

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 : 16 March 2018 at 16:00 (unless otherwise stated)

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. Applications must be submitted by clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. 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 09/43 : **DEPUTY DIRECTOR: LAND TENURE AND ADMINISTRATION INFORMATION MANAGEMENT (REF NO: 3/2/1/2018/084)**
Directorate: Land Tenure and Administration Information Management, Risk and Compliance

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

CENTRE : Pretoria

REQUIREMENTS : Degree /National Diploma in Information Management/Risk Management. 3-5 years management experience in the relevant field. Knowledge of planning monitoring regulations. Knowledge performance monitoring and evaluation. Knowledge of land related legislations. Knowledge of departmental processes and programme. Related skills: Communication, facilitation and presentation, financial management, conflict management, problem solving, project management, computer literacy (MS Word, Excel, PowerPoint, and Project). A valid driver's licence (code 08).

DUTIES : Develop and implement tools for the implementation of information Management. Receive information request. Develop tools. Pilot and test the tools. Implement the tools. Collect and collate branch projects information. Process data. Develop a database. Produce reports. Coordinate and consolidate reports. Verify reports. Provide feedback to the sources (client/stakeholders). Liaise with internal and external stakeholders. Development and maintain relationship with stakeholders. Provide information support. Communicate best practices methodologist and standards for information management. Participate in communities that serve as advisory bodies in the area of information management. Manage and maintain the Land Tenure and Administration information management database. Update database on a regular basis. Verify database. Maintain database.

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 : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 09/44** : **DRS SYSTEM SUPPORT CONTROLLER (REF NO: 3/2/1/2018/067)**
Office of the Registrar of Deeds
- SALARY** : R334 545 per annum (Level 9)
CENTRE : Vryburg
REQUIREMENTS : 3 year Degree or National Diploma in IT (NDP, BSc, BTech) and an appropriate technical IT qualification: A+/ N+/ MCSE/ Linux+. Technical certifications (A+, N+, MCSE) will be an added advantage. 3-5 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, security and controls, technology lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System will be an added advantage. Knowledge of technical aspects of Information and Communications Technology goods and services. Knowledge of Information Technology acts and policies. Knowledge of internal control and risk management. Knowledge of project management principles and tools. Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Strong computer skills. Project management skills. Interpersonal skills. A valid driver's licence.
- DUTIES** : Implement and Monitor Information System Security measures. 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. Install, Configure and maintain both computers and printers (Desktop Support). Install and configure Computers and Printers. Install and support Software (Novel and MS Applications. Setup and support users E-mail accounts. PC Naming Standards. Install and support DRS. Remove all unnecessary services. Provide, monitor and manage Local Area Network (LAN) and server room. Escalate network-related calls to OCIO and make the follow up on calls logged. Monitor availability of all systems (DRS, Deeds Scan, Deeds View, Persal) and take remedial action. Monitor the process of installation of network point. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Providing ICT administration. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Provide management response to audit queries. Implement internal and external Audit Action plan.
- 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** : Preference would be given to African, Coloured, Indian, White Males, and Coloured and Indian Females and people with disabilities are encouraged to apply.
- POST 09/45** : **SENIOR EXAMINER (REF NO: 3/2/1/2018/068)**
Office of the Registrar of Deeds
- SALARY** : R334 545 per annum (Level 09)
CENTRE : Vryburg
REQUIREMENTS : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. 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.
- DUTIES** : 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.
<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>NOTE</u>	:	Preference would be given to African, Coloured, Indian, White Males, and Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 09/46</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: (SUB-RECORDS MANAGER) (REF NO: 3/2/1/2018/081)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management/Public Management/Public Administration. 3 years' experience in the Human Resource Management environment. Knowledge of the Basic Conditions of Employment Act. Understanding of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer Literacy. Knowledge of Public Service Policies and Regulations. Excellent Customer Relations skills. Planning skills. Coordination and Organizing skills. Interpersonal skills. Communication skills (written and verbal).
<u>DUTIES</u>	:	Overseeing recruitment and selection process. Check and analyses the recruitment plan. Facilitate the recruitment and selection process. Check the update of establishment/organogram and EE stats. Administering labour relations. Facilitate completion of progressive discipline forms. Provide support to disciplinary hearings, conciliations and arbitrations. Provide advice on labour relations matters in consultation with supervisor. Compile and submit statistics. Overseeing administration of Service Benefits. Facilitate implementation of the office leave plan and provide guidance. Check completeness of leave forms and approve / disapprove leave on Persal. Supervise the recording of leave and provide advice. Conduct leave audit and submit report. Oversee the administration of housing/rental benefits. Verify the termination of service documentation for compliance and completeness. Overseeing employee performance and development process. Compile office EPMS implementation plan, facilitate compliance and submit report. Perform quality assurance on PAs, PRDs, PADs and provide report. Compile training plan. Facilitate DAC and MC meetings and submit minutes. Check/prepare letters of outcome and submit for signature and distribution. Compile DAC and MC summary reports and submit to supervisor. Monitor submission of probation reports. Oversee records management. Supervise the administration of incoming and outgoing mail. Manage opening, closing and maintenance of files. Oversee the capturing and updating of records schedules. Supervise allocation, retrieval and filing of correspondence. Compile memorandum for disposal of records. Inspect and sign-off the registers with regards to the utilisation of the fax, photocopy and franking machine. Managing subordinates. Discuss and sign PA, Identify and/or analyse training needs and update the PDP. Conduct PRD, PAD. Conduct person-to-person training and complete training schedule. Nominate subordinates for training courses. Manage performance and development of the team.
<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>NOTE</u>	:	Preference would be given to African, Indian, White Males, and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 09/47</u>	:	<u>JUNIOR EXAMINER (2 POSTS) (REF NO: 3/2/1/2018/082)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Mpumalanga

<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. Problem solving. 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 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.
<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>NOTE</u>	:	Preference would be given to African, Coloured, Indian, White Males, and Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 09/48</u>	:	<u>PRINCIPAL ACCOUNTING CLERK (REF NO: 3/2/1/2018/069)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A grade 12 Certificate. 3 years of 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 Services financial legislations procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of Persal. Knowledge of ACCPAC financial system will be an advantage. Planning and Organisation skills. Computer literacy skills. Communication skills. Flexibility. Basic Numeracy skills. Interpersonal and communication skills. Ability to perform routine tasks. Team work. Working under pressure. Meeting deadlines.
<u>DUTIES</u>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify process of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary advices. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support services. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocation virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply 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>NOTE</u>	:	Preference would be given to African, Indian, and White Males, and people with disabilities. However non designated group are also encouraged to apply.

<u>POST 09/49</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING (REF NO: 3/2/1/2018/083)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Mpumalanga
<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>NOTE</u>	:	Preference would be given to African and White Males, and Coloured and White Females and people with disabilities. However non designated group are also encouraged to apply
<u>POST 09/50</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION (REF NO: 3/2/1/2018/070)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.
<u>DUTIES</u>	:	Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.
<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>NOTE</u>	:	Preference would be given to African, Coloured, Indian, and White Males, and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.

<u>POST 09/51</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION (REF NO: 3/2/1/2018/077)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6) Office Of The Registrar Of Deeds: Kimberley Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast- paced environment.
<u>DUTIES</u>	:	Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.
<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>NOTE</u>	:	Preference would be given to African, Coloured and Indian Male, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 09/52</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/076)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6) Kimberley Grade 12 (Typing as a subject will be an added advantage). 1 year experience in the Deeds Registry office/ data capturing will be an added advantage. Extensive knowledge of Deeds Registry registration procedures/ data capturing. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer literacy. Communication skills (written and verbal). Good judgement and assertiveness skills. Organisation and problem solving abilities. Ability to work under pressure and flexibility.
<u>DUTIES</u>	:	Capturing of deeds and documents. Scan and count deeds and documents. Capture registration information in respect of deeds/ documents. Endorse capturing stamp on deeds and sign. Capture interdicts and withdrawal of interdicts/ caveats. Verification of deeds and documents. Verify information captured against source documents. Rectify incorrectly captured information and keep fault register. Endorse verification stamp, sign and scan deeds out of data. Verify capture interdicts and withdrawal of interdicts. Preparing of deeds and documents. Scan, count deeds and documents. Link bar code to property and owner and generate printouts. Final Blank-booking of deeds and documents. Count deeds and documents for black-booking. Check deeds and documents for interdicts and submit to supervisor. Verify prepped information and capture fees. Endorse final black-booking stamp on deeds and sign.
<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

- NOTE** : Preference would be given to African, Coloured and Indian Male, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
- POST 09/53** : **CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (3 POSTS) (REF NO: 3/2/1/2018/072)**
Office of the Registrar of Deeds
- SALARY** : R183 558 per annum (Level 6)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 Certificate. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Ability to work well under pressure. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure. Drivers' Licence.
- DUTIES** : Provide deeds information. Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Administer the deeds tracking system. Update Document Tracking System (DOTS) when new module is required. Link barcode to the name of the person and property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds Tracking System can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time. Allocate barcode to account holders. Make sure that there barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications.
- APPLICATIONS** : 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** : Preference would be given to Indian and White Males, and African and White Females and people with disabilities. However non designated group are also encouraged to apply.
- CLOSING DATE** : 16 March 2018 at 16:00
- POST 09/54** : **HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/073)**
Office of the Chief Registrar of Deeds
- SALARY** : R152 862 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 Certificate. No experience required. Candidates with HR internship experience will have an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Public Service Regulations as amended. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal and communication skills. Working under pressure. Meeting deadlines.
- DUTIES** : Administer performance management functions. Capture performance agreements, quarterly reviews and annual assessment reports. Provide support to line management with regards to EPMS. Provide secretariat duties to Directorate Assessing Committee and Moderating Committee sittings. Update performance database. Capture grade progressions and performance awards on Persal. Provide effective and efficient training support. Capture personal development plans' training interventions. Update training information on Persal. Update Branch training database. Attend to internal training logistical arrangements. Collate training attendance registers. Facilitate internship within the Branch. Check departmental commitments of departing employees. Administer probation. Capture quarterly probation forms. Update probation database. Identify CIP employees and keep updated database. Filing of documents.
- 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** : Preference would be given to Coloured, Indian, and White Males, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
- POST 09/55** : **HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/074)**
Office of the Registrar of Deeds
- SALARY** : R152 862 per annum (Level 5)
CENTRE : Johannesburg
REQUIREMENTS : A grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal skills and communication skills. Working under pressure. Meeting deadlines.
- DUTIES** : Implement human resources administration practices. Recruitment and Selection (Advertisements, appointments, transfer, verification of qualifications, secretarial functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (Leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.). Performance management. Termination of services (indicate the steps). Address human resources administration enquiries.
- APPLICATIONS** : 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** : Preference would be given to Indian and White Males, and African, and White Females and people with disabilities. However non designated group are also encouraged to apply.
- POST 09/56** : **PROVISIONING CLERK (REF NO: 3/2/1/2018/075)**
Office of the Registrar of Deeds
- SALARY** : R152 862 per annum (Level 5)
CENTRE : Johannesburg
REQUIREMENTS : A Grade 12 certificate. No experience required. Knowledge of Public Finance Management Act (PFMA). Knowledge of PPPFA. Knowledge of BBBEE. Knowledge of Treasury Regulations. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer Literacy skills. Communications skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.
- DUTIES** : Render assets management clerical support. Compile and maintain records (e.g. asset records/ database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Accpac or similar system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render Logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- APPLICATIONS** : 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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