

## 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** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 28 September 2018 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. 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/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. 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.

## MANAGEMENT ECHELON

- POST 37/50** : **DIRECTOR: MAPPING SERVICES REF NO: 3/2/1/2018/284**  
Chief Directorate: National Geo-Spatial Information
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Western Cape (Cape Town/Mowbray)
- REQUIREMENTS** : Bachelor's Degree in Cartography/Geospatial Information Science/Surveying/Geomatics (NQF Level 7). Appropriate post qualification experience in Cartography/Geomatics. Compulsory registration with South African Geomatics Council. 5 years of middle or senior management experience. Job related knowledge: Geo-spatial information management; Topographic framework information; Cartography; Map design; Map production; Digital photogrammetry; Performance management and monitoring; Government systems and structures, Government decision making processes; Programme setting process; Understanding of the management information and formal reporting system; Ability to deal with Misconduct; Public financial management; Internal control and risk management; Project management principles and tools and the political landscape of South Africa. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and organising; Conflict management; Negotiation; Change management; Data and information management; Data search; Facilitation; Project management and Interpersonal relations; Analytical; Time management; Contract management. A valid driver's licence.
- DUTIES** : Manage the processing of earth imagery. Manage the ortho-rectification of imagery in accordance with standards and the annual production plan. Manage the determination of image positions and orientation through photogrammetric

methods, ongoing. Manage the collection of elevation data and computation of digital elevation models in accordance with standards and the annual production plan. Provide map production service. Manage the production of orthophoto maps in accordance with standards and the annual production plan. Manage the production of medium and small scale maps in accordance with standards and the annual production plan. Manage the production of land cover maps and land use maps in accordance with standards and the annual production plan. Manage the design and production of customised maps. Archive and retrieve survey and mapping records, in accordance with archive and security standards at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Render advisory services, as required. Manage the provision of cartographic services to the Department of Basic Education, as required. Manage the production of aeronautical charts on behalf of South African Civil Aviation authority, as required. Render cartographic services based on user need, as required. Participate in development projects in Africa, as approved. Plan and execute projects in accordance with best practice for project management, as required.

**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** : 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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**POST 37/51** : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/290**

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Office of the Registrar of Deeds: Bloemfontein

**REQUIREMENTS** : 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. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.

**DUTIES** : 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, also in compliance with recognised 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. 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.

**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, Corner Pretorius and Bosman Street, For attention HRM.

**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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**POST 37/52** : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/291**  
Office of the Registrar of Deeds  
(This is a re-advertisement, applicants who applied previously must reapply)

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Cape Town  
**REQUIREMENTS** : 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. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.

**DUTIES** : 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, also in compliance with recognised 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. 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.

**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, Corner Pretorius and Bosman Street, For attention HRM.

**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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

- POST 37/53** : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/292**  
Office of the Registrar of Deeds  
(This is a re-advertisement, applicants who applied previously must reapply)
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Kimberley
- REQUIREMENTS** : 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. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.
- DUTIES** : 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, also in compliance with recognised 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. 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.
- 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, Corner Pretorius and Bosman Street, For attention HRM.
- 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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

## OTHER POSTS

- POST 37/54** : **LAW LECTURER REF NO: 3/2/1/2018/296**  
Office of the Chief Registrar of Deeds
- SALARY** : R826 0531 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Deeds Registration/BUris/BProc/LLB. 4 years of experience as Senior Examiner/ Deeds Registration Assistant Law Lecturer. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Court procedure. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills. Facilitation and presentation skills.
- DUTIES** : Determine training needs and requirements of the Chief Directorate. Determine training needs and requirements on a quarterly basis. Accumulate statistics pertaining to training matters. Plan and make arrangements in respect of deeds training as and when required. Present training as and when determined. Conduct research and develop study material. Determine the purpose of the research. Determine the techniques to be used when conducting research. Research on the topic. Analyse information gathered during research. Develop new study material on an on-going basis. Co-ordinate all aspect in respect of deeds training. Assist management with the Personnel Administration Section with all administrative matters pertaining to training, enrolment of students and nomination of attendees for courses at all times Present training on newly developed material to deeds registries. Monitor the standards examination regularly. Initiate rectifying measures in consultation with supervisors as and when determined. Present training on newly developed material to deeds registries. Develop training materials and submit for comments. Develop schedules for training. Provide feedback on training presented. Draft Registrars Circulars and Notices. Assist Registrars in drafting training related circulars and notice. Research on information needed for the notices. Oversee the management of the library. Manage the library on a daily basis.
- 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 Coloured, Indian and White Males, African, Coloured and Indian Females, and people with disabilities.
- POST 37/55** : **CONTROL GISc TECHNOLOGIST REF NO: 3/2/1/2018/286**  
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R714 393 per annum (Salary in accordance with OSD for Engineers)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : 3 - 4 years GIS degree or related Bachelor Degree. 6 years post qualification GISc Technologist experience. Compulsory registration with PLATO in the category of GISc Technologist. Job related knowledge: Programme and project management; Legal and operational compliance; Systems maintenance; Geo-database design and analysis knowledge; Research and development; Creating high performance organisational culture; Technical report writing; Accountability. Job related skills: Organisational; Process knowledge skill; System maintenance; GIS mobile devices operating; Advanced computer literacy; Interaction skills; Communication. A valid driver's licence.
- DUTIES** : Design, plan and perform advanced GISc analysis to address organisations strategic objective. Undertake spatial modeling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures.

Undertake operational and project requirement. Maintain GISc unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and geographical information services to all clients in the department. Develop training manual end users on skills regarding GISc at all times. Ensure interoperability between system to maximise efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Documents GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between and operations and individuals to ensure effective knowledge management according to the departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of the process models and workflow diagrams. Ensure implementation of GIS standards. Support draft terms of reference for GIS projects. Manage maps production and customise to meet clients' needs accordingly. Conduct research. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X9552, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 37/56** : **ANALYST/DEVELOPER (NET DEVELOPER) REF NO: 3/2/1/2018/289**  
Directorate: ICT Solutions Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Information Technology/Software Development/Bsc Computer Science. Extensive working experience in C#, .Net 4.0, ASP.Net, JQuery, Microsoft BI, HTML, CSS, SQL Server 2008 environment and other MS related technologies. Minimum of 6 years experience on C# and other MS related technologies especially Sharepoint. Practical experience in Microsoft technologies especially C#. Solid understanding of Object-oriented programming (OOP) and N-tier architecture. Experience in Software Development Life Cycle (SDLC) - Both Agile and Waterfall methodologies. Experience in unit testing. Job related knowledge: CRM work flows; Share point 2010 or 2013; Team Foundation Server (TFS). Job related skills: Very good verbal communication; Good working knowledge with MS SQL along with Stored Procedures, Views, Triggers etc; Passionate about building high-quality systems. Ability to work independently as well as part of the team. Ability to mentor junior employee and interns to deliver quality solutions on time.
- DUTIES** : Perform hands-on software design and development using C#,.Net 4.0, ASP.Net, JQuery, Microsoft BI, HTML, CSS, SQL Server 2008 and other MS related technologies especially Sharepoint. Develop object-oriented applications that span across multiple platforms. Responsible for coding, debugging and implementing new applications. Design and develop databases and reports. Produce system as built document and other required documents as per SDLC. Provide inputs to other deliverables as per SDLC. Execute unit tests for product components. Perform unit tests. Work with QA to ensure high quality of delivered product. Maintain and enhance existing applications to meet business requirements. Perform maintenance, enhancement and support on existing applications. Provide expertise on technical aspects of Microsoft products such as application performance issues, integration requirements, application security and a new

		solution required in line with application development. Conduct research into new trends in line with the application development environment.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 37/57</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/293</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	King Williams Town
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to African and Indian Males, Indian and White Females, and people with disabilities.
<b><u>POST 37/58</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/294 (X2 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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. Advise 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 Coloured and Indian Males, African and Coloured Females, and people with disabilities.

**POST 37/59** : **PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/285**  
Directorate: Strategic Land Acquisition

**SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : KwaZulu-Natal (Vryheid)  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in Economics/Natural Sciences, Development Studies. 3-5 years relevant working experience. Job related knowledge: Understanding of the value added development of communities; Understanding and interpretation of budget management; Public management; Departmental land reform programmes, legislation and procedures. Job related skills: Financial management; People management; Performance management; Conflict resolution; Facilitation; Capacity building; Good negotiation; Good skills in map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.

**DUTIES** : Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make arrangements with the farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and municipalities (stakeholders). Prepare presentation for the district screening committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the land price negotiation process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to land acquisition project support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the enquiries and ministerial tasks and queries. Consult with the office of the public protector to investigate and respond the query within 7 to 14 days. Liaise with the bank (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to management of the region. Coordinate regional project implementation. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to



	:	submission to the regional manager. Provide input into the strategic direction of the region/unit.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 37/60</u></b>	:	<b><u>ASSISTANT LAW LECTURER REF NO: 3/2/1/2018/297</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Deeds Registration/BUris/BProc/LLB. 3 years as Junior Examiner. Knowledge in the interpretation and application of the Deeds Registries Act. Knowledge in the interpretation and application of the Sectional Titles Act. Knowledge in the interpretation and application of other acts, ordinances, proclamations, directives, case law and common law pertaining to registration of deeds. Knowledge of deeds registration practice and procedures. Computer software skills. Good written and verbal communication skills. Good judgment and assertiveness skills. Analytical and problem solving abilities. Organisational skills. Problem solving abilities. Presentation skills.
<b><u>DUTIES</u></b>	:	Provide training functions. Assist with the determining of training needs and requirements. Provide and assist with the providing of functional training. Provide legal support to Branches and external clients. Active participation in all structures, which have relevance to the functions of the Chief Directorate. Provide and comment on articles for SADJ. Assist with the administration pertaining to training matters. Assist with coordination of decentralized training. Provide support in monitoring and evaluating uniformity in practices and procedures. Submit and assist/comment on inputs on curricula and re-curriculate existing courses/subjects. Comment and assist with the developing, drafting, updating and comment on study material. Present the training on newly developed materials. Prepare and present lectures on selected topic. Comment on legislation, and ancillary matters.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to African, Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities.
<b><u>POST 37/61</u></b>	:	<b><u>SENIOR EXAMINER REF NO: 3/2/1/2018/298 (X2 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	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 Coloured and Indian Males, Coloured and Indian Females and people with disabilities.

**POST 37/62** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2018/299**  
Office of the Registrar of Deeds

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
: King Williams Town  
: Relevant 3 year Degree/ Diploma in Human Resource Management. 3 years supervisory level in Human Resource Management Environment. Good Knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and Selection processes. Knowledge of Performance Management Systems (PMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem solving and decision making skills. Conflict management skills. Time management skills. Computer software skills. Ability to work with people of diverse cultures and to communicate and interact at various levels.

**DUTIES** : Manage the Human Capital. Oversee compilation and implementation of recruitment plan. Check draft advertisement, memorandum and submit for approval. Oversee recruitment and selection process. Monitor termination of service process. Check the compiled statistical reports. Maintain establishment. Facilitate drafting of and monitor implementation of office Employment Equity plan. Manage service benefits. Oversee the drafting of and implementation of office leave plan and take corrective measures. Oversee recording of leave, analyse trends and take remedial action. Monitor leaves register, analyse trends and submit report to management. Manage housing/rental benefits and monitor register. Conduct exit interviews. Provide guidance on service benefits. Facilitate employee wellness process. Monitor submission of bursary applications and administration. Manage employee performance management. Manage implementation of EPMS. Facilitate reviewing of generic performance agreements. Manage compilation and implementation of the training plan. Conduct audit on quality assured PAs, PRDs, and PADs and provide report. Manage DAC and MC processes. Manage the implementation process of MC outcomes. Manage compliance of reconciliation of probation reports with PRDs. Manage labour relations. Facilitate/conduct the investigations and implement the recommendations. Facilitate/conduct disciplinary hearings, conciliations and arbitrations. Facilitate/draft submissions of outcomes and submit and deal with appeal. Update statistics and submit. Manage records management. Oversee the handling of mail and monitor registers. Manage the disposal of records. Monitor filling of documents and administer filling plan. Liaise with clients relating to records management.

**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 Coloured and Indian Males, African, Coloured and Indian Females, and people with disabilities.

**POST 37/63** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/300**  
Office of the Chief Registrar of Deeds

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)  
: Pretoria  
: National Diploma in Information Management/Records Management/Public Administration. 3 years of experience in records environment. National Archives. Information Management. Understanding of most prevalent system (Database management Systems, Transaction Processing Systems, Document Management Systems). PFMA, Treasury Regulations. Knowledge of relevant standards, statutory and regulatory framework. Computer Literacy. Archiving Skills. Program and Project Management. Inter-personal skills. Communication skills (Written and Verbal). Organising skills. Supervisory Skills.

- DUTIES** : Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advise and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users' access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Manage the provision of the venue for the meetings.
- 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 Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.
- POST 37/64** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2018/301**  
Office of the Chief Registrar of Deeds
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Financial Management/Logistics/Purchasing Management/Supply Chain Management. 3 year's supervisory experience working in the Demand Management environment. Job related knowledge of The Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Public Service Regulations, Preferential Procurement Regulations, Constitution Industry Development board (CIBD) Act, CIBD Standard for Uniformity in Construction Procurement and Best Practice Guidelines, Broad-Based Black Economic Empowerment with its codes of good practice, National Treasury SCM Guidelines for Accounting Officers, National Treasury Instruction Notes and Circulars. Computer literacy skills. Problem solving skills. Communication (verbal and written) skills. Organising skills. Interpersonal skills. Ability to work under pressure. Team work. Know and apply legislation, policies and procedures. Good governance and Batho Pele Principles. Project Management skills. Valid drivers licence.
- DUTIES** : Administer Demand Management Plan (DMP) and Procurement Plan (PP). Facilitate and prepare Branch communiqué for submission of Demand Management Plan. Analyse, advise and verify development of Demand Management Plan for all operational units/ offices. Facilitate approval of operational units/ offices' Demand Management Plans. Consolidate Demand Management and submit for approval. Analyse consolidated Demand Management Plan and develop the procurement plan. Facilitate approval of the Procurement Plan. Submit verified and approved consolidated Demand Management Plan and Procurement Plan. Monitor and report on the implementation of the approved Procurement Plan. Provide support and guidance to clients. Conduct market/ industry analysis and develop credible sourcing strategies. Facilitate the market/industry analysis. Analyse availability of Central Supplier Database suppliers versus commodities projected on the approved Demand Management Plan and Procurement Plan. Identify, initiate and implement sourcing strategies (term contracts, transversal contracts, bulk procurement and

direct sourcing) for commodities projected on the approved on the approved Demand Management Plan/ Procurement Plan. Provide support and guidance to clients. Facilitate the development and review of specifications. Provide advice in the development of specifications. Provide advice in the nomination of bid specification and evaluation committee members. Facilitate approval of Bid Specifications and Evaluation Committees. Facilitate and coordinate bi specification meetings. Align specifications/term of reference, pricing schedule, minutes and submit for approval and publishing. Provide guidance and support to clients. Provide management response for audit request/queries and submit to supervisor. Review and implement risk register. Implement internal and external audit action plan. Manage procurement deviation registers, documents and Code of Conduct for SCM Practitioners and role players. Maintain procurement deviation registers. Obtain, analyse and safeguard relevant supporting documents for all procurement deviations. Advise clients on proper procurement deviation processes. Communicate and obtain signed Code of Conduct from all SCM Practitioners and role players.

**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 Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.

**POST 37/65** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2018/287**  
Directorate: Operational Management

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)  
: Eastern Cape (East London)  
: Bachelor's Degree in Social Science or Development Studies or Humanities. 2 years' experience in a related field. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understanding and interpret business plan; Land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project management; Negotiating; Contract management; Leadership; Computer literacy; Communication; Ability to draft terms of reference for service providers. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : Research, validate and verify the restitution claims to determine compliance with Restitution Act. Prepare terms of reference for property valuation and prepare the offer on the recommendations of the OVG. Ensure that restitution projects are included in municipalities integrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and the land claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate community participation in projects and write reports for submissions. Assess availability documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor, implement and evaluate projects. Contribute towards the budget of the team. Draw up detailed business plan. Complete the necessary administrative tasks related to implementation of projects. Prepare negotiations and settlement of land claims. Facilitate the appointment of valuers. Draft valuation analysis. Prepare offers to be authorised by the RLCC. Prepare signed offers to land owners and claimants. Draft S42D's. Facilitate the signing of sale and settlement agreement. Facilitate finalisation of settled land claims. Facilitate hand over and transfer of land.

**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 Indian and White females and Persons with disabilities are encouraged to apply.

<b><u>POST 37/66</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER: ASSETS MANAGEMENT REF NO: 3/2/1/2018/302</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Vryburg
<b><u>REQUIREMENTS</u></b>	:	3 Year National Diploma/Degree in Supply Chain Management or related field or Senior Certificate with 6-10 years experience. 2-3years working experience in asset management. Knowledge of the following: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Departmental SCM and Asset management procedures and policy. Computer literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Team work. Working under pressure.
<b><u>DUTIES</u></b>	:	Ensure that the asset register is compiled according to departmental procedures. All assets of the department must be recorded in the asset register. Relevant fields are updated and monitor the utilization of the asset. Checking that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Maintain and update the asset register with additions, movements and disposal of assets. Allocate new barcode to newly procured assets. Movement of assets is properly maintained. Monitor barcode on the asset register. Reviewing all asset movement forms. Reconcile the asset register against general ledger. Check asset clearing account. Monitor all asset related account on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be re-evaluated. Ensure that annual asset verification is conducted. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Asset verification reports are scrutinized and reconciled against the asset register. Asset verification findings are updated in the asset register. Check that asset verification reports are signed off and filed. Coordinate disposal of redundant, obsolete and unserviceable. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all asset transfer within the deeds office and other beneficiary. Compile and consolidate asset requirement plan. Compile asset additions report. Draft maintenance and warranty register. Consolidate asset verification and disposal reports.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to African, Coloured, Indian and White Males, Coloured and White Females, and people with disabilities.
<b><u>POST 37/67</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: DATA REF NO: 3/2/1/2018/303 (X2 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12. 3 years' experience at a level of Control Deeds Registration Clerk or 8 years' experience at a level of Chief Deeds Registration Clerk. Knowledge of the Deeds office functions will be an added advantage. Appropriate knowledge on registration of deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. The ability to work well under pressure.
<b><u>DUTIES</u></b>	:	Ensure the efficient functioning of deeds registration system. Oversee the distribution of work at data. Monitor workflow and take corrective measures. Identify shortcomings on DRS and make recommendations. Oversee the reporting to CRD on response times. Administer the data section. Analyse status reports, draft final report and submit to supervisor. Administer the supply of information concerning deeds and documents captured in public register. Attend to queries relating to data. Oversee the control of expedited deeds. Ensure improved management of deeds registration systems. Analyse non-verification and non-

		captured reports, take corrective measures and report to management. Control the usage of stock. Update data and archiving procedure manuals.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to Coloured, Indian and White Males, Coloured Females and people with disabilities.
<b><u>POST 37/68</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: 3/2/1/2018/304</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R299 709 per annum (Level 08) Pretoria National Diploma in Human Resource Management, Public Management or equivalent related. 2 years relevant experience in HRM. Knowledge of Public Service Act (as amended), Public Service Regulations Requirement, National Minimum Information Requirements, DPSA Incentive Policy Framework, Relevant HRM Policies and Procedures. Interpersonal skills. Communication skills. Organisational skills. Technical skills. Presentation skills. Problem solving skills. Computer literacy. Persal system.
<b><u>DUTIES</u></b>	:	Implement the policy framework for performance management and participate in the reviewing thereof. Monitor submission of Performance agreements and quarterly reviews. Monitor submissions of probations. Facilitate Directorate Assessing Committee and Moderating Committees sittings. Analyse current policy, legislative frameworks and prescripts and identify gaps. Conduct research on performance management policies for the purposes of benchmarking and provide inputs. Provide performance management expertise and advise to HR Practitioners within the Branch: Deeds Registration. Analyse submitted Pas and quarterly reviews. Timeously respond to performance management related queries. Provide technical advice to Branch work plans Committee and provide secretarial duties thereof. Monitor the Implementation of performance reward in line with the components expenditure. Engage Finance section on 1.5% of each Deeds registry and the Branch. Monitor adherence of the Branch allocated budget. Assist with the approving of transactions on Persal. Train employees on performance management system and identify gaps in the implementation of the policy. Organise training sessions and conduct training on performance management policy. Provide assistance in identifying and dealing with underperforming employees in the Department. Establish database of underperformers. Monitor implementation of performance improvement plans. Facilitate and monitor conducting of training impact assessment. Establish training database and monitor completion of impact assessment on training attended. Provide inputs on compilation of Branch workplace skills plan.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities.
<b><u>POST 37/69</u></b>	:	<b><u>JUNIOR EXAMINER REF NO: 3/2/1/2018/305 (X3 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R242 475 per annum (Level 07) Johannesburg Buris/B Proc/LLB/National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check

and interpret all the interdicts. Calculate fees. Link batches and do pencil linking. Check and interpret sectional and township files. Check general plans/diagrams to ensure that applicable conditions/servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents 'Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

**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 and White Males, and African and Indian Females and people with disabilities.

**POST 37/70** : **CONTROL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/306 (X2 POSTS)**  
Office of the Registrar of Deeds

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12. 5 years' experience at a level of chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of Documents Tracking systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Computer software Skills. Communication Skills (written and verbal). Organising Skills.

**DUTIES** : Provide Deeds Information.\*issue copies of deeds. Review systems for available information once a query has been received. Discuss query stating the information obtained and supplying information when necessary. Compile status reports. Provide DRS reports when requested. Administer the Deeds Tracking System. Update Documents Tracking System (DOTS) when new module is required. Link barcode to the name of the person and the property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds tracking system can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time.

**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 and White Males, African and Indian Females and people with disabilities.

**POST 37/71** : **PRINCIPLE REGISTRY CLERK REF NO: 3/2/1/2018/307**  
Office of the Chief Registrar of Deeds

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate or equivalent. 3-5 years' 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. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Teamwork. Working under pressure. Meeting deadlines.

**DUTIES** : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services. Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine

register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messenger to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources /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 HRM.

**NOTE** : Preference would be given to African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities.

**POST 37/72** : **OFFICE ASSISTANT REF NO: 3/2/1/2018/308**  
Office of the Chief Registrar of Deeds

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills. Ability to take initiative and work independently. Ability to maintain confidentiality.

**DUTIES** : Render the administration, secretarial and support services to the Chief Director. Receive & screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that OFTAR's and DOTR's for Chief Director are completed and approved. Compile and submit S&T s and SMS claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (Workshops, Shortlistings, Interviews, Monthly Management and Staff meetings). Circulation of invitations for Chief Director meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type /draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-Players. Use a tape recorder to recordings minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Chief Director and track the implementation thereof.

**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, and White Males, Coloured, Indian, and White Females and people with disabilities.



<b><u>POST 37/73</u></b>	:	<b><u>CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/309</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R196 407 per annum (Level 06)
<b><u>CENTRE</u></b>	:	King Willaims Town
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference would be given to African, Indian and White Males, Coloured, Indian and White Females and people with disabilities.
<b><u>POST 37/74</u></b>	:	<b><u>AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2018/288</u></b> Office of the Surveyor General
<b><u>SALARY</u></b>	:	R163 563 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mpumalanga (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. Job related knowledge: Computer literacy; Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations; Communication (Verbal and Written); Computer literacy. Above average attention to detail.
<b><u>DUTIES</u></b>	:	Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all document vaults. Ensure that worn-out hanging strips are replaced and damaged documents are repaired. Provide cadastral information to clients to internal and external clients. Extract and deliver documents requested by staff manning the public counters on behalf of external clients. Insert mark out boards and dummy trips in the place of extracted document. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct capture errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents into the image database. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file these documents in their respective documents vaults. Conduct a random check of the state of filing as well as the state of documents.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 37/75</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF NO: 3/2/1/2018/310</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R163 563 per annum (Level 05)
<b><u>CENTRE</u></b>	:	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 probations. Capture quarterly probation forms. Update probation database. Identify CIP employees and keep updated database. Filing of documents.
- 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, Coloured and White Males, Indian, Coloured and White Females and people with disabilities.
- POST 37/76** : **REGISTRY CLERK REF NO: 3/2/1/2018/312**  
Office of the Registrar of Deeds
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate or equivalent. 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. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Team work. Working under pressure. Meeting deadlines.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- 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** : African, Coloured, Indian and White Males, Coloured, Indian and Females and People with disability are encouraged to apply.

- POST 37/77** : **PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/313**  
Office of the Registrar of Deeds
- SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12. No experience required. Ability to identify, classify and record a large variety of official documents. Microfilming and information systems. Knowledge of records management. Knowledge of the personnel and provisioning administration process. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Liaison skills. Filing skills. Problem solving skills. Archiving skills.
- DUTIES** : Ensure the scanning of deeds into the system. Ensure documentation is scanned correctly. Ensure that scanned images are saved on server regularly. Verify image against physical document according to specifications. Draw the microfilm rolls and digitalize the copies. Write image to microfilm according to specifications. Ensure that a quality check is performed on film once film has been developed. Submit film over for processing once check is done. Ensure the filing of copies. Ensure film is filed after quality check is completed. Retrieve image on the server for backup.
- 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, White Females and people with disabilities.