

## 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.*

**CLOSING DATE** : 10 February at 16:00  
**NOTE** : 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. Applications must be submitted by clicking on the link to apply for the post below <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. Required document's 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. Failure to submit the 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. Applications will not be considered after the closing date.

## MANAGEMENT ECHELON

**POST 05/44** : **DEPUTY REGISTRAR OF DEEDS REF NIO: 3/2/1/2017/014**

**SALARY** : R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Office Of The Registrar Of Deeds: Mpumalanga

**REQUIREMENTS** : B Proc/ LLB/ or Buris/ National Diploma in Deeds Registration with registration as LLB student. 5 years' experience as Assistant Registrar of Deeds or Law Lecturer or middle management level in property conveyance. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities.

**DUTIES** : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Consult with conveyancers and issue ruling. Manage the practice committee/ Examiner forum and issue circulars. Analyse standards of examination and draft report to registrar. Grant hearings to conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Manage the archiving of deeds/ documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. \*Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. \*Manage information technology services.

**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>

<b><u>POST 05/45</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTION AND DEEDS TRAINING SERVICES REF NO: 3/2/1/2017/022</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office Of The Registrar Of Deeds: Pretoria B Proc/ LLB/ or Buris/ National Diploma in Deeds Registration with registration as LLB student. 5 years' experience as Assistant Registrar of Deeds or Law Lecturer or middle management level in property conveyance. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Consult with conveyancers and issue ruling. Manage the practice committee/ Examiner forum and issue circulars. Analyse standards of examination and draft report to registrar. Grant hearings to conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Manage the archiving of deeds/ documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 05/46</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTION AND DEEDS TRAINING SERVICES REF NO: 3/2/1/2017/023</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office Of The Registrar Of Deeds: Cape Town B Proc/ LLB/ or Buris/ National Diploma in Deeds Registration with registration as LLB student. 5 years' experience as Assistant Registrar of Deeds or Law Lecturer or middle management level in property conveyance. Knowledge on examination of Deeds. *Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Consult with conveyancers and issue ruling. Manage the practice committee/ Examiner forum and issue circulars. Analyse standards of examination and draft report to registrar. Grant hearings to conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Manage the archiving of deeds/ documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>

<b><u>POST 05/47</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTION AND DEEDS TRAINING SERVICES REF NO: 3/2/1/2017/024</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office Of The Registrar Of Deeds: Kimberley B Proc/ LLB/ or Buris/ National Diploma in Deeds Registration with registration as LLB student. 5 years' experience as Assistant Registrar of Deeds or Law Lecturer or middle management level in property conveyance. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Consult with conveyancers and issue ruling. Manage the practice committee/ Examiner forum and issue circulars. Analyse standards of examination and draft report to registrar. Grant hearings to conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Manage the archiving of deeds/ documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 05/48</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2017/029</u></b>
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of Chief Registrar Of Deeds Pretoria Bproc / LLB / BJuris or National Diploma in Deeds Registration with registration as LLB Student. 5yrs experience at Middle Management or Assistant Registrar of Deeds or Deeds Registration Law Lecturer. Extensive knowledge of deeds registration practice and procedures. Knowledge of registration of deeds. Interpretation of statutes. Examination of deeds. Human resource prescripts. Court procedures. Research and information analysis. Project management principles and tools. Computer skills. Communication skills. Problem solving. Interpersonal skill. Report writing. Policy analysis and development. Good judgement and assertive skills. Analytical. Financial management. Management of resources. Negotiation.
<b><u>DUTIES</u></b>	:	Manage the co-ordination of decentralized training. Provide training/guidance to decentralised law lectures. Develop/submit inputs on curricula and revise existing courses/subjects. Provide quality assurance to assessments for decentralised courses. Manage, formulate and maintain deeds training framework. Draft, update and comment on study material. Prepare and present lectures. Manage the training policies and standards as contained in the quality management system. Develop, monitor and evaluate centralized and decentralized deeds training standards. Manage and prepare formative and summative assessment. Manage moderation of training courses Conduct and coordinate needs analysts with regard to deeds training requirement Convene DTAC (Deeds Training Advisory Committee) meeting annually. Maintain annual training programme. Manage the preparations, updating and publication of deeds training manuals, lectures and deeds journals. Request inputs for updating from Assistant Registrars training and convene annual update meeting. Liaise with service providers for updating of manuals. Update deeds journals based on the inputs received. Liaise with JUDA and Butterworth for publication of updated deeds journals. Provide deeds training, related support and assess performance of learners for internal, external and SADC clients. Provide articles for SADJ and assist with compilation. Comment on legislation, and ancillary matters. Active participation in all structures which have relevance to the functions

of the Chief Directorate. Liaise with Law Society of South Africa, Tertiary Institutions and JUTA with regards to land registration training and manuals. Provide training to SADC delegates.

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#### **OTHER POSTS**

**POST 05/49** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION, EXECUTION & TRAINING SERVICES (X 2) REF NO: 3/2/1/2017/017**

**SALARY** : R612 822 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : B Uris / B Proc / LLB Degree or a National Diploma in Deeds Registration. 4 years' experience as Senior Examiner/ Deeds Registration Assistant Law Lecturer. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of Human Resources Prescripts. Knowledge of Court procedures. Knowledge of Research and information analysis. Knowledge of legislation governing the Deeds Registry Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Supervisory skills. Presentation Skills. Policy Analyses and Development. Good Judgement and assertive Skills. Time Management. Analytical Skills. Financial Management Skills. Project Management skills.

**DUTIES** : Managing examination team. Give inputs for the update of the Deeds Practice manual and legislation. Verifying the drafting and the correctness of deeds and documents and ensure all interdicts and other reference have been checked. Check noted raised for validity and registrability of deeds and documents. Grant hearing to conveyancers and make ruling and provide guidance to all clients. Execute deeds. Ensure that appointed appearer signs execution clause / request for registration. Check Clearance certificates for validity. Sign all deeds and endorsements. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds/ Deputy Registrar of Deeds in charge of execution. Draft court reports. Peruse notices of motion, research the facts therein. Advice the court by drafting report and submit to Deputy Registrar. Manage execution room. Attend to requests for late and expedited executions and arrange for final black-booking. Attend to simultaneous execution. Notify conveyancers regarding problems encountered on deeds and give guidance.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/50** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2017/002**

**SALARY** : R594 477 per annum (the salary is in accordance with the OSD)

**CENTRE** : Rural Infrastructure Development: Northern Cape

**REQUIREMENTS** : Engineering Degree (B Eng/BSC (Eng) or related qualification. Compulsory registration with ECSA as a Professional Engineer. 3 year's post qualification engineering experience. Knowledge of the following: Programme and project management, Engineering design and analysis, Knowledge Research and Development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Decision making skills. Team leadership skills. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence.

**DUTIES** : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget

		planning. Manage resources and 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 on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	All races, gender and people with disabilities are encouraged to apply.
<b><u>POST 05/51</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND SCM REF NO: 3/2/1/2017/008</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Limpopo
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year Degree or equivalent qualification in Supply Chain Management Services or Financial management. 3 years supervisory experience in supply chain management. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Knowledge of human and finance resource management. Knowledge of the ACCPAC system. Knowledge of working of a Trading Account. Government systems and structures. Government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Manage the procurement of goods and services. Maintain debtors account database. Update account holders details. Address account queries. Ensure that procurement procedures are adhered to before orders are authorised. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage the collection of money. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Maintain the asset register according to office policies and standards. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Maintain the asset register according to office policies and standards. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	All races, gender and people with disabilities are encouraged to apply.
<b><u>POST 05/52</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2017/021</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Vryburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year National Diploma or Degree in Financial Management, Public Management, Auditing or equivalent qualification. (NQF 6) 3-5 year's supervisory experience in Financial Services. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Knowledge of human and finance resource management. Knowledge of the ACCPAC system. Knowledge of working with a Trading Account. Government systems and structures. Government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Maintain debtors account database. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage service provider's payments in accordance with Treasury Regulations.

		Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Consolidate information provide from other sections. Submit the report to OCRD.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	Indian, Coloured and White Males and Coloured, Indian Females and people with disabilities are encouraged to apply.
<b><u>POST 05/53</u></b>	:	<b><u>SENIOR EXAMINER X2 POSTS REF NO: 3/2/1/2017/006</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Limpopo
<b><u>REQUIREMENTS</u></b>	:	BProc/ Buris/ LLB Degree or a National Diploma in Deeds Registration. 3 years' experience as Junior Examiner. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development skills.
<b><u>DUTIES</u></b>	:	Prepare for second level examination. Collect, count deeds and sign distribution list. Put examiner's name on the Deeds. Ensure that first level examination duties have been performed legal compliances. Initiate correct measures where necessary. Perform second level examination of Deeds and documents as required. Examine the drafting and correctness of deeds and documents. Advise conveyancers about non-compliance with practice procedures and legislations. Determine the registrability of the Deeds and documents. Pass or reject Deeds. Research and advice on deeds registration matters. Return Deeds to distribution for monitoring purposes. Count the Deeds. Prepare Deeds for submission to distribution. Submit the Deeds.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	All races, gender and people with disabilities are encouraged to apply.
<b><u>POST 05/54</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: DATA REF NO: 3/2/1/2017/003</u></b>
<b><u>SALARY</u></b>	:	R262 272 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Limpopo
<b><u>REQUIREMENTS</u></b>	:	A Grade 12. 3 years' experience at a level of Control Deeds Registration Clerk or 8 years' experience at a level of Chief Deeds Registration Clerk. Knowledge of the Deeds office functions will be an added advantage. Appropriate knowledge on registration of deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. The ability to work well under pressure.
<b><u>DUTIES</u></b>	:	Ensure the efficient functioning of deeds registration system. Oversee the distribution of work at data. Monitor workflow and take corrective measures. Identify shortcomings on DRS and make recommendations. Oversee the reporting to CRD on response times. Administer the data section. Analyse status reports, draft final report and submit to supervisor. Administer the supply of information concerning deeds and documents captured in public register. Attend to queries relating to data. Oversee the control of expedited deeds. Ensure improved management of deeds registration systems. Analyse non-verification and non-captured reports, take corrective measures and report to management. Control the usage of stock. Update data and archiving procedure manuals.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted by clicking on the link to apply for the post above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	All races, gender and people with disabilities are encouraged to apply.
<b><u>POST 05/55</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2017/009</u></b>
<b><u>SALARY</u></b>	:	R262 272 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Limpopo
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management/Public Management or equivalent. 2-3 years' experience in Human Resource Administration/Human Resource environment. Knowledge of the Basic Conditions of Employment Act. Understanding of Human resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of PSA, EEA, SDA. Computer Literacy. Good interpersonal skills. Good written and verbal communication skills. Problem solving and Decision making skills. Time management skills. Computer software skills.

- DUTIES** : Oversee the administration of leave, housing allowances and termination of services. Check all leave forms and submit to SSC. Control leave analysis process. Deal with queries regarding leave. Check housing applications and forward it to delegated authority for signature. Check and submit all bank state guarantees to head office/SSC. Make reconciliation with the SSC report. Check applications and documents for termination of service and forward to delegated authority for signature. Submit the applications to SSC. Make reconciliation with SSC report. Co-ordinate the EPMS process. Collect/receive and check completeness on all work plans and PAD's. Compile DAC summary report. Arrange and prepare venue and notify participants on meetings. Record all minutes of meeting. Prepare letters of outcomes and submit to Registrar/Chairperson for signature and distribution. Submit appeals to Chairperson of DAC. Submit copies of all documents for filing and forward all original documents to OCRD. Receive, check, make copies and distribute MC outcomes to staff. Receive, check, make copies and distribute letter from HO/SSC regarding final outcome to staff. Maintenance of record. Submit copies for updating of file plan. Supervise allocation, retrieval and filling of correspondence. Manage opening, closing and maintenance of files. Compile memorandum for disposal of records. Report on records management activities. Provide mailing services. Supervise the administration of incoming and outgoing mail. Inspect and sign off the registers with regards to the utilization of the fax, photocopy and franking machine.
- 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>
- NOTE** : All races, gender and people with disabilities are encouraged to apply.
- POST 05/56** : **SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2017/015**
- SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : Senior Certificate. 3 years' experience at a level of Control Deeds Registration Clerk or 8 years' experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Computer software skills. Good written and verbal communication skills. Organizing skills.
- DUTIES** : Oversee the scanning of deeds and documents. Prepare the documents for scanning. Check the documents/ deeds if they are numbered accordingly. Oversee the verification of the images. Verify if the information scanned are according to the hard copy. Oversee the archiving of the images. Check the images if they are the same with the hard copy. Ensure that the strong room is of appropriate room temperature for archiving.
- 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>
- NOTE** : All races, gender and people with disabilities are encouraged to apply.
- POST 05/57** : **SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2017/028**
- SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Office Of The Registrar Of Deeds: Cape Town  
**REQUIREMENTS** : B Senior Certificate. 3yrs experience at a level of control Deeds Registration clerk or 8yrs experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Computer software skills. Good written and verbal communication skills. Organizing skills.
- DUTIES** : Scan deeds and documents. Prepare the documents for scanning. Check the documents / deeds if they are numbered accordingly. Verify the images. Verify if the information scanned are according to the hard copy. Archive the images. Check the images if they are the same with the hard copy. Ensure that the strong room is of appropriate room temperature for archiving. Supervise human resource/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- 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>
- NOTE** : African and Indian Males, African Females and people with disabilities are encouraged to apply.

**POST 05/58** : **JUNIOR EXAMINER X2 POSTS REF NO: 3/2/1/2017/005**

**SALARY** : R211 194 per annum, Level 07

**CENTRE** : Office Of The Registrar Of Deeds: Limpopo

**REQUIREMENTS** : Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.

**DUTIES** : Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all interdicts. Calculate fees. Link batches and do pencil linking. Check and interpret sectional and township files. Check general plans / diagrams to ensure that applicable conditions / servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents. Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/59** : **PRINCIPAL ACCOUNTING CLERK REF NO: 3/2/1/2017/011**

**SALARY** : R211 194 per annum (Level 7) (

**CENTRE** : Office Of The Registrar Of Deeds: Limpopo

**REQUIREMENTS** : Grade 12 certificate or equivalent. 3-5 years' relevant working experience. Knowledge of the Public Finance Management Act (PFMA). Knowledge of ACCPAC. Knowledge of Treasury Regulations. Computer literacy i.e. Excel, MS Word and Power Point. Financial Management Skills. Interpersonal Skills. Computer software skills. Communication skills. Analytical skills.

**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 collections 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 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. 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 the human resource /staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/60** : **OFFICE ASSISTANT REF NO: 3/2/1/2017/013**

**SALARY** : R211 194 per annum (Level 7)

**CENTRE** : Office Of The Registrar Of Deeds: Limpopo

**REQUIREMENTS** : Three years degree or equivalent qualification in Office Administration. 1-2 years' experience in rendering secretarial and support services to senior management. Government system and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good Interpersonal skills. Written and verbal communication skills. Ability to maintain confidentiality. Ability to take initiative and work independently. Organisational and planning skill. Good reporting skills Computer Literacy. Good interpersonal relations.



- DUTIES** : Organise and maintain the manager's diary and prioritising meetings. Confirm appointments and remind the manager of engagement. Coordinate with and advise Departmental managers regarding engagements with the manager. Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings. Arrange international and domestic travelling and accommodation for the manager. Operate and ensure that office equipment is in good working order. Provide administrative support services for the office of the manager. Ensure the effective flow of information and documentation to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles progress reports, monthly reports, and technical reports for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage the filling of documents for the office of the manager. Researches, collects, analyses and collates information requested by the manager. Priorities issues for the office of the manager. Handles the procurement of office equipment, stationary and refreshments for the office the manager. Remain abreast of procedures and processes applicable in the office of the manager. Prepare and submit S & T claims. Manage the administration of the cell phone of the manager. Create and maintain a filing system of the office of the manager.
- 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>
- NOTE** : All races, gender and people with disabilities are encouraged to apply.
- POST 05/61** : **PRINCIPAL ACCOUNTING CLERK REF NO: 3/2/1/2017/025**
- SALARY** : R211 194 per annum (Level 7)  
**CENTRE** : Office Of The Registrar Of Deeds: Cape Town  
**REQUIREMENTS** : Grade 12 certificate or equivalent. 3-5 years' relevant working experience. Knowledge of the Public Finance Management Act (PFMA). Knowledge of ACCPAC. Knowledge of Treasury Regulations. Computer literacy i.e. Excel, MS Word and Power Point. Financial Management Skills. Interpersonal Skills. Computer software skills. Communication skills. Analytical skills.
- 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 collections 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 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. 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 the human resource /staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- 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>
- NOTE** : African, Indian Males, and African Females and people with disabilities are encouraged to apply.
- POST 05/62** : **JUNIOR EXAMINER REF NO: 3/2/1/2017/027**
- SALARY** : R211 194 per annum (Level 7)  
**CENTRE** : Office Of The Registrar Of Deeds: Umtata  
**REQUIREMENTS** : Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.
- DUTIES** : Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all interdicts. Calculate fees. Link batches and do pencil linking. Check

and interpret sectional and township files. Check general plans / diagrams to ensure that applicable conditions / servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents. Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

**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>

**NOTE** : African, Indian Males, and African Females and people with disabilities are encouraged to apply.

**POST 05/63** : **CHIEF DEEDS REGISTRATION CLERK-DATA X2 POSTS REF NO: 3/2/1/2017/007**

**SALARY** : R171 069 per annum (Level 6)  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : Grade 12. 2 Years' experience in the Deeds Registry office. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Good written and verbal communication skills. Good Judgement and assertiveness skills. Organisation and problem solving abilities.

**DUTIES** : Address deeds related enquiries. Review systems for available information once a query has been received. Provide deeds registration information and support. Discuss query stating the information obtained, and supplying information when necessary. Administer the deeds tracking system. Ensure that the Deeds Tracking System (DRS) can handle all legislation by maintaining the system. Ensure consistency of DRS data at all times. Provide DRS reports when requested. Update Document Tracking System (DOTS) when new module is required. Allocate barcodes to account holders. Link barcode to the name of the person and the property on the deed as per request. Provide of support to land reform components. Assist Land Reform with legislation monthly and as when requested.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/64** : **SENIOR TELECOM OPERATOR REF NO: 3/2/1/2017/012**

**SALARY** : R171 069 per annum (Level 6)  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : Grade 12 or equivalent. No experience required. MS Package. Telephone etiquette. Good communications skills. Interpersonal skills. Excellent knowledge to operate Switchboard. Computer skills. Ability to learn the department's services delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritize work.

**DUTIES** : Render switchboard services. Attend switchboard services. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when required. Maintain switchboard system. Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of orders. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/65** : **CHIEF DEEDS REGISTRATION CLERK: INFORMATION & DOTS X2 POSTS REF NO: 3/2/1/2017/016**

**SALARY** : R171 069 per annum (Level 6)  
**CENTRE** : OFFICE OF THE REGISTRAR OF DEEDS: LIMPOPO  
**REQUIREMENTS** : Grade 12 Certificate. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Ability to work well under pressure. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Drivers' Licence.

**DUTIES** : Provide deeds information. Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Administer the deeds tracking system. Update Document Tracking System (DOTS) when new module is

required. Link barcode to the name of the person and property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds Tracking System can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time. Allocate barcode to account holders. Make sure that there barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/66** : **CHIEF DEEDS REGISTRATION CLERK: ARCHIVING X2 POSTS REF NO: 3/2/1/2017/026**

**SALARY** : R171 069 per annum (Level 6)  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : Grade 12 certificate or equivalent. 2 Years appropriate Deeds Registry/ administrative experience. Knowledge of records management. Ability to identify, classify and record a large variety of official documents. Filing skills. Archiving skills. Communication skills (verbal and written). Computer literacy. Problem solving skills. Liaison skills. Interpersonal skills. The ability to work well under pressure and changing priorities.

**DUTIES** : Scan of deeds and documents. Scan deeds daily. Film deeds daily. Develop films when spool finished. Verification of deeds. Verify deeds and documents according to hard copies provided. Archive the images. Open new files daily. File correspondence daily. Transfer of files between sub-divisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives. Assist with the preparation and listing of files and registers for destruction and transfer according to National Archive Act.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/67** : **PROVISIONING CLERK REF NO: 3/2/1/2017/010**

**SALARY** : R142 461 per annum (Level 5)  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : A Grade 12 certificate or equivalent. No experience required. Knowledge of PFMA. PPPFA. BBBEE. Treasury regulations. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer literacy skills. Communications skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

**DUTIES** : Render assets management clerical support. Compile and maintain records (e.g. asset records/ database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Accpac or similar system. 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 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 database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

**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>

**NOTE** : All races, gender and people with disabilities are encouraged to apply.

**POST 05/68** : **HUMAN RESOURCE OFFICER REF NO: 3/2/1/2017/018**

**SALARY** : R142 461 per annum (Level 5)  
**CENTRE** : Office Of The Registrar Of Deeds: Cape Town  
**REQUIREMENTS** : A grade 12 Certificate or equivalent. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate 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. Planning and organising skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal skills and communication skills. Working under pressure. Meeting deadlines.
- DUTIES** : Implement human resources administration practices. Recruitment and selection (Advertisements, appointments, transfer, verification of qualifications, secretarial functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (Leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.). Performance management. Termination of services (indicate the steps). Address human resources administration enquiries.
- 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>
- NOTE** : African, Indian and white Males and African Females and people with disabilities are encouraged to apply.
- POST 05/69** : **HUMAN RESOURCE OFFICER Ref NO: 3/2/1/2017/020**
- SALARY** : R142 461 per annum (Level 5)  
**CENTRE** : Office Of The Registrar Of Deeds: Pretoria  
**REQUIREMENTS** : A grade 12 Certificate or equivalent. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate 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. Planning and organising skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal skills and communication skills. Working under pressure. Meeting deadlines.
- DUTIES** : Implement human resources administration practices. Recruitment and selection (Advertisements, appointments, transfer, verification of qualifications, secretarial functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (Leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.). Performance management. Termination of services (indicate the steps). Address human resources administration enquiries.
- 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>
- NOTE** : African, Coloured, Indian and white Males and Coloured and Indian Females and people with disabilities are encouraged to apply.
- POST 05/70** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2017/004**
- SALARY** : R100 545 per annum (Level 3)  
**CENTRE** : Office Of The Registrar Of Deeds: Limpopo  
**REQUIREMENTS** : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filing) is essential. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. The ability to work well under pressure.
- DUTIES** : Ensure that own role and work goals and tasks are clearly understood. Understands what deliverable/output is expected. Understands team goals and expected results. Identifies and implements work methods and timeframes, appropriate to resources and in line with organisational priorities. Completes tasks to required standards and within designated timeframes. Effectively prioritises tasks in order of importance and urgency. Renegotiates changes required to personal work programmes to meet new and revised goals.
- 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>
- NOTE** : All races, gender and people with disabilities are encouraged to apply.