skills. Financial Management skills. Valid Driver's License.

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor

registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES : Mr T Segapu / Ms M Young / Ms D Tshabalala Tel No: (021) 464 7741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Western Cape Deeds Registry: 2 Riebeek Street (Foreshore Place), Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/63 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/1/1/1/2026/344**

SALARY : R487 197 per annum (Level 09)

CENTRE : Mpumalanga Deeds Registry: Mbombela

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Job-related knowledge: The Constitution. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Job-related skills: Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management skills. Conflict Management skills. Financial Management skills. Valid Driver's License.

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorise transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and

monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000 / 70

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela, 1200. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/64 : **SENIOR EXAMINERS REF NO: 3/1/1/1/2026/343 (X3 POSTS)**
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 3 years' experience in first level examination of deeds and documents. Job-related knowledge: Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000 / 70

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/65 : **SENIOR EXAMINERS REF NO: 3/1/1/1/2026/347 (X2 POSTS)**
Directorate: Examination, Execution, and Deeds Training Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Eastern Cape (Qonce)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 3 years' experience in first level examination of deeds and documents. Job-related knowledge: Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.

DUTIES	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to- person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
ENQUIRIES	:	Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600, Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE	:	EE Targets: African, Indian and White Males, and African, Coloured, and Indian Females, and Persons with Disabilities.
POST 40/66	:	**SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/337 (X2 POSTS)** Directorate: Logistics And Asset Management
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 in Purchasing Management / Supply Chain Management / Logistics Management / Economics / Public Administration (Management) / Business Management (Administration) (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in the demand and acquisition management environment. A valid driver's licence. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Department Supply Chain Management (SCM) procurement and policy. Job related skills: Computer literacy. Interpersonal relations. Administration ability. Communication (verbal and written). Ability to supervise. Ability to work within a team and work under pressure.
DUTIES	:	Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render Bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance checks on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on Bids. Provide weekly reports on progress of projects. Update the bid register. Ensure effective administration and finalisation of National Bid Adjudication Committee (NBAC) processes. Prepare NBAC agendas and compile and distribute complete meeting packs at least three working days before scheduled meetings. Attend NBAC meetings and accurately record, finalise and maintain committee minutes and resolutions. Communicate approved bid decisions and submissions to all relevant stakeholders within two working days of NBAC approval.
ENQUIRIES	:	Mr B Lewele Tel No: (012) 312 8364
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 Post337@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 40/67	:	**PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/336** Directorate: Cadastral Information Maintenance and Supply Services
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Free State (Bloemfontein)
REQUIREMENTS	:	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. 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: 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 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	:	Mr J Semela at 063 506 1799
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post336@dlrrd.gov.za
NOTE	:	EE Targets: African, Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.

POST 40/68	:	**SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/335** Directorate: Cadastral Information, Maintenance and Supply Services
SALARY	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE	:	Free State (Bloemfontein)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.
DUTIES	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
ENQUIRIES	:	Mr JT Semela at 063 506 1799
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post335@dlrrd.gov.za
NOTE	:	EE Targets: African, Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.
POST 40/69	:	**SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/346**
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Eastern Cape Deeds Registry: Qonce
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management or a related equivalent qualification. 2 years' experience in Supply Chain Management environment. Knowledge of Public Finance Management Act (PMFA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
DUTIES	:	Administer procurement of goods and services. Consolidate inputs and compile DMP. Preview specifications / terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process

and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal/write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards/keys on vehicle.

ENQUIRIES : Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600, Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered.

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

POST 40/70 : **JUNIOR EXAMINER REF NO: 3/1/1/1/2026/345 (X3 POSTS)**
Directorate: Examination, Execution, And Deeds Training Services

SALARY : R338 106 per annum (Level 07)

CENTRE : Eastern Cape (Qonce)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Job-related knowledge: Knowledge deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

ENQUIRIES : Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600 Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/71 : **STATE ACCOUNTANT REF NO: 3/1/1/1/2026/340**
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Financial Management / Commerce / Economics / BCom Accounting or related equivalent qualifications. Minimum of 1 year relevant experience in management accounting environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial Regulations of the Public Finance Act. PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing and problem solving.
DUTIES : Process BAS, PERSAL and LOGIS transactions. Check, verify payment and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture, or approve journals. Reconcile travel agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and Port Folio of Evidence (POEs) on financial reports (accruals and payables reports). Provide input on invoices paid within 30 days. Compile Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform daily deposit confirmations.
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 Post340@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Indian and White Females, and Persons with Disabilities.

POST 40/72 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/349 (X5 POSTS)**
(12 Month Contract)
Directorate: Financial and Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance

matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657

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 Post349@dlrrd.gov.za

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

POST 40/73 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/350 (X14 POSTS)**
(12 Month Contract)
Directorate: Financial and Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : North West (Mmabatho)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms P Dipudi Tel No: (018) 388 7138

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post350@dlrrd.gov.za

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

POST 40/74 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/351 (X12 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs,

calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072
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 Post351@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and Coloured and Indian Females, and Persons with Disabilities.

POST 40/75 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/352 (X11 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENUIRIES : Ms M Nkuna Tel No: (015) 495 1905 / Mr L Mahasha Tel No: (015) 495 1956
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post352@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities

POST 40/76 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/353 (X5 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE	:	Free State (Bloemfontein)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES	:	Ms T Maleane Tel No: (051) 400 4200
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post353@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 40/77	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/354 (X12 POSTS)** (12 Month Contract) Directorate: Financial and Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
CENTRE	:	Northern Cape (Namakwa District Office, Frances Baard and John Taolo Gaetsewe District Office, Pixley Kaseme District Office and ZF Mgcawu District Office)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance

matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

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 Post354@dlrrd.gov.za

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

POST 40/78 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/355 (X8 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Western Cape (Various Districts)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Mr B Zuma Tel No: (021) 409 0300

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 Post355@dlrrd.gov.za

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

POST 40/79 : **REGISTRY CLERK REF NO: 3/1/1/1/2026/338**
Chief Directorate: Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : 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 : Ms NL Ngobeni Tel No: (012) 312 8420

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 Post338@dlrrd.gov.za

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