

## 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.*

<b><u>CLOSING DATE</u></b>	:	23 February 2018 at 16:00
<b><u>NOTE</u></b>	:	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 above. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a> . 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

<b><u>POST 06/51</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SERVICE DELIVERY COORDINATION (REF: 3/2/1/2018/032)</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 per annum (Level 8) Pretoria National Diploma in Public Administration / Public Management / Business Administration. 2 years in administration in the public sector. Knowledge of Public Service Regulations. Knowledge of Financial procedures. Knowledge of Treasury Regulations. Knowledge of Project coordination. Computer Literacy. Interpersonal skills. Organising and planning skills. Communication (Written and Verbal). Analytical skills. Problem solving skills. Financial Management skills.
<b><u>DUTIES</u></b>	:	Manage coordination of information, correspondence and documentation. Provide assistance / support in the developing / reviewing of Chief Directorate's operational plan and Performance Reports. Maintain the Demand Management Plan for CD: SDC's office. Coordinate and record performance reports from Deeds Registries and Chief Directorates in the Deeds Branch. Assist with performance reporting requirements and standards. Assist with coordination and consolidation of performance reports. Render administrative support services. Draft minutes for meetings, Batho Pele forum and outreach programmes. Type minutes, check accuracy of the first draft and circulate for comments / corrections. Submit minutes to supervisor. Ensure minutes are scanned and filed. Verify T&S and sundry and financial payments, compile, manage and for OCRD's office. Coordinate service delivery initiative. Assist in coordinating venues, for stakeholder's engagements. File the documents after the stakeholder engagements. Oversee effective, efficient and economically utilization of the OCRD's funds. Executive variety of administrative tasks pertaining to rendering of administrative support.
<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 06/52</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: DEEDS REGISTRATION SYSTEM: ADMINISTRATIVE SUPPORT (REF: 3/2/1/2018/026)</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY CENTRE</u></b>	:	R281 418 per annum (Level 8) Pretoria

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Information Technology/Computer Science. 2 years of IT experience. Proven track record of relevant experience in a supervisory capacity. Extensive experience in Deeds ICT systems. Understanding of the Deeds Registration Legislature. Awareness of the Electronic Deeds Registration Bill and its implications. Knowledge of ICT Policies. Knowledge of ICT Governance (Cobit, ITIL etc.). Excellent customer relations skills. Planning skills. Coordination and Organising skills. Strong PC/technical Skills. Interpersonal skills. A valid Driver License (Preferred).
<b><u>DUTIES</u></b>	:	Identify IT requirements for Deeds users. Collect/User Requirements. Identify common requirements. Identify common requirements. Analyze requirements and convert to spec. Introduce requirements to CAB for implementation approval. Maintain and Support DRICT applications. Maintain and support Deeds View. Maintain and support Deeds Web. Maintain and support Deeds scan. Maintain and support Deeds Verify. Provide DRICT customer support. Assist with Customer Satisfaction Survey compilation. Coordinate Customer Satisfaction Survey with Service Manager. Consolidate and report survey results. Administer Deeds ICT PC support services. Resolve Deeds staff PC problems. Install PC and application software. Commission and decommission user PC. Administer and Provide Deeds ICT User support reports. Administer and keep record PCs and software installed. Administer anti-virus and patch updates. Administer Network Support Services from OCIO. Monitor Network availability for Deeds. Administer Network Challenges resolutions. Suggest and Implement suggested network solutions.
<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 06/53</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: DATA (REF: 3/2/1/2018/025)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 per annum (Level 8) Mpumalanga
<b><u>DUTIES</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>APPLICATIONS</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 06/54</u></b>	:	<b><u>DRS SYSTEM SUPPORT OFFICER (REF: 3/2/1/2018/023)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 per annum (Level 8) Limpopo
<b><u>REQUIREMENTS</u></b>	:	National Diploma in IT/Information Systems/Computer science. 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Projects management

		principles and tools. Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Strong computer skills. Project Management. Interpersonal skills. A valid driver's license (preferred).
<b><u>DUTIES</u></b>	:	Provide first level IT user support to clients (Internal). Assist users telephonically with password problems. Install software remotely. Install and configure printer drivers remotely. Render IT & DRS security support. Ensure users computers are logging on the network. Ensure users are not sharing passwords. Ensure antivirus is installed and running. Ensure PC is receiving windows updates. Ensure security measures are met and policies are adhered. Workshop ICT policies. Identify IT Requirements. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Advise on IT audit queries. Assist in implementing internal and external audit action plan. Maintain DRS applications. Render first line support on systems. Monitor systems availability and report when needed. Ensure users are not sharing system login details. Provide server management services. Monitor access of server room. Check air conditioners if they are working daily. Check if the UPS are on and not giving alarms daily. Check fire systems GAS level and its working conditions daily.
<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 06/55</u></b>	:	<b><u>JUNIOR EXAMINER (2 POSTS) (REF: 3/2/1/2018/024)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 the 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.
<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 06/56</u></b>	:	<b><u>PRINCIPAL PROVISIONING CLERK (REF: 3/2/1/2018/028)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Mthatha
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate, N3 Certificate or Abet level 4. 3 years 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 producers in terms of the working environment. Planning and organisation skills. Computer literacy (SCM Systems). Interpersonal relations. Flexibility. Communication skills (Verbal and written). Team work. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	Supervise and render assets management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-

serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**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 06/57** : **SUPPLY CHAIN PRACTITIONER (REF: 3/2/1/2018/035)**  
Branch: Restitution  
Directorate: Programme Management and Administrative Support Services

**SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 7)  
: Pretoria  
: 3 year Tertiary qualification in Supply Chain Management/ Finance/ Public Management related. 1-2 years working experience in the SCM environment. Knowledge of Public Finance Management Act and Treasury Regulars and other related prescripts. Knowledge of LOGIS. Knowledge of Basic Accounting System (BAS). Computer literacy with knowledge of MS Office. Interpersonal skills. Written and verbal communications skills. The ability to work efficiently and effectively at all times.

**DUTIES** : Ensure effective and efficient administration of BIDs and quotations. Facilitation of Committees (Specification and Evaluation). Advertising of bids in proper media. Compiling and finalization of the Bid documents. Convene and attend briefing sessions. Closing of bids. Publishing of the Bid Closing Certificate in proper media. Compliance and verification checks. Determining the responsiveness of the bid. Facilitating and convening of Evaluation Committees. Drafting of the Request for Quotation (RFQ). Sourcing from the Database Service Providers. Sending RFQ to prospective Service Providers. Closing of the quotations. Compliance checks and verification of information received. Evaluation of received quotations. Compile demand management plans. Prepare Demand and Procurement Plans. Conduct variance, market and industry analysis. Advice on the development of Terms of Reference and Specifications. Identify the gap between resource requirements and Service Providers register to provide resources. Convene Bid Specification and Evaluation Committees. Provide secretariat and advisory service. Maintain and update the branch register and reporting. Provide weekly, monthly and quarterly report to Management. Report on fruitless and wasteful expenditure. Provide deviation reports. Submit quarterly reports to National Treasury. Maintain quotations and bid registers.

**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>

**NOTE** : This is a re-advertisement; applicants who applied previously must re-apply. African, Coloured, Indian and White males and Coloured and Indian females and persons with disabilities are encouraged to apply.

**POST 06/58** : **SECRETARY (REF: 3/2/1/2018/036)**  
Directorate: Demand and Acquisition Management Services

**SALARY CENTRE** : R183 558 per annum (Level 6)  
: Pretoria

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Good telephone etiquette. Sound organisational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minutes taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
<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>NOTE</u></b>	:	Coloured, Indian and White males and females and persons with disabilities are encouraged to apply.
<b><u>POST 06/59</u></b>	:	<b><u>PROVISIONING CLERK (REF: 3/2/1/2018/031)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. No experience required. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of PPPFA. Knowledge of BBEE. 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. Communication skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.
<b><u>DUTIES</u></b>	:	Render assets management clerical support. Compile and maintain records (e.g. assets 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 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 register 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 06/60</u></b>	:	<b><u>PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (5 POSTS) (REF: 3/2/1/2018/030)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 5) Cape Town Grade 12 or Grade 10. No experience required or 2 years Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Microfilming and information systems. Knowledge of records management. Knowledge of the personnel and provisioning administration process. Computer literacy. Good written and communication skills. Good judgement and assertiveness skills. Organisation and problem solving abilities. Filing skills. Problem solving skills. Archiving skills. Liaison skills.
<b><u>DUTIES</u></b>	:	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.
<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 06/61</u></b>	:	<b><u>PROVISIONING CLERK (REF: 3/2/1/2018/022)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 5) Pietermaritzburg Grade 12 certificate or equivalent. No experience required. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of PPPFA. Knowledge of BBEE. 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. Communication skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.
<b><u>DUTIES</u></b>	:	Render assets management clerical support. Compile and maintain records (e.g. assets 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 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 register 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 06/62</u></b>	:	<b><u>ADMINISTRATION CLERK (REF: 3/2/1/2018/034)</u></b> Directorate: Quality Assurance
<b><u>SALARY CENTRE</u></b>	:	R152 862 per annum (Level 5) Pretoria

<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the public services. Understanding of the working procedures in terms of the working environment. Computer skills. Planning and organization skills. Language skills. Good verbal and written communication skills. Accurate and thorough. Analytical skills.
<b><u>DUTIES</u></b>	:	Attend to clients. Handle telephonic and other enquiries received. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Allocate access numbers to all submissions. Using spreadsheet to track all outgoing submissions. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district office). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<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>NOTE</u></b>	:	This is a re-advertisement, applicants who applied previously must re-apply. African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<b><u>POST 06/63</u></b>	:	<b><u>PROVISIONING CLERK: QUOTATIONS (REF: 3/2/1/2018/037)</u></b> Directorate: Demand and Acquisition Management Services
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Departmental SCM procedures and policy and Preferential Procurement Policy Framework Act. Related skills: Computer literacy, Communication, Interpersonal and administration skills. Team work. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Acquire goods and services in the Department. Receive new request from supervisors. Generate request for quotation on departmental data system (Devolution). Evaluate quotations. Recommend successful bidder/service provider to supervisor. Receive the approved request submission from supervisor. Submit the approved memo to Order section for order generation. Comply with the turn-around times. Acknowledge the request with the client office. Draft a project plan. Source the quotes from supplier within 5 working days. Check quotation on the system after closing date and/ or time. Compile and finalize the application package. Compile the quotation register. Update the spread-sheet/ register on a weekly basis. Submit progress report to the supervisor.
<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>NOTE</u></b>	:	Coloured, Indian and White males and females and persons with disabilities are encouraged to apply.