

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 : 01 September 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 33/14 : **SENIOR WEB DEVELOPER REF NO: 3/2/1/2017/124**
Office of the Chief Registrar of Deeds

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree / National Diploma in Information Technology in software development or Computer Science. 5 years' relevant experience working with web programming and web technologies. Knowledge of Java, PHP, Java scripts, C++ and C#, SQL and/or SharePoint. Knowledge of transactional web application design and development. Coaching and mentoring (though leadership) skills. Presentation skills. Analytical Skills. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate.

DUTIES : Development of web based program. Gather and refine specifications and requirements based on technical/business needs. Design best software development practices. Conduct test on the program. Update the web based program. Determines and constructs web based software and hardware architecture. Designs and develops user interfaces. Determine design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests. Implement the program. Manage web application development. Create website layout/interface by using standard practices. Conduct network diagnostics and develop network analytics tools. Integrates applications by designing database architecture and server scripting. Establish connectivity with network systems, search engines and information servers. Creates multimedia applications by using authoring tools. Completes applications development by coordinating requirements, schedules and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms. Oversees application coding and provide technical expertise. Master web technologies and techniques. Plan and implement all web based applications.

		Maintain, expand and scale the site. Conduct research on Web development technologies and techniques. Researches internet for new methods, technology and scripts. Investigates and implement enterprise anti spams filtering systems based on current industry trends and practices. Research on new internet/intranet technologies and software products, publications; maintaining personal network etc. Apply the new technology on the systems by Design, Develop, Tests and Implement. Create and maintain software documentation. Determine content management processes/procedures for the website. Define objectives by analysing user requirements; envisioning system features and functionality. Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives. Supports users by developing documentation and assistance tools. Ensures all technology solutions are properly architected and specified. Ensures HTML/CSS is cross-browser and standards compliant and meets accessibility/disability requirements.
<u>APPLICATIONS</u>	:	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
<u>POST 33/15</u>	:	<u>SENIOR DEEDS REGISTRATION OFFICER: MECHANISATION Ref NO: 3/2/1/2017/125</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R281 418 per annum, Level 08
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate. 3 Years' experience at a level of Control Deeds Registration Clerk /8 Years' experience at a level of Chief Deeds Registration Clerk. Extensive knowledge of as well as experience in Deeds Verify (scanning processes), Archiving of Deeds, DRS (data capturing process), DOTS (system and examination experience). Knowledge of all the processes within the Deeds Office. Advanced Typing skills. Supervisory skills. Good Communication, Interpersonal and Organizational skills.
<u>DUTIES</u>	:	Oversee the distribution of work at data/micro. Monitor work flow and take corrective measures. Analyze status reports and present final report with findings to management. Attend to queries relating to data and micro. Oversee the control of expedited delivery deeds. Analyze non-verification and non-captured reports, take corrective measures and report to management. Control the usage of stock. Identify shortcomings on DRS, DOTS and Deeds verify systems and make recommendations. Oversee the reporting to CRD on response times. Update data and scanning procedures manuals. General supervisory functions over subordinates. Exercise discipline.
<u>APPLICATIONS</u>	:	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
<u>POST 33/16</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2017/128</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum, Level 07
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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,

		<p>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.</p>
<u>APPLICATIONS</u>	:	<p>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</p>
<u>POST 33/17</u>	:	<p><u>JUNIOR EXAMINER 3 POSTS REF NO: 3/2//1/2017/129</u> Office of the Registrar of Deeds</p>
<u>SALARY</u>	:	R226 611 per annum, Level 07
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>APPLICATIONS</u>	:	<p>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</p>
<u>POST 33/18</u>	:	<p><u>JUNIOR EXAMINER 2 POSTS REF NO: 3/2//1/2017/130</u> Office of the Registrar of Deeds</p>
<u>SALARY</u>	:	R226 611 per annum, Level 07
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>APPLICATIONS</u>	:	<p>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</p>

<u>POST 33/19</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2//1/2017/131</u>
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Johannesburg
<u>REQUIREMENTS</u>	:	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. Liaisons skills. Interpersonal skills. The ability to work well under pressure and changing priorities.
<u>DUTIES</u>	:	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 subdivisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives Act. Assist with the preparation and listing of files and registers for destruction and transfer according to the National Archives Act.
<u>APPLICATIONS</u>	:	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
<u>POST 33/20</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2//1/2017/132</u>
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work under pressure.
<u>DUTIES</u>	:	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 the 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 is no duplications.
<u>APPLICATIONS</u>	:	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
<u>POST 33/21</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2017/133</u>
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Office Of The Chief Registrar Of Deeds: Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>APPLICATIONS</u>	:	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
<u>POST 33/22</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2017/134</u>
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Cape Town
<u>REQUIREMENTS</u>	:	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. Liaisons skills. Interpersonal skills. The ability to work well under pressure and changing priorities.
<u>DUTIES</u>	:	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 subdivisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives Act. Assist with the preparation and listing of files and registers for destruction and transfer according to the National Archives Act.
<u>APPLICATIONS</u>	:	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
<u>POST 33/23</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2017/135</u>
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Kimberley
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>APPLICATIONS</u>	:	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
<u>POST 33/24</u>	:	<u>PRINCIPAL DEEDS REGISTRATION CLERK REF NO: 3/2/1/2017/136</u>
<u>SALARY</u>	:	R152 862 per annum, Level 05
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Johannesburg

<u>REQUIREMENTS</u>	:	Grade 12. No experience. Ability to identify classifies and records a large variety of official documents. Microfilming and information systems. Knowledge of record management. Knowledge of the personnel and provisioning administration process. Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Organisation and problem solving abilities. Filing skills. Archiving skills. Problem Solving skills. Liaison skills.
<u>DUTIES</u>	:	Ensure the scanning of deeds into the system. Ensure documentation is scanned correctly. Ensure that scanned images are saved on server regularly. Verify image against physical document according to specifications. Draw the microfilm rolls and digitalize the copies. Write image to microfilm according to specifications. Ensure that a quality check is performed on film once film has been developed. Submit film over for processing once check is done. Ensure the filing of copies. Ensure film is filed after quality check is completed. Retrieve image on the server for backup.
<u>APPLICATIONS</u>	:	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 http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 33/25</u>	:	<u>PROVISIONING CLERK REF NO: 3/2/1/2017/137</u>
<u>SALARY</u>	:	R152 862 per annum, Level 05
<u>CENTRE</u>	:	Office Of The Chief Registrar Of Deeds: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience required. Basic knowledge of relevant Public Service Regulatory Framework such as Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), B-BBEE and Supply Chain Management prescripts. Planning and organisation skills. Computer literacy skills. Good written and verbal communication skills. Interpersonal relations. Flexibility. Team work. Working under pressure. Meeting deadlines. Must be able to work as a team and independently. Willingness to travel and work irregular hours. A tertiary qualification at NQF level 6 or higher in Finance / Supply Chain Management/ Public Management will be an added advantage. 12 months internship programme in Supply Chain Management, particularly acquisition management will be an added advantage.
<u>DUTIES</u>	:	Maintain supplier's database. Capture new supplier's information into the database/procurement system. Update and maintain existing supplier's information on the database/procurement system. Assist suppliers to register on Central Supplier Database (CSD) for Government. Safeguard supplier's information for reference and audit purpose. Procure goods and services by means of quotations process. Compile Request for Quotations (RFQs). Request and receive quotations. Verify key suppliers information on CSD and prepare quotation evaluation reports. Update quotations register. Procure goods and services by means of open tender process. Advertise bids in the Government tender bulletin, Departmental website and National Treasury e-Tender Portal. Print and issue bid documents for advertised bids. Render administrative/ secretarial functions during briefing sessions and Bid Committee meetings. Assist in the closing of bids and checking compliance. Update bids register.
<u>APPLICATIONS</u>	:	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 http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 33/26</u>	:	<u>DEEDS REGISTRATION CLERK REF NO: 3/2/1/2017/139</u>
<u>SALARY</u>	:	R107 886 per annum, Level 03
<u>CENTRE</u>	:	Office Of The Registrar Of Deeds: Pretoria
<u>REQUIREMENTS</u>	:	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. Ability to work well under pressure.
<u>DUTIES</u>	:	Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts,

plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.

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 33/27 : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2017/140**

SALARY : R107 886 per annum, Level 03
CENTRE : Office Of The Registrar Of Deeds: Johannesburg
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. Ability to work well under pressure.

DUTIES : Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts, plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.

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 33/28 : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2017/138**

SALARY : R107 886 per annum, Level 03
CENTRE : Office Of The Registrar Of Deeds: Cape Town
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. Ability to work well under pressure.

DUTIES : Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts, plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.

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

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