

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

**CLOSING DATE** : 06 April 2018 at 16:00  
**NOTE** : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted. Late applications will not be considered after the closing date. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. 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.  
**ERATTUM:** kindly note that the post of Office Assistant with Ref No: 3/2/1/2018/085 was advertised in vacancy circular 11 dated 16 March 2018 with incorrect office, the correct office for the post is Office of the Chief Registrar of Deed and the closing date will remain 03 April 2018. The department apologises for any inconvenience caused.

## MANAGEMENT ECHELON

**POST 12/66** : **CHIEF DIRECTOR: RESTITUTION MANAGEMENT SUPPORT (6 MONTH CONTRACT APPOINTMENT) (REF NO: 3/2/1/2018/089)**  
Branch: Restitution

**SALARY** : R1 127 334 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)

**CENTRE REQUIREMENTS** : Pretoria  
Bachelor's Degree in Public Administration/Public Management (NQF Level 7). 5 years of experience at a senior managerial level. Knowledge of Public Service Regulations, Systems and Procedures, PFMA, Strengthening of the relative rights policy, Intergovernmental Relations, Stakeholder/Institutional relations management, Land Reform legislation and the Green paper on land Reform .The following job related skills are required: Alternative dispute resolution, Financial management, Presentation skills, Facilitation and Communication skills, Diversity and people management skills, Strategic Planning, Monitoring and evaluation. A valid driver's license (code 08) and willingness to travel.

**DUTIES** : Provide strategic advice to Chief Land Claims Commissioner on all matters pertaining to coordination and management of restitution corporate support services and financial support programmes. Oversee the compilation of status report in terms of restitution corporate support services and financial support programmes performance progress. Oversee the development and maintenance of performance dashboard for the restitution corporate support services and financial support programmes. Coordinate the integrated delivery of the restitution corporate support services and financial support programmes at the provincial level in accordance with restitution policies and procedures. Contribute to short, medium and long term business planning, analysing the restitution corporate support services and financial support programmes environment and identify opportunities that will support the overall business direction of the labour tenants projects. Ensure the effective implementation of the restitution corporate support services and financial support programmes and contribute to the management of the restitution projects including the development of the Annual Performance Plan and targets/objectives. Manage research on restitution corporate support services and financial support programmes to improve service delivery at the Provincial level to inform the

- business planning process and development of new services and service improvement plans.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 12/67** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT (REF NO: 3/2/1/2018/091)**  
Directorate: Spatial Planning and Land Use Management
- SALARY** : R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Bachelor's Degree in Town and Regional Planning / Geo-Information Science (NQF 7). Registration as a Professional Planner in terms of Planning Profession Act (36 of 2002), as verified by the South African Council for Planners, which by implication will include an accredited and appropriate qualification in planning. 5 years of experience at a middle managerial level/ Senior managerial level. Knowledge of the following: Spatial Planning and Land Use Management Act (SPLUMA), Planning Profession Act, Sectional Titles Act, Development Facilitation Act, Spatial Data Infrastructure Act, Knowledge of international and national theories in spatial planning, Understanding of the planning environment globally, Knowledge and understanding of government macro plans and programmes, Knowledge of governance and administration prescripts. Computer literacy. Good written and verbal communication skills. Presentation skills. People management skills. Report writing skills. Attention to detail. Negotiation skills. A valid driver's licence (code 08).
- DUTIES** : Provide Spatial Planning, Land Use Management and Environmental services in liaison with National Office. Monitor compliance with the provisions of SPLUMA. Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management interventions to ensure compliance. Ensure compliance with the National Environmental Management Act in line with the mandate of the DRDLR. Provide Geo Spatial Services in liaison with National Office. Enable provincial integrated spatial information management systems. Provide GIS technical support to municipalities. Facilitate the utilization of GIS technical tools to aid spatial planning. Provide support to implementation of SPLUMA. Support municipalities in the utilization of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in development of provincial legislation, Land Use Schemes and Spatial Development Plans. Provide support to Rural Development and Land Reform programmes of the DRDLR. Provide Spatial Analysis Services. Provide GIS and Mapping services. Provide development planning support.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<b><u>POST 12/68</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: DEEDS TRAINING (REF NO: 3/2/1/2018/092)</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds/Deeds Registration law lecturer or 5 year experience as a practicing conveyancer with experience in lecturing of conveyancers / candidate attorneys in property law. Extensive knowledge of deeds registration practice and procedures. Extensive knowledge of property law. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Court procedures. Research and information analysis. Project management principles and tools. Computer skills. Communication skills. Problem solving. Interpersonal skill. Report writing. Presentation. Policy analysis and development. Good judgement and assertive skills. Analytical. Financial Management. Management of resources. Negotiation. Influencing. Analytical and problem solving abilities. Ability to convey knowledge of others. Organizational skills. Good lecturing and teaching skills. Project Management skills. Time Management skills. A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Providing and managing of training in the law and practice of the registration of deeds. Manage the formulation and maintenance of a training policy and standards as contained in the QMS. Manage, oversee and provide training pertaining to the Law and Practice of the Registration of Deeds to deeds registries personnel in order to enhance performance. Manage the development and maintenance of a Training Programme. Manage the development of and submit inputs on curricula of new and existing courses/subjects. Manage the updating of study material and of the Deeds Practice Manual and Notes. Manage and prepare and moderate tests, assignments and evaluations. Manage the co-ordination of decentralized training. Liaise with Juta with respect to land registration related training and manuals. Provide training to external clients inclusive of SADC countries on request. Leading and managing the Deeds Training Directorate in accordance with good governance principles. Compile and sign performance agreement with supervisor. Check that all staff sign performance agreement. Review performance of all staff according to regulations. Develop and implement development plans. Ensure preparation of annual DMP. Review DMP. Monitor Budget Expenditure. Providing inputs for the review of deeds registration legislation in support of land tenure security. Provide inputs on amendment Bills pertaining to Deeds Registration. Provide inputs, proposals and advice for amendment of Deeds Registries Act and Regulations. Provide Inputs for Registrars Conference and Regulation Board Meetings from registrars and Legal fraternity. Monitor the implementation of uniform practices and procedures in certain deeds registries. Convene DTAC (Deeds training Advisory Committee) meeting. Monitoring of uniform practices and Procedures in office as determined.
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 12/69</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/093)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or

		Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities. A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Manage the Practice committee / Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential / departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 12/70</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/094)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities. A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Manage the Practice committee / Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential / departmental inquiries and

		compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>POST 12/71</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/095)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Knowledge on examination of Deeds. Interpretation of statutes. Research and information analysis. Project management principles and tools. Computer literacy. Communication skills. Judgement and assertiveness skills. Ability to convey knowledge to others. Organisational skills. Problem solving abilities. A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Manage the Practice committee / Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential / departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## OTHER POSTS

- POST 12/72** : **DEPUTY DIRECTOR: POVERTY REDUCTION (REF NO: 3/2/1/2018/099)**  
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Kwazulu-Natal
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Social Science / Development / Business Studies. 3 – 5 years in the middle management environment. Knowledge of Manufacturing/ Processing. Knowledge of business development processes and procedures. Knowledge of Marketing. Knowledge of information and records management. Solid business background and understanding of rural enterprises. Problem solving skills. Management skills. Financial skills. Administrative skills. Organizational skills. Time management. Information management skills. Project Management. Negotiations skills. Report and presentation skills. Team work and good interpersonal skills. Ability to determine and to review priorities and to meet deadlines. Able to work in stressful situations. Experience in implementing enterprise development project is highly desirable. A valid driver's license (code 08).
- DUTIES** : Manage Household and Community Profiling for the Branch. Mobilise, Organise and Coordinate related resources for training and administration. Facilitate training and deployment of resources and tools. Coordinate and analyse profiling reports for the Branch / Directorate. Manage Integrated Operational Plan (IOP) for the Branch. Analyze National targets and allocate Provincial and District APP and IOP targets. Manage submission of monthly Portfolio of Evidence (POE) and related record keeping. Monitor performance of Agricultural and Non Agricultural Enterprises. Manage Service Delivery Coordination for the Branch. Monitor, analyse and report on Branch Performance measures (IOP and Outcome 7). Coordinate and Implement Performance Analysis of the Branch (Monthly, Quarterly and Annual). Strengthen Integration and Coordination within the branch (Through Departmental Programs). Coordinate Information Management in the Branch (transform records to publications). Manage Program Support Services for the Branch. Coordinate and facilitate Supply Chain Management (SM) processes; Demand Management Plan and Procurement. Coordinate and facilitate Finance processes; budget and payments. Facilitate and manage assets, process and fraud risks registers in terms of Risks Mitigation, Identification, Management (of findings), and periodic reporting. Coordinate compilation of Performance Agreements and administration of Performance Assessments. Manage and Coordinate Personal Development Plans and establish a Workplace Skills Plan. Manage and Coordinate records of Payroll and Leave Registers through provided compliance templates.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 12/73** : **SENIOR STATE ACCOUNTANT (REF NO: 3/2/1/2018/098)**  
Directorate: Quality Assurance And Administration: Gauteng
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Financial Accounting or Finance Management with 2 years working experience within the management accounting environment. Knowledge in BAS and PERSAL systems. Knowledge of Treasury, Financial regulations and Public Finance Management Act. Computer literacy. Written and verbal communication skills. A valid driver's license (code 08).
- DUTIES** : Ensure project payment list is checked, verified and reconciled with the Bank hard copies (i.e. Initials, Surname, Identity number and amount paid). Compile payment advice using correct information of claimants and allocation and matching field within 3 days of receiving instructions. Compile journal according to report corrections. Print out report on BAS after closure of books every month and reconcile. Attend to enquiries with regard to issue payment within a day.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<b><u>POST 12/74</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/097)</u></b> Directorate: Quality Assurance And Administration: Gauteng
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/ National Diploma in Information Management and/ or Records Management. 1 - 2 years' experience in information and records management environment. Statistical database knowledge. A valid driver's licence (code 08). Knowledge of supply chain management process. Knowledge of travel and subsistence. Knowledge of MS Office. Knowledge of financial management. Problem solving and analytical skills. Strategic thinking and planning skills. Strong negotiation skills. Communication skills. Planning and organising skills. Interpersonal relations skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Render administrative support services. Provide administrative functional support to the Head of Division. Prepare submission and correspondence. Process subsistence and travel claims. Maintain franking machine. Administer incoming and outgoing mail, including courier services. Capturing of land claims information. Updating and maintenance of land claims statistical database. Compile land claims information reports. Provide provisioning and logical services. Render logistics for workshops, seminars. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangement. Coordinate procurement of goods and services for the unit. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain records management. Administer unit leave register. Render registry services. Make photocopies and faxing. Conduct records inspections/audits.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 12/75</u></b>	:	<b><u>OFFICE ASSISTANT (REF NO: 3/2/1/2018/100)</u></b> Branch: Rural Enterprise and Industrial Development
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate plus two years post school qualification in Public Administration/Office Administration. 1-2 years working experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures; relevant legislation/policies/prescripts and procedures; Understanding of information management and formal reporting system; Professional office etiquette; Office administration; Processes and procedures: financial, supply chain and human resources management. Job related skills: Good interpersonal relations; Computer literacy; Organizational; High level of reliability; Written communication; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.
<b><u>DUTIES</u></b>	:	Receives telephone calls, performs advanced typing work, records engagements, coordinates with and sensitises/advises regarding engagements and compile realistic schedules of appointments. Ensure effective flow of information and documents, safe keeping of documents, compiles reports, scrutinizes submissions/reports to enquiries, and draft documents. Collects, analyses and collates information, clarifies instructions and notes on behalf of the senior manager. Coordinate travel arrangements, handles procurement of standard items, and obtain the necessary signatures. Manage leave register and telephone accounts for the Branch/Chief Directorate. Determine documents/actions/information required for meetings. Records minutes/decisions and communicate to relevant role players. Prepare briefing notes for the senior manager. Coordinates logistical arrangements for meetings. Collects and coordinate all the documents that relate to the senior manager's budget. Assist senior manager in determining funding requirements for the purpose of MTEF requirements. Keep records of expenditure commitments, monitors expenditure and alerts senior manager of possible over-and-under spending. Checks and correlates BAS reports to ensure that expenditure is allowed correctly. Identifies the need to move funds between items, consults with the senior manager and complies the necessary documentation for this purpose. Compares the MTEF allocation with the requested budget and informs the senior manager of changes. Remains up to

- date with regard to the prescripts/policies and procedures applicable to her/his work team to ensure efficient and effective support to the senior manager.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 12/76** : **ADMINISTRATIVE CLERK: LEGAL (REF NO: 3/2/1/2018/096)**  
Directorate: Operational Management: Gauteng
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)  
: Pretoria  
: Grade 12 or equivalent qualification. Knowledge of meeting procedures. Knowledge of the restitution programme. Knowledge of registry procedures. Records Management knowledge. Strong administrative and organising skills. Computer literacy. Communication (verbal and written) skills. Interpersonal skills. Liaison skills.
- DUTIES** : Provide administrative and support services to Legal Unit. Arrange negotiation meetings. Keep updated records of claims. Take minutes in the negotiation meetings. Assist with preparation of reports referred to court.
- NOTE** : Coloured, Indian and White males and females and Persons with disabilities are encouraged to apply.