

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.

- APPLICATIONS** : DRDLR has a dual system where Applicants can apply online via the e-Recruitment System or manually submitting a Z83. Applications can be submitted by clicking on the link to apply for the post above @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>
- CLOSING DATE** : 29 June 2018 at 16:00
- NOTE** : 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. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. 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.

OTHER POSTS

- POST 24/47** : **ASSISTANT REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/193)**
Office of the Registrar of Deeds
- SALARY** : R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Cape Town
- REQUIREMENTS** : B Uris/B Proc/LLB Degree or National Diploma in Deeds Registration. 4 years' experience as Senior Examiner/Deeds Registration Assistant Law Lecturer. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of Human Resources Prescripts. Knowledge of Court procedures. Knowledge of Research and information analysis. Knowledge of legislation governing the Deeds Registry. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Supervisory skills. Policy Analyses and Development Skills. Good Judgement and assertive Skills. Time Management Skills. Analytical Skills. Financial Management Skills. Project Management skills.
- DUTIES** : Managing examination team. Give inputs for the update of the Deeds Practice manual and legislation. Verifying the drafting and the correctness of deeds and documents and ensure all interdicts and other reference have been checked. Check notes raised for validity and registrability of deeds and documents. Grant hearing to conveyancers and make ruling and provide guidance to all clients. Execute deeds. Ensure that appointed appearer signs execution clause / request for registration. Check clearance certificates for validity. Sign all deeds and endorsements. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds/ Deputy Registrar of Deeds in charge of execution. Draft court reports. Peruse notices of motion, research the facts therein. Advice the court by drafting report and submit to Deputy Registrar. Manage execution room. Attend to requests for late and expedited executions and arrange for final black-booking. Attend to simultaneous execution. Notify conveyancers regarding problems encountered on deeds and give guidance.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street
- FOR ATTENTION** : HRM

NOTE : Preference would be given to African Females, and people with disabilities. However non designated group are also encouraged to apply.

POST 24/48 : **ASSISTANT REGISTRAR OF DEEDS (REF NO: 3/2/1/2018/194)**
Office of the Registrar of Deeds

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

CENTRE REQUIREMENTS : Pietermaritzburg
B Uris/B Proc/LLB Degree or National Diploma in Deeds Registration. 4 years' experience as Senior Examiner/ Deeds Registration Assistant Law Lecturer. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of Human Resources Prescripts. Knowledge of Court procedures. Knowledge of Research and information analysis. Knowledge of legislation governing the Deeds Registry. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Supervisory skills. Policy Analyses and Development Skills. Good Judgement and assertive Skills. Time Management Skills. Analytical Skills. Financial Management Skills. Project Management skills.

DUTIES : Managing examination team. Give inputs for the update of the Deeds Practice manual and legislation. Verifying the drafting and the correctness of deeds and documents and ensure all interdicts and other reference have been checked. Check notes raised for validity and registrability of deeds and documents. Grant hearing to conveyancers and make ruling and provide guidance to all clients. Execute deeds. Ensure that appointed appearer signs execution clause / request for registration. Check clearance certificates for validity. Sign all deeds and endorsements. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds/ Deputy Registrar of Deeds in charge of execution. Draft court reports. Peruse notices of motion, research the facts therein. Advice the court by drafting report and submit to Deputy Registrar. Manage execution room. Attend to requests for late and expedited executions and arrange for final black-booking. Attend to simultaneous execution. Notify conveyancers regarding problems encountered on deeds and give guidance.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
Preference would be given to African, Coloured Males, and African and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/49 : **SENIOR STRATEGY ANALYST: STRATEGIC PLANNING (REF NO: 3/2/1/2018/215)**
Directorate: Strategic Planning

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

CENTRE REQUIREMENTS : Pretoria
National Diploma in Public Management/Business Management. Certificate in Strategic Planning or Management will serve as an advantage. 3 years middle management experience in Strategic Planning in a government environment. Experience in formulation of Strategic Plans, Annual Performance Plans, Branch Operational Plans and Provincial IOPs. Experience in reviewing of Strategic Plans and Annual Performance Plans. Project Management experience. Experience in research for planning purposes. Experience in collecting, collating, analyzing and managing performance information for planning purposes. Job related knowledge: Government planning cycle (MTEF, MTSF, Outcomes Approach, etc.); Government policies related to strategic planning, outcomes approach, and those related to the Department of Rural Development and Land Reform; National Treasury Framework on Strategic Plans and APPs, Treasury Regulations and Public Service Regulations; Basic research; Developing indicators and targets. Job related skills: Computer literacy; Report writing; Communication and

interpersonal relations; Information collection, analysis and interpretation; Organisational and coordination; Presentation; Analytical. A valid driver's license (code 08).

DUTIES : Facilitate and coordinate departmental strategic planning process at national and provincial level. Conduct research for planning information. Gather inputs for planning. Provide technical support in the development of plans. Develop planning policies and procedures and other tools to support strategic managers. Develop departmental planning guidelines. Conduct situational analysis. Develops Technical Indicator Descriptions (TIDs). Conduct strategy reviews. Conduct mid-term performance review. Conduct gap analysis. Develop review reports. Quality assure planning documents. Ensure strategic objectives are smart. Implement AG recommendations. Ensure alignment of outputs with indicators. Conduct capacity building workshops in strategic planning. Train managers on planning information. Conduct workshops on planning for provincial officials. Facilitate review and approval process of strategic plans and annual performance. Develop a concurrence form. Ensure sign-off by Executive Managers. Present plans to relevant structures for approval.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

POST 24/50 : **RESTITUTION ADVISOR (REF NO: 3/2/1/2018/216)**
Directorate: Operational Management

SALARY : R417 552 per annum (Level 10)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : A BProc or LLB Degree. 4 years working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post qualification experience in court litigation. Job related knowledge: Understanding of Land Reform process and in particular Land Restitution; Constitution, Public Administrative Law, Property and related Law; Law of contracts; SA Law, Land Reform laws; Conveyancing and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in restitution process; Excellent report writing and verbal legal communication; Administrative and organizational; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting skills; Ability to think independently, analytically and innovatively; Ability to compile reports and draft submissions; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver's licence (Code 08). Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report. Check section 42D. Check Gazette report. Check Section 42E expropriation. Check CPA constitution. Provide litigation support in the restitution branch. Draft referrals. Issue notice of instruction to appoint state attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers. Sign agreements for both parties. Issue instruction to conveyers. Monitor the transfer regularly on the weekly basis and do inspection in loco. Issue instruction to state attorney for transfer and pay the balance. Issue instruction to state attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants.

APPLICATIONS : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201

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

POST 24/51 : **ASSISTANT DIRECTOR: TRAINING (REF NO: 3/2/1/2018/217)**
Directorate: Human Resource Development

SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Human Resource Management/Human Resource Development/Public Administration (Management). 3 years of experience in HRD environment. Job related knowledge: Public Service Code of Conduct; South African Qualifications Authority (SAQA) and related legislation; Understanding of government priority governing skills programs; Skills development legislation. Job related skills: Computer literacy; Communication and Interpersonal relation; Problem solving; Analytical; Planning and organizing; Project management; Presentation and facilitation. Teamwork. Working under pressure. A valid driver's licence (code 08).

DUTIES : Facilitate and present training and development interventions for all Departmental staff. Conduct training needs analysis for all employees in the Department. Induct new employees. Develop Branch training plans. Categorise and analyse PDF's. Nominate employees for training. Design and implement training schedules. Conduct training evaluation. Conduct impact assessment. Develop training directory. Design and develop training materials and manuals. Design training manuals in line with the identified needs. Develop training materials and manuals for training delivery. Advise and input on all HRD policies, strategies and governmental skills programs. Implement HRD strategy. Consult with Branches and line managers. Consult with external stakeholders. Develop training according to workplace skills plan. Facilitate the implementation of skills audit results. Investigate and identify strategic skills shortages and priorities. Identify training interventions in line with the skills audit needs. Implement training and development programmes to close the skills audit gaps.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

POST 24/52 : **SENIOR EXAMINER (REF NO: 3/2/1/2018/195)**
Office of the Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION : HRM

NOTE : Preference would be given to African Males, and African and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/53 : **SENIOR EXAMINER (REF NO: 3/2/1/2018/196)**
Office of the Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : King Williams Town
REQUIREMENTS : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
Preference would be given to Coloured and Indian Males, and African, Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/54 : **SENIOR EXAMINER (REF NO: 3/2/1/2018/197)**
Office of the Registrar of Deeds

SALARY : R334 545 per annum (Level 09)
CENTRE : Mpumalanga
REQUIREMENTS : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
Preference would be given to Coloured, Indian and White Males, and African, Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

<u>POST 24/55</u>	:	<u>SENIOR EXAMINER (REF NO: 3/2/1/2018/198)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on 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.
<u>DUTIES</u>	:	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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM 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 24/56</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SERVICES (REF NO: 3/2/1/2018/199)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma or Degree in Financial Management, Public Management, Auditing or equivalent qualification. (NQF 6). 3-5 year's supervisory experience in Financial Services. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Knowledge of human and finance resource management. Knowledge of the ACCPAC system. Knowledge of working with a Trading Account. Government systems and structures. Government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.
<u>DUTIES</u>	:	Maintain the debtor's accounts. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage service provider's payments in accordance with Treasury Regulations. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Consolidate information provide from other sections. Submit the report to OCRD.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM Preference would be given to African Males, and African and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.

<u>POST 24/57</u>	:	<u>PROJECT ADMINISTRATOR (REF NO: 3/2/1/2018/219)</u> Office of the Chief Registrar of Deeds
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma in Project Management. 3 years' experience in planning and coordinating projects. Knowledge of Project Management software (e.g. MS Project). MS Office (Word, PowerPoint, etc.). Project Management methodology. Knowledge of Deeds Registrations. Ability to administer and coordinate projects. Ability to create and maintain technical project plans and outcomes. Good communication skills. Report writing skills. Interpersonal skills. Valid driver's license.
<u>DUTIES</u>	:	Render project administrative support services. Establish standards, tools and procedures for use in project planning and execution. Review project activities for compliance with procedures and standards. Assist with the production of user documentation, i.e. Business Cases, etc. Maintain and update the project plan and related documents under the supervision of the Project Manager. Organise project meetings. Prepare agenda and take minutes for project meetings. Create and update projects on project management system. Liaise with internal and external stakeholders to ensure successful delivery of strategic projects. Track progress of key documents and outstanding tasks. Assist with project/programme budgeting and costing. Establish and maintain a project registry. Create, update and maintain key project documentation. File and archive project documents and records electronically and manually. Produce and consolidate project progress reports and project tasks. Produce consolidated summary reports for the different project governance structures. Report project actions/ tasks from meetings accurately and on time. Consolidate progress reports and project tasks. Communicate problems and bottlenecks to the Project Manager.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION</u>	:	HRM
<u>NOTE</u>	:	Preference would be given to African, Indian and White Males, Coloured, Indian and White Females and People with disability are encouraged to apply.
<u>POST 24/58</u>	:	<u>ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/218)</u> Directorate: Strategic Planning
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration/Public Management. 1 year experience in the administrative environment. Job related knowledge: Public Service Regulations; Supply Chain Management procedures; PFMA and National Treasury Regulations. Job related skills: Computer literacy; Communication (verbal and written); Planning; Interpersonal relations; Organising.
<u>DUTIES</u>	:	Provide administrative support. Coordinate and maintain leave. Booking of venues, travel arrangements. Drafting of letters and memorandums. Provide financial management services. Budget coordination, S&T management. Provide inputs to the MTEF, ENE and AENE of the department. Provide secretariat services. Arrange meetings. Take minutes and develop action plans. Manage diary of the Director. Ensure that information/records are properly managed. Filing of documents. Ensure proper referencing of documents. Safe keeping of all correspondence in the Directorate's shared drive. Provide logistical services. Ensure that the directorate adheres to SCM processes. Procure goods and services on behalf of the Directorate. Develop DMPs for the directorate.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 24/59 : **JUNIOR EXAMINER (REF NO: 3/2/1/2018/200)**
Office of the Registrar of Deeds

SALARY : R226 611 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : 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.

DUTIES : 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
Preference would be given to African, Indian and White Males, and African Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/60 : **JUNIOR EXAMINER (REF NO: 3/2/1/2018/201)**
Office of the Registrar of Deeds

SALARY : R226 611 per annum (Level 07)
CENTRE : King Williams Town
REQUIREMENTS : 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.

DUTIES : 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
Preference would be given to African, Indian and White Males, and African and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/61 : **JUNIOR EXAMINER (REF NO: 3/2/1/2018/202)**
Office of the Registrar of Deeds

SALARY : R226 611 per annum (Level 07)

<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 skills. Problem solving skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all 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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM Preference would be given to African, Coloured, Indian and White Males, and Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/62</u>	:	<u>JUNIOR EXAMINER (REF NO: 3/2/1/2018/203)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all 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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM Preference would be given to African, Coloured, Indian and White Males, and Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/63</u>	:	<u>JUNIOR EXAMINER (REF NO: 3/2/1/2018/204)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	Buris/ B Proc/ LLB/ National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes.

		Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check and interpret all 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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM
	:	Preference would be given to African, Coloured and Indian Males, and African and Coloured Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/64</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: FINAL CHECK & DELIVERY (REF NO: 3/2/1/2018/206)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) King Williams Town
	:	Grade 12. 5 years' experience at a level of Chief Deeds Registration Clerk. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Organisation and problem solving abilities.
<u>DUTIES</u>	:	Rendering DOTS services. Verify the issuing of barcodes and keep register. Perform authorised corrective maintenance. Provide authorised DOTS information to clients. Check DOTS statistics reports and submit to supervisor. Final checking of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep register of all errors and submit report to supervisor. Report malfunctioning of system and faulty equipment to supervisor. Manage information section. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the application register and reconcile with payments and picking slip. Report malfunctioning of system and faulty equipment to supervisor. Manage the Delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed control form. Report malfunctioning of system and faulty equipment to supervisor.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM
	:	Preference would be given to African, Indians and White Males, and African and Indian Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/65</u>	:	<u>PRINCIPAL PROVISIONING CLERK (REF NO: 3/2/1/2018/205)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) Kimberley
	:	Grade 12 Certificate, N3 Certificate or Abet level 4. 3years 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.

DUTIES : 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 : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
: Preference would be given to African, Indians and White Males, and people with disabilities. However non designated group are also encouraged to apply.

POST 24/66 : **CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION (REF NO: 3/2/1/2018/207)**
Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R183 558 per annum (Level 06)
: King Williams Town
: 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.

DUTIES : 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.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION NOTE : HRM
: Preference would be given to African, Indian and White Males, and Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

<u>POST 24/67</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION (REF NO: 3/2/1/2018/208)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 06) Mpumalanga 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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM 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 24/68</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/209)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 06) Limpopo 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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street

<u>FOR ATTENTION NOTE</u>	:	HRM
	:	Preference would be given to African, Coloured, Indian and Male, Indian and Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/69</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA (REF NO: 3/2/1/2018/210)</u>
<u>SALARY</u>	:	R183 558 per annum (Level 06)
<u>CENTRE</u>	:	Office of the Registrar of Deeds: King Williams Town
<u>REQUIREMENTS</u>	:	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>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION NOTE</u>	:	HRM
	:	Preference would be given to African, Indian and White Male, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 24/70</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS (REF NO: 3/2/1/2018/211)</u>
	:	Office of the Registrar of Deeds
<u>SALARY</u>	:	R183 558 per annum (Level 06)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide deeds information. Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Administer the deeds tracking system. Update Document Tracking System (DOTS) when new module is required. Link barcode to the name of the person and 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.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4 th floor, Corner Pretorius and Bosman Street
<u>FOR ATTENTION</u>	:	HRM

NOTE : Preference would be given to African, Indian and White Males, and White Females, and people with disabilities. However non designated group are also encouraged to apply.

POST 24/71 : **HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/212)**
Office of the Chief Registrar of Deeds

SALARY : R152 862 per annum (Level 05)
CENTRE : Pretoria
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. Public Service Regulations as amended. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal and communication skills. Candidates with HR internship experience in Recruitment and Selection will have an added advantage. Working under pressure. Meeting deadlines.

DUTIES : Facilitate the advertising of posts within the branch. Prepare advert packages and facilitate for approval. Create adverts and upload the document on e-recruitment system. Facilitate employee verification. Facilitate the response handling. Receive, stamp and sort manual applications forms. Extract application forms on the e-recruitment system, stamp and sort application forms. Capture applications on the long list spread sheet. Number of application forms. Courier completed captured applications to Deeds offices. Processing of Appointments, Promotions and Transfers on the Persal system. Implement appointment, promotion and on Persal. Updating personal database on Persal System. Index and file the documents. Process the Relocations and Movements on Persal system. Implement relocation and movement on Persal system. Updating personal database on Persal system.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION : HRM
NOTE : Preference would be given to African, Coloured, Indian, White Males, and Coloured, Indian, and White Females and people with disabilities. However non designated group are also encouraged to apply.

POST 24/72 : **OPERATOR (REF NO: 3/2/1/2018/214)**
Office of the Surveyor General

SALARY : R152 862 per annum (Level 05)
CENTRE : Eastern Cape: East London
REQUIREMENTS : Grade 12/Senior Certificate (NQF 4). 1 year experience in operating reproduction equipment. Job related knowledge: Reproduction machinery used; Asset management. Job related skills: Computer literacy; Good written and verbal communication; Interpersonal relations; Organisational; Care for equipment; Ability to work independently Ability to take initiatives.

DUTIES : Take responsibility for the print room and all its contents. Switch off electronic equipment and lights at the end of each business day. Check the functionality of the copier machines. Check that the filing equipment is in good working conditions. Produce ammoniac/photo copy prints of geospatial and other mapping products, cadastral information and other documents. File cadastral documents. Search for missing cadastral documents on supervisor orders. Ensure that documents are filed in correct order. Reproduce approved cadastral documents as true scale for certification and registration purposes. Replace worn out hanging strips and repair damaged documents. Operate printers, scanners and photo copy machines. Reproduce all needed cadastral documents. Monitor service and replacements dates and report defective machines. Keep daily production figures and submit monthly production report. Report equipment problems within one day detection.

APPLICATIONS : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201

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

POST 24/73 : **DEEDS REGISTRATION CLERK (REF NO: 3/2/1/2018/213)**
Office of the Registrar of Deeds

SALARY : R107 886 per annum (Level 03)
CENTRE : King Williams Town
REQUIREMENTS : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filing) is essential. Proficiency in English. Computer literacy skills. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure.

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

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street

FOR ATTENTION : HRM
NOTE : Preference would be given to African, Indian and White Males, and African, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.