DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 11 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: The position of Administration Clerk Ref 3/1/1/1/2026/387 and Senior Project Officer: Property Management Ref 3/1/1/1/2026/371 and State Accountant Ref 3/1/1/1/2026/388 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/363 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/365 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/366 that was advertised in Public Service Vacancy Circular 42 dated 20 November 2026 Has reference. Applicants are advised that the position of Administration Clerk Ref 3/1/1/1/2026/387 falls within Directorate: Property Management: North West (Mmabatho) and the position of Senior Project Officer: Property Management Ref 3/1/1/1/2026/371 falls within Directorate: District Office: Eastern Cape

(Sarah Baartman / Nelson Mandela), the position of State Accountant: Rates and Taxes Ref 3/1/1/1/2026/363 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/365 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/366 In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to apply. The position of State Accountant Ref 3/1/1/1/2026/388 Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post388@dlrrd.gov.za. The Department apologies for any inconvenience caused.

OTHER POSTS

POST 43/125 : **REGISTRAR OF DEEDS REF NO: 3/1/1/1/2026/401**

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

CENTRE : Eastern Cape Deeds Registry: Mthatha

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience as Senior Management level / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.

DUTIES : Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exists and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES : Ms TP Masilela Tel No: (012) 338 7185, Ms MSM Magoele Tel No: (012) 338 7184

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 Candidates are also encouraged to apply by using this link

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

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

POST 43/126 : **PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/398**
Directorate: Coordination of State and Land Reform Surveys

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

CENTRE : Gauteng (Pretoria)

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

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

ENQUIRIES : Mr 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 Post398@dlrrd.gov.za

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

POST 43/127 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/412**
(12 Month fixed term employment contract)
Directorate: Legal Support

SALARY : R610 434 — R1 442 451 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law.

Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.

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. Review standard contracts periodically. 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 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 Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that 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. Advice the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with stuff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and annual reports on performance against the Operational Plan. Preform other middle management tasks as may be delegated by the Director.

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 Post412@dlrrd.gov.za

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

POST 43/128 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/399**
Directorate: Survey Services

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

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver’s licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment

operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms N Dlamini 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 Post399@dlrrd.gov.za

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

POST 43/129 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/1/1/1/2026/397**

This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

Directorate: Corporate Services

SALARY : R487 167 per annum (Level 09)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a recognised (NQF Level 6) qualification or a Bachelor's Degree in Social Work, Counselling or Psychology. Registration with the Health Professions Council of South Africa or South African Council for Social Service Professions. Minimum of 3 years of experience at supervisory level in Employee Health and Wellness environment. A valid driver's licence. Job related knowledge: The Constitution of South Africa. Good governance and Batho Pele Principles. Diversity management. Public Finance Management Act (PFMA). Human resource management legislative framework for the public service including: Employee Health and Wellness legislation (frameworks,

policies, etc). Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations and Public Service Act. Job related skills: Communication (verbal and written). Counselling. Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Problem solving ability. Analytical thinking. Ability to apply legislation, policies and procedures. Maintain confidentiality. Tactfulness.

DUTIES : Implement and co-ordinate wellness services management services. Provide psychosocial support services to promote employee resilience. Render and promote utilisation of counselling and support services in accordance with the Service Level Agreement and referral procedure. Render specialised intervention in cases of crises / trauma. Promote a positive organisational culture to enhance service delivery through work-life balance and life-skills programmes. Measure the impact of programmes that reduce psychosocial and physical demands of the workplace and trigger stress. Promote healthy life-style programmes through nutrition, education and awareness. Promote physical wellness and departmental sports and recreation activities. Implement and co-ordinate health and productivity management services. Coordinate / facilitate health and wellness awareness and promotional programmes. Coordinate periodic health screening of employees for prevention and early detection of communicable and non-communicable illnesses. Assess health risk manager's reports and advise management on Incapacity, Disability and III Health Retirement. Develop and implement comprehensive toolkit for mental health promotion in the workplace. Implement and promote strategies to address stigma and discrimination against mental diseases. Implement Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS), Tuberculosis (TB) and Sexually Transmitted Infection (STI) management programmes. Co-ordinate / facilitate HIV and AIDS, TB and STIs management programmes. Coordinate HIV and AIDS peer educators training and support. Implement and promote strategies to enhance access and breakdown barriers for effective HIV and AIDS, TB and STIs management programmes. Distribute condoms and monitoring usage in all offices. Implement a comprehensive and effective employee health and wellness administration in the province. Provide management with timely feedback and progress reports on referred cases while maintaining confidentiality. Support and advice management on handling employee health and wellness challenges. Participate in provincial and national employee health and wellness structures. Ensure statutory reporting requirements are met.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4000

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 Post397@dlrrd.gov.za

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

POST 43/130 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/409**

SALARY : R487 197 per annum (Level 09)

CENTRE : Directorate: Sekhukhune District Office: Limpopo

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 : Ms DT Machoga Tel No: (015) 495 1955
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post409@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 43/131 : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/411**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R413 001 per annum (Level 08)
CENTRE : Directorate: District Office: KwaZulu Natal (Ladysmith)
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 thinking. 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 : Mr NR Jacquire Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post411@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.

POST 43/132	:	**SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/408** Directorate: Maintenance and Cadastral Spatial Information Services
SALARY	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE	:	Gauteng (Pretoria)
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. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.
DUTIES	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
ENQUIRIES	:	Mr 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 Post408@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured and Indian Females, and Persons with Disabilities.
POST 43/133	:	**JUNIOR EXAMINER REF NO: 3/1/1/1/2026/402 (X10 POSTS)** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Western Cape Deeds Registry: Cape Town
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job-related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem-solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.
DUTIES	:	Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that

		appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
ENQUIRIES	:	Mr T Segapu / Ms M Young / Ms D Tshabalala Tel No: (021) 464 7741
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Western Cape Deeds Registry: 2 Riebeek Street (Foreshore Place), Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za/ (Please separate the application form for each post) before the closing date, as no late applications will be considered
NOTE	:	EE Targets: African, Indian and White Males, and Indian Females, and Persons with disabilities.
POST 43/134	:	**JUNIOR EXAMINER REF NO: 3/1/1/1/2026/403 (X3 POSTS)** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State Deeds Registry: Bloemfontein
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job-related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem-solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.
DUTIES	:	Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
ENQUIRIES	:	Mr. IB Khanyile / Mr M Sefojane / Ms K Pitso Tel No: (051) 403 0300
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: Coloured, Indian and White Males, and African and Indian Females, and Persons with disabilities.
POST 43/135	:	**FINANCE CLERK (SUPERVISOR) REF NO: 3/2/1/2026/407**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State Deeds Registry: Bloemfontein

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 certificate. Minimum of 3 years of experience in Financial Environment required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.
DUTIES	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
ENQUIRIES	:	Mr. IB Khanyile / Mr M Sefojane / Ms K Pitso Tel No: (051) 403 0300
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African, Indian Females and Persons with disabilities.
POST 43/136	:	**SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2026/400** Directorate: Financial and Supply Chain Management Services
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within a switchboard environment Job related knowledge: Knowledge of Microsoft packages. Job related skills: Telephone etiquette. Computer literacy. Customer care. Good communication (verbal and written). Interpersonal relations. Ability to operate a switchboard. Ability to communicate well with people at different levels and from different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
DUTIES	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that consumers are referred promptly and correctly. Ensure that customers are always attended to. Supply basic information to customers regarding the department’s services when required. Manage switchboard service. Operate switchboard by always answering incoming and outgoing calls. Keep database of other important contact numbers on an on-going basis. Report faults on the telephone system

and report to the supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone costs on an ongoing basis. Ensure that switchboard and all telephone lines are always in working condition. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020

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 Post400@dlrrd.gov.za

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

POST 43/137 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/410 (X2 POSTS)**
(12 Month fixed term employment contract)
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 Post410@dlrrd.gov.za

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

POST 43/138 : **ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/406**
Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Mpumalanga (Mbombela)
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 LI Sanderson Tel No: (013) 754 8046
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 Post406@dlrrd.gov.za

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

POST 43/139 : **FINANCE CLERK REF NO: 3/1/1/1/2026/404**

SALARY : R237 453 per annum (Level 05)
CENTRE : Eastern Cape Deeds Registry: Mthatha
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job Related Knowledge: Basic knowledge of financial functions and practices, as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight into Public Service financial legislation, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job Related Skills: Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.

DUTIES : Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear

		suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
ENQUIRIES	:	Mr. V Mfazwe / Ms N Socikwa at (072) 313 2543
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Mthatha, at 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za/ before the closing date, as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.
POST 43/140	:	**SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/405**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Eastern Cape Deeds Registry: Mthatha
REQUIREMENTS	:	Minimum requirements: Application must be in possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Basic knowledge of supply chain duties and practices, as well as the ability to capture data, operate a computer and collect statistics. Basic Knowledge and understanding of the legislative framework governing the public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
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 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 specifications on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion 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 supplier.
ENQUIRIES	:	Mr. V Mfazwe / Ms N Socikwa at (072) 313 2543
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Mthatha, at 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za/ before the closing date, as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.