ANNEXURE H

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 04 December 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: Kindly note that the advertisement for the positions of State Accountant: Rates and Taxes (X14 Posts) Ref No: 3/1/1/1/2026/350 for the Directorate: Financial and Supply Chain Management Services: North West (Mmabatho) and State Accountant: Rates and Taxes (X12 Posts) Ref No: 3/1/1/1/2026/351 for the Directorate: Financial and Supply Chain Management Services: Mpumalanga (Mbombela) that that appeared in Public Service Vacancy Circular 40 dated 06 November 2026 is hereby amended as follows: In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to apply. The Department apologies for any inconvenience caused. The closing date has been extended to 27 November 2026.

MANAGEMENT ECHELON

POST 42/51 : **DIRECTOR: LEGAL SUPPORT REF NO: 3/1/1/1/2026/381**
Branch: Corporate Support Services

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 possession of a Grade 12 Certificate and a LLB or B Proc Degree (NQF L7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Admission as an attorney in South Africa. Minimum of 5 years of experience at middle / senior managerial level in the Legal Services environment. A valid driver's licence. Job related knowledge: Ability to understand and interpret the various pieces of legislation administered by the department. Knowledge of budgeting and supply chain management processes. Basic knowledge of financial and administration systems. Knowledge of performance management. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Expenditure reporting. Job related skills: Law Interpretation. Ability to research law. Client relation. Excellent drafting and writing. Presentation. Computer literacy. Communication (verbal and written). Negotiation. Interpersonal relations, leadership and planning.

DUTIES : Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e, State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and draft legal opinions or provide legal advice. Manage the performance of the external legal team (where applicable), i.e. State Attorney, State Law Advisers and/or counsel. Provide legal and administrative support in respect of PAIA. Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information Officer/line function on the processing of the request. Compile and submit annual section 32 report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage Staff and Budget for the Directorate. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.

ENQUIRIES : Ms TP Mahlaela Tel No: (012) 312 9655

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 Post381@dlrrd.gov.za

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

POST 42/52 : **DIRECTOR: CORPORATE SERVICES REF NO: 3/1/1/1/2026/393**
Directorate: Corporate Services

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 : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor’s Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level. A valid driver’s licence. Job related knowledge: Public Finance Management Act (PFMA). Policy development and implementation.

Knowledge of the Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Treasury Regulations. Public Service prescripts. Job related skills: Leadership and presentation. Management and project management. Communication (verbal and written). Computer literacy. Willingness to travel.

DUTIES : Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implantation of policy objectives through programme implementation by DLRRD programme initiatives. Evaluate the effectiveness of the implementation of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines, and procedures. Monitor and evaluate records management practises for compliance to sound records management practises. Provide and coordinate training on records administration. Provide information technology support services: Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise. Liaise with the District Offices on the implantation of corporate service issues. Provide guidance on the interpretation of policies, strategies, and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit finds. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instructions, regulations, etc.

ENQUIRIES : Mr N Mgoqi 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 Post393@dlrrd.gov.za

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

OTHER POSTS

POST 42/53 : **TECHNOLOGY ARCHITECT REF NO: 3/1/1/1/2026/385**
Directorate: ICT Planning and Governance

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 in Computer Science / Information Technology (NQF Level 6) or related equivalent IT qualification. Minimum of 3 years' experience at junior management in information technology / ICT architectural / design capacity. Job related knowledge: Strong technical background particularly with respect TOGAF, ZACHMAN etc. Technology Architecture Methodologies. All the components of Enterprise Architecture including Business, Information (Data and Applications) and Technology. Understand and apply the principles of project management. Familiarity with basic graphical modelling approaches, tools and model repositories, and the ability to apply modelling techniques. Job related skills: Computer literacy. Communication (verbal and written). Time management. Research ability. Organisational and analytical thinking. Interpersonal relations. Problem solving.

DUTIES : Develop frameworks and / or hi-level designs technology architectures. Develop technology architecture framework and principles incorporating security-by-design, risk management, and compliance requirements. Oversee and provide input into the system development life cycle and ensure alignment

to technology architecture framework and secure development practices, including applicable information security controls. Provide product standards and roadmaps. Provide input into technology architecture roadmaps to transition information architecture to target state aligned to data strategy while embedding data protection, confidentiality, integrity, and availability requirements. Advise on and provide input into information architecture use cases to be implemented within area of scope with consideration of security, privacy, access control, and regulatory compliance implications. Develop frameworks / policies / processes / procedures that integrate information security governance, control requirements, and secure technology standards. Ensure adherence to the established group technology architectures. Monitor and evaluate the implementation of the technology architecture framework including adherence to defined security controls and risk mitigation measures. Ensure targets and solutions contribute towards achieving and integrated technology architecture that is secure, resilient, and aligned with enterprise security requirements. Build-out data assets aligned to information architecture principles as part of roadmap while applying appropriate data security, classification, retention, and access management controls. Review current deployed technologies and provide appropriate recommendations and roadmaps for enhancements. Review current deployed technologies and identify interconnected problems, determine impact, patterns, trends and identify best fit alternatives to design and implement best practice solutions with due consideration of security vulnerabilities, control gaps, and risk exposure. Work closely with a cross-functional team to assess technology architectural requirements for new and enhanced business operations including security, continuity, compliance, and risk requirements. Establish and manage a continuous technology awareness program. Drive technology architecture awareness (and related risks) for area of responsibility in consultation with relevant stakeholders including awareness of security risks, cyber hygiene, and secure technology adoption. Provide required training to relevant stakeholders on technology architecture framework, policies, standards and principles within area of scope including applicable security requirements, secure usage practices, and compliance obligations. Liaise and communicate the architectural design to the necessary audiences including relevant security considerations, control responsibilities, and risk implications.

ENQUIRIES : Mr K Mohlala Tel No: (012) 312 8733

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 Post385@dlrrd.gov.za

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

POST 42/54 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/1/1/1/2026/390**
Directorate: National Rural Youth Service Corps (NARYSEC)

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

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Education or Skills Development / Training / Human Resource Development or relevant equivalent or higher qualification (NQF Level 6). Minimum of 3 years' experience at junior management level in a skills development environment. A valid driver's licence. Job related knowledge: Skills Development legalisation. Skills Development strategies. Skills Development planning. Skills Development implementation approaches. Skills Development quality assurance and monitoring. Skills Development certification processes. Curriculum conceptualisation and development. Research and reporting. Knowledge to operate computer software packages (Microsoft Word, Excel and PowerPoint). Job related skills: Critical thinking and problem-solving. Planning and organising. Decision making. Communication (verbal and written). Influencing and leading. Delegation ability. Teamwork and negotiation. Conflict management. Research and report writing. Presentation and stakeholder management Skills.

DUTIES : Conceptualise and develop a Provincial Skills Development Plan. Determine the skills requirements of the confirmed exit opportunities of the NARYSEC youth. Identify and develop learning programmes, aligned to the confirmed exit opportunities. Compile Provincial Skills Development Plan. Facilitate and coordinate the implementation of the Provincial Skills Development Plan. Develop Terms of References (TORs) for all learning programmes to be

Implemented. Identify possible training providers to offer the required training. Prepare training approval submissions and ensure approval of planned training. Contract training providers. Prepare all logistical arrangements for the implementation of the learning programmes. Ensure Implementation of all approved learning programmes. Quality assure and monitor the implementation of the Provincial Skills development Plan. Ensure that only accredited training providers are utilised for training. Quality assure training approval submission documentation. Monitor all training being implemented. Compile Monitor and progress reports for training being implemented. Ensure certification of NARYSEC youth. Engage training providers on completion dates for training. Engage training providers on issuing of certificates on completion of training. Obtain certificates from training providers. Prepare and submit portfolios of evidence for skills development Annual Performance Plan (APP) reporting.

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 Post390@dlrrd.gov.za

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

POST 42/55 : **RESTITUTION ADVISOR REF NO: 3/1/1/1/2026/377**
Directorate: Operational Management

SALARY : R605 742 per annum (Level 10)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc degree (NQF Level 7) or any related relevant qualification. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Experience in conveyancing and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of contracts. Knowledge of SA law, in particular land reform laws. Knowledge of conveyancing and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving ability. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check section 42D. Check Gazette Report. Attend to negotiations with the farmer/landowner. Prepare response to the representation for the farmer/landowner. Check Section 42 E expropriation. Check claimant verification. Liaise with the landowner. Check financial compensation funds. Prepare settlement agreement. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint state attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Facilitate signing of Affidavits by RLCC/CLCC. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft sale agreement. Add draft distribution agreement. Draft Memorandum of Understanding. Draft lease agreement. Draft caretaker ship agreement. Draft legal opinion and documents. Transfer private or state land. Facilitate the registration of transfers. Facilitate the signing of agreements for both parties. Facilitate transfer of payments. Facilitate signing of POA by the DG/City Manager. Issue instruction to conveyancers to invest the first payment of the purchase price. Coordinate and intervene in obtaining appointment letters. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to Conveyancer for transfer and pay the balance. Issue instruction to Conveyancer inclusive of Section 42D. Facilitate the requested clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform claimants.

ENQUIRIES : Mr SM Maseko Tel No: (012) 337 3655

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 Post377@dlrrd.gov.za

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

POST 42/56 : **RESTITUTION ADVISOR REF NO: 3/1/1/1/2026/392**
Directorate: Legal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc degree (NQF Level 7) or any related relevant qualification. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Experience in conveyancing and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of contracts. Knowledge of SA law, in particular land reform laws. Knowledge of conveyancing and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving ability. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check section 42D. Check Gazette Report. Attend to negotiations with the farmer/landowner. Prepare response to the representation for the farmer/landowner. Check Section 42 E expropriation. Check claimant verification. Liaise with the landowner. Check financial compensation funds. Prepare settlement agreement. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint state attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Facilitate signing of Affidavits by RLCC/CLCC. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft sale agreement. Add draft distribution agreement. Draft Memorandum of Understanding. Draft lease agreement. Draft caretaker ship agreement. Draft legal opinion and documents. Transfer private or state land. Facilitate the registration of transfers. Facilitate the signing of agreements for both parties. Facilitate transfer of payments. Facilitate signing of POA by the DG/City Manager. Issue instruction to conveyancers to invest the first payment of the purchase price. Coordinate and intervene in obtaining appointment letters. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to Conveyancer for transfer and pay the balance. Issue instruction to Conveyancer inclusive of Section 42D. Facilitate the requested clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform claimants.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post392@dlrrd.gov.za

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

POST 42/57 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/378**
Directorate: Richards Bay District Office

SALARY : R487 197 per annum (Level 09)
CENTRE : KwaZulu Natal
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in an administration environment. A valid driver's licence. Job related knowledge: Supply Chain Management

processes. Government systems and structures. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Departmental transversal systems (BAS, PERSAL, LOGIS). Job related skills: Planning and organising. Analytical thinking. Document management. Office management. Financial management. Interpersonal relations. Computer literacy. Resource planning. Problem-solving and decision-making. Communication (verbal and written). Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precautions against unauthorised, irregular, fruitless and wasteful expenditure. Provide administrative support services. Coordinate the development / review of operational / strategic plans. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit drafted minutes. Coordinate procurement of goods and services. Coordinate the compilation of the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Administer the coordination of human resource support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure that vacancies are filled accordingly. Coordinate the recruitment process. Coordinate leave records. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

ENQUIRIES : Mr N 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 Post378@dlrrd.gov.za

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

POST 42/58 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/368**
Directorate: Chris Hani District Office

SALARY : R413 001 per annum (Level 08)

CENTRE : Eastern 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 : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post368@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/59 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/369**
Directorate: Joe Gqabi District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Eastern 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 : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post369@dlrrd.gov.za

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

POST 42/60 : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/371**

SALARY : R413 001 per annum (Level 08)
CENTRE : Directorate: District Office: KwaZulu-Natal (Sarah Baartman / Nelson Mandela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in property management. 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 Public Finance Act. Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993. State Land Disposal Act of 1961. Any other relevant Law. Job related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Willingness to travel.
DUTIES : Capture contracts on state land lease system. Add leases information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct asset verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor leases or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance assets. Ensure compliance with caretaker and lease agreement. Provide support to the district. Implement requests for amendments to the immovable asset register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreements. Initiate and process surveying of DLRRD state land. Process land surveying on DLRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivision.
ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post371@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured and White Females, and Persons with Disabilities.

POST 42/61 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/380**
Directorate: Financial And Supply Chain Management Services
Note: This is a re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R413 001 per annum (Level 08)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in procurement administration / acquisition management / provisioning administration. Job related knowledge: The Constitution of the Republic of South Africa. Public Finance Management Act (PFMA). Treasury Regulations. Treasury Supply Chain and Management guidelines and practice notes. Knowledge of supply chain management with emphasis on procurement administration and Government and CIBD procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Job related skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Analytical thinking. Teamwork. Working under pressure and meeting deadlines.
DUTIES : Facilitate demand management services. Conduct and analyse the market per commodity. Coordinate and review the procurement and demand management plan. Receive and check compliance of all procurement request from clients. Provide support in drafting specifications. Compile and update procurement and demand plan progress report. Implement the quotation process. Manage

sourcing of quotations amounting to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated registered service providers on the National Treasury supplier database. Arrange and facilitate BID specifications where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000.00. Coordinate documentation for approval. Coordinate appointment letters and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Open bids and record on the relevant systems / websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and where necessary and check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 and 7.2) for sign off.

ENQUIRIES : Mr MO Fakude Tel No: (013) 754 8074

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Mbombela, 1200 or by email to Post380@dlrrd.gov.za

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

POST 42/62 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/383**
Directorate: Organisational Development and Service Delivery Improvement

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 Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. A valid driver's licence. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal relations. Organising and Planning. Communication (verbal and written). Analytical thinking. Problem solving ability. Financial management and report writing. Work under pressure. Teamwork and willingness to work extra hours.

DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr P Moopelwa Tel No: (012) 312 9496
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 Post383@dlrrd.gov.za
NOTE : EE Targets: African, Coloured and Indian Males, and Coloured and Indian Females, and Persons with Disabilities.

POST 42/63 : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/391**
Directorate: Facilities Management Services

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 Public Administration / Public Management / Business Administration / Business Management / Supply Chain Management / Bachelor's Degree in Property Management / Built Environment or related equivalent qualification. Minimum 2 years' experience in facilities and office management working environment. Job related knowledge: Knowledge of the Public Finance Management Act (PFMA). Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). National Building Regulations. Occupational Health and Safety Act. Government Immovable Asset Management Act (GIAMA). Job related skills: Computer literacy. Interpersonal relations. Organising and Planning. Communication (verbal and written). Analytical thinking. Problem solving. Financial management.
DUTIES : Administer the acquisition of additional, alternative, new and consolidated leased, state-owned and renewal of leased accommodation. Compile and verify needs assessment in terms of approved funded post establishment, apply space norms and standards and compile user specified accommodation schedule. Compile submissions to the delegated authority concerned for certification of needs assessment and user specified accommodation schedule. Submit certified needs assessment and user specified accommodation schedule to Department of Public Works and Infrastructure (DPWI) Pretoria Head Office UDM for the issuing of a procurement instruction. Conduct follows up with the DPWI Head Office UDM to ensure the preliminary / actual cost analysis schedule is received timeously. Submit preliminary / actual cost analysis schedule received from DPWI Head Office UDM to the Director: Facilities Management Services for certification and then submit back to DPWI Head Office UDM. Obtain copy of issued Procurement Instruction from DPWI Head Office UDM, place hard copy on case file and update the 'Procurement Instruction Register' (hard copy on file and electronic copy on Property Register vault). Obtain copy of the lease agreement issued from the concerned DPWI Regional Office, place hard copy on case file and update the database of copies of all lease agreements received from DPWI. Submit renewal list / memorandums on a quarterly basis to Provincial Shared Service Centre's (PSSCs) to confirm intention to renew, terminate or need for alternative / additional accommodation and conduct follow ups to ensure the confirmation is received timeously. Coordinate day-to-day maintenance for leased buildings. Update the following Registers on the Property Register Vault: Existing Leased Accommodation. DLRRD Procurement Instruction Register (PIs issued and in process to be issued). Provide inputs on the following templates for the User Immovable Asset Management Plan (UIAMP): Template 2A: Property (Leasing) Requirements. Template 2B: Property (State-owned): Cost of user charges. Template 4: Budget Requirements (Medium Term Expenditure Estimate). Conduct site meetings for the Department. Inspect premises identified by DPWI and invite all concerned DLRRD role-players (client Directorates, Information and communications technology (ICT), Security Services and Occupational Health and Safety Act (OHSA) officer). Co-ordinate and submit all Tenant Installations / refurbishment requirements to DPWI and conduct follow ups. Attend official site handover meeting regarding the acquisition of additional, alternative, new and consolidated leased and state-owned accommodation and submit Back to Office Report (BToR) to management on the outcome / findings and make recommendations. Conduct site inspections and condition surveys to existing DLRRD leased facilities to determine the overall condition of the building; the space utilisation rate of the building; the need for maintenance / refurbishment / reconfiguration; accommodation to be relinquished; etc. Verify accommodation occupied by or allocated to DLRRD and compile / update office space inventory register per

building / facilities. Verify and update the Departmental Immovable Property Asset Register / Database for leased and state-owned accommodation used by DLRRD for office accommodation, functional accommodation as well as residential accommodation. Administer payments of all DLRRD's municipal services accounts to service providers. Obtain / receive the billing invoice from the relevant municipality / service providers. Verify invoices (occupancy, account number, physical address and billing items). Capture the certified account / invoice on the manual property payments system. Complete a Sundry Payment Advice for each municipal account / invoice, attach all the source documents and submit them to the delegated authorities for verification, recommendation and approval. Forward approved Sundry Payment Advice to the directorates Internal Control and Financial Accounting for verification and payment on Basic Accounting System (BAS). Obtain payment stub / payment advice, compile the expenditure payment allocation and submit it to the relevant municipality / service provider. Administer payments for leased and state-owned accommodation to National Department of Public Works and Infrastructure (NDPWI). Verify invoices received from NDPWI and submit to the directorates Internal Control and Financial Accounting for processing. Verify and reconcile disputed properties, adjustment invoices and credit notes against the Property Payment Registers to ensure the non-payment of duplicating invoices. Maintain and update the Property Payment Monitoring System for use in expenditure processing and for audit purposes. Maintain and update an "actual lease" expenditure register wherein the actual lease tariffs of all existing leases are captured per financial year. Liaise and resolve disputed invoices with NDPWI via e-mail and signed letters for audit purposes. Attendance of meetings with NDPWI on property payment matters. Submit monthly reports on the "Effecting of Payments within 30 Days" as well as the Branch: Corporate Support Services (CSS) list of invoices received and paid. Prepare interim and annual financial statement input. Compile and submit inputs on accruals (operating leases, state-owned accommodation user charges and municipal services). Compile and submit inputs on the operating lease commitments for disclosure notes in the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS). Compile and submit inputs on related parties (office accommodation and municipal services for the Deeds and the Office of the Valuer General) in the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS). Update the Lease Renewal Register monthly and place on the Property Registers Vault. Render administrative and secretariat support service to the Departmental Accommodation, Parking and Residential Committee (DAPRC). Provide secretariat support to DAPRC as required including preparation of agenda and meeting documentation in consultation with the Chairperson. Produce and disseminate accurate minutes to meet participants to agreed standards and timeframes. Manage all administrative tasks including arranging venues, catering, equipment, etc.

ENQUIRIES : Ms H Rigaard Tel No: (012) 312 8647
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 Post391@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/64 : **LAND REFORM ADVISOR REF NO: 3/1/1/1/2026/389**
Directorate: Tenure Reform Implementation
(12 Month Contract)

SALARY : R413 001 per annum (Level 08), (Plus 37% in lieu of benefits)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in LLB / B-URIS or related equivalent qualification (NQF Level 7). Minimum of 2 years working experience in the Land Reform environment. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Interpersonal relations. Planning and organising. Conflict management. Problem solving. Analytical thinking. Computer literacy. Report writing ability. Communication (verbal and written). Willingness to travel.

DUTIES : Referral of Labour Tenants cases to Court. Evaluate if the project is ready for referral. Engage Project Officers, Landowner and Labour Tenant applicants. Compile referral package for approval by the Director: Tenure Reform Implementation. Liaise with National Programme Manager: Labour Tenants / Deputy Director: Labour Tenants for further screening of referrals. Liaise with State Attorney and the appointed Attorney when referring cases to the Court. Assist in the provision of advice / review of sale agreements, land acquisition transactions and legal advice. Evaluate / advice on all the sale agreements. Evaluate all the land acquisition, donation, certification and disposal submissions before presentation at Provincial Technical Committee and Quality Assurance. Receiving legal instructions from internal clients and stakeholders. Conduct legal research to provide advice on the legal process and agreements. Analyse and formulate a legal opinion. Provide legal reports and submissions. Assist with the establishment of Legal Entities. Facilitate the establishment of legal entities. Conduct legal entity workshop. Draft Communal Property Association (CPA) Constitutions or Trust Deeds for land reform beneficiaries. Facilitation of adoption of the Constitutions / Trust Deeds and election of Committees / Trustees, Compile submissions for registration of the CPAs and or Trusts. Liaise with the Registrar's offices (High Court / CPI). Assist in the provision of litigation support for the Labour Tenants. Draft referrals. Issue notice of instruction to appoint State Attorney. Attend court and attend pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of Court orders. Assist with Promotion of Access to Information Act (PAIA) responses. Co-ordinate the PAIA request and response. Review PAIA responses from the districts before submission to the Chief Information Officer. Ensure adherence to the PAIA prescripts. Disseminate the requested information after approval by the Chief Information Officer.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8000

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Mbombela, 1200 or by email to Post389@dlrrd.gov.za

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

POST 42/65 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/379 (X3 POSTS)**
Directorate: Mapping Services

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

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 : Ms T Rambau Tel No: (021) 658 4300

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 Post379@dlrrd.gov.za

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

POST 42/66 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/356 (X2 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 : KwaZulu-Natal (Pietermaritzburg)

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 N Ziqubu 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 Post356@dlrrd.gov.za

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

POST 42/67 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/357 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

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

CENTRE : KwaZulu Natal (Pietermaritzburg)

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 N 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 Post357@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/68 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/358 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu Natal (Vryheid)
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 T Motumi Tel No: (033) 264 9580
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 Post358@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/69 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/359**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu-Natal (Ladysmith)
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 T Motumi Tel No: (033) 264 9580

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 Post359@dlrrd.gov.za

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

POST 42/70 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/360 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

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

CENTRE : KwaZulu-Natal (Port Shepstone)

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 N Ziqubu 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 Post360@dlrrd.gov.za

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

POST 42/71 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/361**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : KwaZulu Natal (Richards Bay)
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 N 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 Post361@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/72 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/362 (X1 POST)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Or Tambo / Alfred Nzo)
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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post362@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured Indian and White Females, and Persons with Disabilities.

POST 42/73 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/363 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Amathole)
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 on 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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post363@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/74 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/364 (X1 POST)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Joe Gqabi)
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 on 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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post364@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/75 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/365 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Sarah Baartman / Nelson Mandela Bay)
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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post365@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African; Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/76 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/366 (X2 POSTS)**
(12 Month Contract)
Directorate: District Office

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Eastern Cape (Chris Hani)

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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post366@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/77	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/367 (X2 POSTS)** (12 Month Contract) Directorate: Property Management
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	Eastern Cape (East London)
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 A van Vuuren Tel No: (043) 701 8127 or Ms AC Kili Tel No: (043) 701 8186

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post367@dlrrd.gov.za

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

POST 42/78 : **ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/374**
Directorate: Corporate Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on–going assets. Allocate equipment to officials.

ENQUIRIES : 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 Post374@dlrrd.gov.za

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

POST 42/79 : **ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/375**
Directorate: Rural Infrastructure Development

SALARY : R338 106 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulations Financial procedures. Treasury Regulations. Basic Accounting System (BAS). LOGIS system. Job related skills: Computer literacy. Interpersonal relations. Organising and planning. Communication (verbal and written). Analytical thinking. Problem solving and financial management.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with the Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities

		weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimates National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport claims and other relates expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on–going assets. Allocate equipment to officials.
ENQUIRIES	:	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 Post375@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/80	:	**STATE ACCOUNTANT REF NO: 3/1/1/1/2026/388** Directorate: Financial And Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Limpopo (Polokwane)
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	:	Ms MS Nkuna Tel No: (015) 495 1905
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 Post388@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 42/81	:	**PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/394 (X5 POSTS)** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	Mpumalanga (Ehlanzeni)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.
DUTIES	:	Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.
ENQUIRIES	:	Ms PS Gininda Tel No: (013) 754 8027
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 Post394@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/82	:	**PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/395 (X4 POSTS)** (12 Month Contract) Directorate: Tenure Reform Implementation
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)

CENTRE : Mpumalanga (Nkangala)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.

DUTIES : Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.

ENQUIRIES : Ms PS Gininda Tel No: (013) 754 8027
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 Post395@dlrrd.gov.za

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

POST 42/83 : **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/1/1/1/2026/396 (X6 POSTS)**
(12 Month Contract)
Directorate: Tenure Reform Implementation

SALARY : R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE : Mpumalanga (Gert Sibande)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the fields of Law / Social Science / Development Studies (NQF Level 6) or related equivalent qualifications. Minimum of 1 year experience in the relevant field. A valid driver's licence. Job related knowledge: Knowledge of land reform policy, land law and other

relevant acts and legislative prescript. Contract Management. Knowledge of the Public Finance Management Act (PFMA). Understanding of all land reform programmes. Civil and commercial law and its application. Job related skills: Project management. Negotiation. Contract management. Leadership. Communication (verbal and written). Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hour. Willingness to relocate if require to do so as a result of operational requirements of the employer.

DUTIES : Prepare and issue notices of labour tenants' applications to affected landowners. Trace / locate applicants, property and conduct an in loco inspection. Conduct research on the claim / application and compile land rights enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geospatial Information (NGI) to get Aerial photographs of the property. Prepare section (17)(2) notices for the acquisition of land and servitudes are served to the landowners and or person in charge. Prepare gazette notice in terms of section 17(2)(c) of the Land Reform (Labour Tenants) Act, 3 of 1996. Process labour tenants' applications (receive and respond to responses from affected landowners and other stakeholders). Prepare the project at Provincial Projects Approval Committee (PPAC) meeting. Include the project at Demand Management Plan (DMP) and Procurement Plan (PP). Ensure registration of project on Basic Accounting System (BAS). Conducting land rights enquiries. Compile Terms of Reference (TOR's) and memorandums for subdivision, valuation and conveyancing. Compile submissions of projects for approval by approving structures. Provide monthly progress report on each applications allocated. Upload and update projects on Result Management Office (RMO) system. Respond to enquiries from Walk in clients, landowners and other stakeholders. Administer information for referral where there are no agreements. Filling of documents in registry according to Records Management Plan of the Department. Negotiate the settlement of labour tenant applicants. Arrange meetings with the landowners or people in charge to discussion of the resolutions of claims through agreement in terms of section 18 of the Act. Prepare offers for approval and send them to landowners. Facilitate the settlement agreement. Settle labour tenants' applications. Prepare the submission for land acquisition, donation, and certification. Prepare submissions for concurrence approval by Treasury for disposal project. Ensure compliance towards the Deed of donation to avoid any deviation from original settlement agreement for donation project. Ensure that the applications signs waiver rights agreement for certification. Ensure that all relevant documents are submitted to the Land Rights Officer (LRO) for referrals. Ensure submission of all relevant documents to enable the transfer of the project. Facilitate establishment and registration of legal entities if any. Facilitate the implementation of post settlement support development if any.

ENQUIRIES : Ms PS Gininda Tel No: (013) 754 8027

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 Post396@dlrrd.gov.za

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

POST 42/84 : **SENIOR AUXILIARY SERVICES OFFICER REF NO: 3/1/1/1/2026/386**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R280 278 per annum (Level 06)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Minimum of 1 year experience in the cadastral information system. Job related knowledge: A thorough knowledge of existing Cadastral Information System. Knowledge of the functioning of Surveyor General's Office. Computer Literacy in a Cadastral Survey environment. Job related skills: Computer literacy. Archiving ability. Good interpersonal relations. Organisational and supervisory ability.

DUTIES : Provide support services to technical and professional staff. Assist in retrieval and filing of documents. Report any errors in or damage of documents, assist in the rectification process thereof. Report any errors in digital records, assist in the rectification process thereof. Provide basic administrative support to the section, e.g stores inventory, asset management, section notices. Assist in printing, copying and scanning documents. Provide support in the training

process of junior and new staff members. Supply maps and photographs to internal and external clients. Supply topographical information such as maps and orthophotos to clients over the counter or by post. Provide cadastral documents and related information in hard copies and digital format. Provide hard copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Provide digital copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Complete a proforma invoice for the collection of revenue. Check payment before releasing information. Provide property description updates to clients.

ENQUIRIES : Mr BM Mthombeni Tel No: (012) 337 3629

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 Post386@dlrrd.gov.za

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

POST 42/85 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/384**
Directorate: Legal Support

SALARY : R262 968 – R1 155 777 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR 2:** LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. **MR 4:** LLB Degree or equivalent plus a minimum of 8-year post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. A valid driver's licence. Job related knowledge: Knowledge of SA law. Job related skills: Ability to interpret the law. Ability to research the law. Writing ability. Ability to present. Client relations. Communication (verbal and written). Computer literacy. Teamwork. Ability to work under pressure as well as willingness to work irregular hours.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documents such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that the applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the process of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all received and outcomes thereof.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

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 Post384@dlrrd.gov.za

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

POST 42/86	:	**SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/372** Directorate: Financial and Supply Chain Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
ENQUIRIES	:	Ms M Nkuna Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post372@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/87	:	**SECRETARY REF NO: 3/1/1/1/2026/373** Directorate: Financial and Supply Chain Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Limpopo (Polokwane)
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 M Nkuna Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post373@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/88	:	**REGISTRY CLERK REF NO: 3/1/1/1/2026/376** Directorate: Document Security Compliance and OHS
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 K Rathokolo Tel No: (012) 312 8567
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 Post376@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 42/89	:	**ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/382** Directorate: Organisational Development and Service Delivery Improvement
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 clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. 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 filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. 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 LI Tjale Tel No: (012) 312 9498
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 Post382@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
POST 42/90	:	**ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/387** Directorate: Property Improvement
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	North West (Mmabatho)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. 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	:	Ms N Duiker Tel No: (018) 388 7108
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 Post387@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.