



## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT (DLRRD)

**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.

Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview.

**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.

**POST** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**  
(Reference: 3/1/1/1/2026/219)

**SALARY** : R487 197 per annum (Level 9)

**CENTRE** : DIRECTORATE: QUALITY ASSURANCE AND ADMINISTRATION: EASTERN CAPE (EAST LONDON)

**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience in an information management environment. A valid driver's licence. **Job related knowledge:** Knowledge of Restitution process. Knowledge of total quality management. Knowledge of financial management processes and procedures. Knowledge of National Archives Act. Knowledge of information management. Understanding of most prevalent systems (i.e database management system, transactional processing system, document management system). Practical knowledge of the Public Finance Management Act, Treasury Regulations and other related prescripts. Computer literacy with expert knowledge of full Microsoft Office suite. Knowledge of relevant standards, statutory and regulatory frameworks. **Job related skills:** Proven managerial and project management. Good planning, organising and problem-solving. Good communication (verbal and written). Computer literacy. Program management skills. Good interpersonal relations. Ability to research. Report writing and statistical analysis.

**DUTIES** : **Manage land claims information and records, database systems and data capturing in the Province.** Standardisation / restructuring of land claims files. Retrieval and filling of land claims files. Conducting of office searches on long loaned files. Digitisation of paper-based land claims files. Update land claims statistical database. Reconciliation of land claims statistical information. **Submit terms of reference for issuing of purchase order for the publication of land claims in the government gazette.** Request quotations for publications of approved land claims gazette notices. Send quotation for the publication of land claims gazette notices. Publish land claims gazette notices. Send published land claims gazette notices to the Project Officers and managers including filling of such record in the relevant land claim files. Receive invoices for the published gazette notices from the Government Printing Works. Submit received invoices to supply chain management for payments. Maintain the land claim gazette database. Collate, analyse and



summarise and claims data, compile and disseminate statistical reports. Provision of information to internal and external clients. Update land claims statistical database. Reconciliation of land claims statistical information. Receive land claim enquiries. Maintain land claims enquiries database. Compile statistical reports on the status of land claims. Submit land claims statistical reports. Provide of land claims statistical reports. **Manage land claims lodgement process.** Receive outstanding lodgement documents from the claimants. Update contact details of claimants on the electronic lodgement system. **Manage the screening process of lodged land claims in the Province.** Categorised lodged claims per district and municipalities within the Province. File lodged land claims files per their respective municipalities. File lodged land claims files per project. **Manage registry services.** Manage mail and courier services. Manage and coordinate messenger services. Manage registry automation services. Manage registry counter services including retrieval and filling of files and documents. Manage and coordinate messengers / driver services. Manage the usage of registry automation (photocopies). **Provide management reports.** Retrieve and provide reports / statistics. Provide management reports on land claims statistics.

- ENQUIRIES** : Ms A van Vuuren Tel: (043) 701 8127 or Ms AC Kili Tel: (043) 701 8186
- EE TARGETS** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- CLOSING DATE** : **11 September 2026 at 16:00**
- APPLICATION** : 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 [Post219@dlrrd.gov.za](mailto:Post219@dlrrd.gov.za)
- POST** : SENIOR PROJECT OFFICER (Reference: 3/1/1/2026/220)
- SALARY** : R413 001 per annum (Level 8)
- CENTRE** : DIRECTORATE: OPERATIONAL MANAGEMENT: FREE STATE (BLOEMFONTEIN)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in land reform environment. A valid driver's license. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plans. Thorough knowledge in land reform and development related issues. Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Job related skills: Project management. Negotiation. Contract management. Leadership ability. Communication (verbal and written). Ability to draft



terms of reference for service providers. Ability to manage consultants. Excellent report writing ability. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Good networking ability. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : **Investigate and validate restitution claims.** Gather oral and documentary evidence. Compile research report and gazette the claim. **Verify the beneficiaries of lodged claims.** Compile family tree and gather supporting documents. Compile verification reports. **Negotiate the settlement of claims.** Conduct options from the claimants. Conduct resolution of the claims. **Prepare terms of reference for valuation and Office of the Valuer-General (OVG) recommendations.** Compile spreadsheet for valuations. Conduct deeds research for properties. **Facilitate the finalisation of lodged claims** Compile offers from OVG recommendations. Compile Section 42D on approved offers. **Engage with stakeholders and manage land claims enquiries.** Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

**ENQUIRIES** : Ms C Wessels Tel: (076) 793 1597

**EE TARGETS** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

**CLOSING DATE** : **11 September 2026 at 16:00**

**APPLICATION** : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to [Post220@dlrrd.gov.za](mailto:Post220@dlrrd.gov.za)

