

## 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** : 21 July 2017 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. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. 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. 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.

## OTHER POSTS

**POST 27/12** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION, EXECUTION & TRAINING SERVICES REF NO: 3/2/1/2017/093**

**SALARY** : R657 558 per annum, Level 11, (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Office of the Registrar of Deeds: Johannesburg  
**REQUIREMENTS** : B Uris/B Proc/LLB Degree or 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. Policy Analyses and Development skills. Good Judgement and assertive skills. Time Management skills. 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 notes 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. Advise 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** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be

submitted by following the link to apply for the post above  
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/13** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION, EXECUTION & TRAINING SERVICES REF NO: 3/2/1/2017/094**

**SALARY** : R657 558 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : Office Of The Registrar Of Deeds: Mpumalanga  
B Uris/B Proc/LLB Degree or 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. Policy Analyses and Development skills. Good Judgement and assertive skills. Time Management skills. 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 notes 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** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above  
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/14** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION, EXECUTION & TRAINING SERVICES REF NO: 3/2/1/2017/095**

**SALARY** : R657 558 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : Office Of The Registrar Of Deeds: Pretoria  
B Uris/B Proc/LLB Degree or 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. Policy Analyses and Development skills. Good Judgement and assertive skills. Time Management skills. 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 notes 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.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/15</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION, EXECUTION &amp; TRAINING SERVICES REF NO: 3/2/1/2017/096</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	B Uris/B Proc/LLB Degree or 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. Policy Analyses and Development skills. Good Judgement and assertive skills. Time Management skills. Analytical skills. Financial Management skills. Project Management skills.
<b><u>DUTIES</u></b>	:	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 notes 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. Advise 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.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/16</u></b>	:	<b><u>DEPUTY DIRECTOR: STAKEHOLDER RELATIONS MANAGEMENT REF NO: 3/2/1/2017/109</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Chief Directorate: Cluster Coordination, Special Programmes And Intergovernmental Relations
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma in Developmental Studies/ Public Management or Administration/Political Studies/Public Relations. 3 years managerial experience. Experience in intergovernmental and inter-sector coordination and working with people at all levels. Understanding of the government system, government planning cycle and the outcome based approach. Experience in organising meetings at high level. Experience in compiling briefing notes and reports at high level. Experience in working with different stakeholders across the sectors. Understanding of the intergovernmental relations and relevant legislation. High level reliability. Ability to keep confidential information. Good interpersonal relations, problem solving and conflict management skills. Ability to follow tasks through. Excellent writing, communication skills. Advanced computer literacy. Eye for detail. Valid Driver's License. Willingness to travel, work overtime and under pressure and irregular hours. Good grooming and presentation.

<b><u>DUTIES</u></b>	:	Provide secretariat services for the Economic Sector, Employment and Infrastructure Development Cluster (ESEID). Facilitate the process of submitting outcome reports through the cluster system. Support the Chief Director in inter-sector meetings and task teams. Support the preparations for Cabinet Makgotla. Liaise with relevant stakeholders. Act as a link between ESEID cluster and other clusters. Facilitate collaboration with departments with overlapping mandates. Follow up on the tasks arising from cluster meetings and collaboration task teams. Coordinate the contribution of different branches towards the implementation of cluster and collaboration task team's resolutions. Support the implementation of the stakeholder relations strategy.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/17</u></b>	:	<b><u>PROJECT COORDINATOR: RECAPATILIZATION REF NO: 3/2/1/2017/082</u></b>
<b><u>SALARY</u></b>	:	R417 552 per annum, Level 10
<b><u>CENTRE</u></b>	:	Directorate: Recapitalization And Development: Free State (Bethlehem)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an advantage. 3-5 years relevant experience. Knowledge of the department's policies, prescripts and practice pertaining to CRDP and RADP. Knowledge of Land Reform policies and other related legislation. Knowledge and understanding of various commodities e.g. livestock, crop, sugarcane, vegetables, poultry, and horticulture production. Knowledge and understanding of sector needs and business requirements. Knowledge and understanding of Government Development Policies, e.g. National Development Plan, National Growth Path, etc. Corporate Governance. Project management skills. Conflict Management skills. Agricultural Development skills. Stakeholder Mobilisation skills. Analytical Skills. Financial Management skills. Report writing skills. Computer skills. A valid driver's license. An initiative, self-driven individual willing to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Plan, implement, monitor and report mechanisms of RADP in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalization and Development. Create and maintenance of the RADP Provincial project database. Ensure the implementation of Recapitalisation and Development programme (RADP) related policies, systems and procedures within the province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure effective promotion of RADP and recruitment of strategic partners to advance District priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensure the development of Cluster Value-Chain Integrated Model. Facilitate institutional Partnership arrangements. Management of partnership arrangement. Provide timely strategic interventions.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/18</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2//1/2017/092</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examine. Knowledge of registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of 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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/19</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2//1/2017/091</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Pietermaritburg
<b><u>REQUIREMENTS</u></b>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examine. Knowledge of registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of 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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/20</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2//1/2017/090</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds: Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examine. Knowledge of registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of 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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/21</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2/1/2017/089</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds: King Williams Town
<b><u>REQUIREMENTS</u></b>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examine. Knowledge of registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of 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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following 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 27/22</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2/1/2017/088</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examine. Knowledge of registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of 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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following 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 27/23</u></b>	:	<b><u>PROJECT ADMINISTRATOR REF NO: 3/2/1/2017/097</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Office of the Chief Registrar of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma in Project Management. 3 years' experience in planning and coordinating projects. Knowledge of Project Management software (e.g. MS Project). MS Office (Word, PowerPoint, etc.). Knowledge of Project Management methodology. Knowledge of Deeds Registrations. Ability to administer and coordinate projects. Ability to create and maintain technical project plans and outcomes. Good communication skills. Report writing skills. Interpersonal skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Render project administrative support services. Establish standards, tools and procedures for use in project planning and execution. Review project activities for

compliance with procedures and standards. Assist with the production of user documentation, i.e. Business Cases, etc. Maintain and update the project plan and related documents under the supervision of the Project Manager. Organise project meetings. Prepare agenda and take minutes for project meetings. Create and update projects on project management system. Liaise with internal and external stakeholders to ensure successful delivery of strategic projects. Track progress of key documents and outstanding tasks. Assist with project/programme budgeting and costing. Establish and maintain a project registry. Create, update and maintain key project documentation. File and archive project documents and records electronically and manually. Produce and consolidate project progress reports and project tasks. Produce consolidated summary reports for the different project governance structures. Report project actions/ tasks from meetings accurately and on time. Consolidate progress reports and project tasks. Communicate problems and bottlenecks to the Project Manager.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/24** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2017/098**

**SALARY** : R334 545 per annum, Level 09  
**CENTRE** : Office of the Registrar of Deeds: Johannesburg  
**REQUIREMENTS** : 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 Finance Management Act (PFMA). Knowledge of Treasury Regulations and other related prescripts. Knowledge of supply chain management policy. Knowledge of government systems and structures. Knowledge of working on a Trading Account. Knowledge of the ACCPAC system. Knowledge of human and finance resource management. Knowledge of 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.

**DUTIES** : Managing the Demand Management Process. Compile and review DMP. Compile procurement plan. Verify procurement request received with DMP and advise clients. Verify and advice on specification/Terms of reference from end users. Identify, advice and implement sourcing strategies for procurement. 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 budge 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. Managing of contracts. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/25** : **SENIOR DEEDS REGISTRATION OFFICER: REGISTRATION REF NO: 3/2/1/2017/099**

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Office of the Registrar of Deeds: Limpopo

<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate. 3 years' experience at a level of Control Deeds Registration Clerk or 8 years' experience as 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.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination and registration. Sort the deeds according to Deeds Registration procedure manual. Number, endorse and date deeds. Number the documents according to the nature of the deeds. Scan the documents / deeds in to the deeds registration system. Perform final check on deeds and deliver deeds. Check the deeds if they were numbered accordingly. Check the endorsement and date stamp if they correspond with the registration system. Process Interdicts, sectional titles, townships and miscellaneous registration. Analyse workload report and take corrective measures. Analyse workflow and processes and make recommendation.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/26</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER: ACQUISITION MANAGEMENT REF NO: 3/2/1/2017/100</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office of the Chief Registrar of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	3 Years National Diploma/Degree in Financial/Public Admin /Purchasing Management or any equivalent qualifications. 2 Years working experience in Supply Chain Management in particular Acquisition Management. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Preferential Procurement Regulations. Knowledge of Departmental SCM procedures and policy. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Team work. Working under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	Supervise and execute procurement of goods and services by means of request for quotation (RFQ) process. Compile request for quotation document. Invite and close request for quote (RFQ). Evaluate and Adjudicate quotes. Supervise and execute procurement of goods and services by means of bidding process. Compile bid documents. Publish tender invitations. Co-ordinate briefing/information session. Receiving and opening of bid documents responsiveness. Provide secretariat services to the Bid Evaluation Committee. Compile and publish request for proposals as required. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Provide secretariat services to the bid evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Supervise and compile the list of prospective service providers for quotations. Analysis of the existing service providers per commodity and develop inputs for the gap analysis report. Assist on the development of the vetting criteria and revision of the database application form. Facilitate the issuing, receiving and verification of compliance and distribute for capturing. Review captured application information, allocate vendor number and submit banking details for approval on the SafetyNet. Communicate the outcomes of database application form to suppliers. Updating or maintaining existing supplier database. Perform general quality assurance of information in supplier database (e.g. check and verify supporting documents).
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/27</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: DATA REF NO: 3/2/1/2017/101</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Directorate: Tenure Reform Implementation: Limpopo (Waterburg District Office And Vhembe District Office)

<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>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/28</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2017/102</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds: King Williams Town
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/29</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 3/2/1/2017/085</u></b>
<b><u>SALARY</u></b>	:	R281418 per annum, Level 08
<b><u>CENTRE</u></b>	:	Office of the Chief Registrar of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Degree in Financial Management. 2 years' experience in the field of Management Accounting. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice GAAP or GRAP. Knowledge of ACCPAC will be added advantage. Computer literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem solving and decision making skills. Time management skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Coordinate budget planning and preparation. Analyse, cost and review Demand Management Plans. Capture the approved original and adjustment budget on the financial system. Compile MTEF and ENE. Prepare documents for Audit requests/ queries. Monitor and control the budget. Submit budget vs. actual report to clients. Analyse expenditure and correct misallocations. Confirm availability of budget/ funds. Capture shifting of funds. Analyse and capture budget adjustment report. Budget reporting. Prepare in-Year monitoring report. Prepare financial performance presentation. Prepare Public Entity quarterly report.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/30** : **SENIOR STATE ACCOUNTANT: CASHBOOK, DEBTORS AND AGE ANALYSIS**  
**REF NO: 3/2/1/2017/103**

**SALARY** : R281 418 per annum, Level 08  
**CENTRE** : Office of the Chief Registrar of Deeds: Pretoria  
**REQUIREMENTS** : National Diploma/Degree in Accounting or Financial Accounting/Management or Management Accounting. 2 year experience in the field of financial accounting/management. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Recognised Accounting Practice (GRAP). Knowledge of Deeds Registration Accounting Software (ACCPAC). Computer Literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision Making skills. Time Management skills. Analytical skills.

**DUTIES** : Register Deeds web applications. Verify credit vetting of new application. Draw report from Deeds web and reconcile newly registered users/applicants with Accpac database. Render debtors management services. Record debts on financial system, prepare report and provide comments. Advise salary administration on implementation of deduction. Monitor payment of debts. Calculate and capture interest on outstanding debts and prepare reports. Provide comment on age analysis for internal debtors. Attend to deeds web customer queries. Capture deeds web queries on Customer Relations Management. Verify allocation of adjustments captured on Accpac. Provide comments on age analysis for deeds web. Verify billing of CRD account. Verify Age Trail Balance of CRD Accounts. Supervise banking and cash management services. Reconcile deposits for banking. Oversee safeguarding of State monies. Provide support and guidance to client. Report on suspense account. Reconciliation and reporting on suspense accounts.

**APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

**POST 27/31** : **PRINCIPAL ADMINISTRATION CLERK REF NO: 3/2/1/2017/086**

**SALARY** : R226 611 per annum, Level 07  
**CENTRE** : Office Of The Registrar Of Deeds: Johannesburg  
**REQUIREMENTS** : A grade 12 certificate. Minimum of 2 years' experience in Human Resource Management. Knowledge of clerical duties, practices as well as the ability to capture data. Operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Personal introduction certificate. Computer skills. Communication skills. Planning and organization skills. Interpersonal relations skills. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure. Ability to deal with confidential matters.

**DUTIES** : Supervising the administration of service benefits. Consolidate office leave plan and advice. Check completeness of leave forms and approve/disapprove leave on Personal. Reconcile attendance register with leave register. Verify completeness of housing/ rental applications and approve/disapprove on Personal. Administer bursaries. Check termination of service documentations for compliance and completeness. Supervising recruitment and selection process. Compile and update recruitment plan. Coordinate shortlisting and interview process. Facilitate appointment of successful candidates and make follow-up. Update establishment/organogram and EE statistics. Supervising Registry services. Verify all incoming, outgoing mail and state monies. Monitor the replenishment of franking machine and register. Verify opening and closing of correspondence file. Monitor movement of files. Check capturing and updating of records schedules. Safeguard and maintain records. Coordinating EPMS process. Verify PA's, PRD's and PAD's for completeness and compliance and take corrective measures. Analyse training needs on database and compile report. Facilitate DAC and MC meetings and

<b><u>APPLICATIONS</u></b>	:	submit minutes. Check/prepare letters of outcome and submit for signature and distribution. Compile DAC and MC summary reports and submit to supervisor. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/32</u></b>	:	<b><u>PROVISIONING CLERK REF NO: 3/2/1/2017/104</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting 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 literacy skills. Communications skills (verbal and written). Interpersonal relations. Flexibility. Team work. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	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 Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial 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.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/33</u></b>	:	<b><u>PROVISIONING CLERK REF NO: 3/2/1/2017/105</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	Office of the Chief Registrar of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting 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 literacy skills. Communications skills (verbal and written). Interpersonal relations. Flexibility. Team work. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	Administer stores and warehouse. Receive request for store items from end users. Receive and check the stock for quality and quantity, upon receipt and sign the credit note, invoice packed in stores. Update bin cards. Receive the stock on procurement system. Conduct spot checks of stock. Provide guidance and support to internal and external clients. Generate purchase orders. Receive documents from procurement section. Track the POS number on eWorkflow system and print purchase order. Send the purchase order to the service provider and file the documents in 0-9 file. Do follow up on outstanding delivery of goods and services procured. Receive and process request for the commitment purchase order. Request outstanding PO report on Accpac system for CRD and Deeds office and submit to Deeds Offices. Administer asset addition. Physical verify assets delivered. Allocate barcodes to newly procured assets. Capture barcodes. Distribute newly purchased assets to end users. Request fixed control forms from deeds offices. File asset management forms for audit purposes. Conduct assets verification. Physical scanning and moving assets. Select damaged assets and request report from office. Conduct investigation on the results. Identify number of

		redundant assets on the floor. Compile information to prepare memo for disposal. Spot checks of assets and inventory list.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/34</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 3/2/1/2017/106</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum, Level 05
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Limpopo
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate, N3 certificate and Abet level 4. No experience 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 Service Financial legislations procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of ACCPAC will be an added advantage. Planning and organisation skills. Computer literacy skills. Flexibility. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Drivers licence. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	Render Financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Check 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 account. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regards to the budget. File all documents. Receive and capture cash payments.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/35</u></b>	:	<b><u>FOOD SERVICES ASSISTANT REF NO: 3/2/1/2017/087</u></b>
<b><u>SALARY</u></b>	:	R107 886 per annum, Level 03
<b><u>CENTRE</u></b>	:	Office Of The Registrar Of Deeds: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Grade 10. Two years' experience in hospitality. Knowledge of food service aid. Basic knowledge of Hygiene. Organisational skills. Communication skills.
<b><u>DUTIES</u></b>	:	Serve tea, coffee, water and refreshments for meetings and occasions. Perform washing-up services, (washing of dishes) sign distribution. Ensure that venue is ready for use check if all print outs are correct. Place orders for requested refreshments.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following 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 27/36</u></b>	:	<b><u>FOOD SERVICES ASSISTANT REF NO: 3/2/1/2017/107</u></b>
<b><u>SALARY</u></b>	:	R107 886 per annum, Level 03
<b><u>CENTRE</u></b>	:	Office Of The Chief Registrar Of Deeds: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 10. Two years' experience in hospitality. Knowledge of food service aid. Basic knowledge of Hygiene. Organisational skills. Communication skills.
<b><u>DUTIES</u></b>	:	Serve tea, coffee, water and refreshments for meetings and occasions. Perform washing-up services, (washing of dishes) sign distribution. Ensure that venue is ready for use check if all print outs are correct. Place orders for requested refreshments.
<b><u>APPLICATIONS</u></b>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be

submitted by following the link to apply for the post above  
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>