

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

- APPLICATIONS** : Applications must be submitted by clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.
- CLOSING DATE** : 03 February 2017 at 16:00.
- NOTE** : Applications must be submitted by clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Failure to submit your application and requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Persons with disabilities are encouraged to apply. Applications will not be considered after the closing date.

## MANAGEMENT ECHELON

- POST 04/42** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2017/001**  
Office of the Registrar of Deeds
- SALARY** : R1 068 564 per annum, Level 14 (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : B Proc/ LLB Degree/ Buris or a National Diploma in Deeds Registration with registration as LLB Student. 5 years experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of research and information analysis. \*Knowledge of Human Resources prescripts. Knowledge of Project Management Principles and Tools. Knowledge of court procedures. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analysis and Development skills. Good judgement and assertive skills. Time management skills. Analytical skills. Financial management skills. Project management skills. \*Management of resources skills. Negotiation and influencing skills. Appropriate courses in Management Practices.
- DUTIES** : Manage and control the functions of the Deeds Registry. Manage Lodgement, Preparation, Execution and Delivery. Manage the Deeds Trading Account, Personnel and Provisioning administration. \*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. Request training requirements from HR and Law lecturers quarterly or annually. \*Manage labour relations matters. Manage asset register. Manage the DMP. Provide information to Stakeholders and Registrars. Approve reports to court and advise the High Court, Law Society and other local institutions accordingly. Draft the Registrars circulars and notice. Comment on Chief Registrars circulars. Adjudicate on registration cases where no precedence exists and advise clients where

difficulties are experienced with the drafting and registration of deeds. Comment on bills and draft directives regarding land registration and related matters. \*Manage Deeds Registration System. Manage Deeds Scanning Systems. Manage DRS System Support.

**NOTE**

: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.