

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** : 21 December 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. 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 49/44** : **DIRECTOR: HUMAN RESOURCE AND AUXILIARY SUPPORT SERVICE REF NO: 3/2/1/2018/560**
Office of the Chief Registrar of Deeds
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Human Resource Management/Public Management/Public Administration (NQF 7). 5 years' of experience at a middle/senior managerial experience in Human Resources Management environment. Job related knowledge: Crises and Conflict Management, Public Service Regulations, Basic Conditions of Employment Act, Strategic Performance Management Framework. Job related skills: Interpersonal Relations, Computer Literacy, Client orientation and problem solving, Communication, Organisational Design, Conflict Management, Analytical, Decision Making, Financial Management, Report writing, Presentation and facilitation, Influencing/negotiation, Project Management, Operational Planning. A valid driver's licence. Willingness to travel. Willing to work extra hours including weekends.
- DUTIES** : Develop, implement and monitor Human Resource Strategies, Frameworks, Policies and Prescripts. Manage and administer the Human Resource Management functions with specific reference to Policy formulation, research and development. Develop, monitor and implement Human Resource Strategies and planning. Monitor adherence to Human Resource Policies and prescripts. Analyse, interpret and present management information in respect of Human Resource functions. Oversee effective management of Human Resource services. Manage

recruitment and employment practices. Manage employee health and wellness programmes. Manage Human Resource benefits. Implement and manage the Performance Management System in the Department. Develop and implement a strategic Performance Management Framework. Implement strategies and initiatives to transform and align the Human Resource function to that of global trends and standards. Monitor the implementation of employment equity plans and achievement of targets. Manage employee relations. Manage the provision of auxiliary support services. Oversee effective management of Human Resource Development. Ensure effective management and administration of bursaries. Manage the coordination of learnerships, internship and experiential training programmes. Manage, Implement and report on Skill Development Audit or recommendations.

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 Department Public Service and Administration Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 49/45 : **DISTRICT DIRECTOR REF NO: 3/2/1/2018/565**
Chief Directorate: Provincial Shared Service Centre

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

CENTRE : Northern Cape (ZF Mgqawu/Pixley Ka Seme District)

REQUIREMENTS : NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month Project Management certificate or Project Management as a B Degree major subject. 5 years' of experience at a middle management level within a Project Management environment. Job related knowledge: A thorough understanding of Project Management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver's licence and willingness to travel.

DUTIES : Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other Stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.

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.

OTHER POSTS

- POST 49/46** : **CHIEF GISc PROFESSIONAL REF NO: 3/2/1/2018/566**
Directorate: Spatial Planning and Land Use Management
- SALARY** : R854 154 per annum (Salary in accordance with the OSD for Engineers)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Post graduate qualification in Geographic Information Science (GISc) field (NQF level 7). Compulsory registration with South African Geomatics Council (SAGC) in the category of Professional GISc Practitioner. 6 years' post qualification GISc professional experience required. Job related knowledge: GIS implementation, Geo database design and repository management, Geo statistical analysis, Standards development and Policy formulation, Technical report writing, spatial analysis knowledge, GIS Applications, Legal requirements and compliance, High level spatial design and modelling. Job related skills: Organising, Process knowledge, Systems maintenance, Mobile equipment operating, advanced computer, Interaction, Communication. A valid driver's licence.
- DUTIES** : Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc function with the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects activities. Monitor and evaluate GISc function within DRDLR. Develop a Cost Benefit Analysis. Facilitate a Functional Requirement Analysis. Ensure compliance with the relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify GISc challenges. Policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance Spatial Analysis and modelling for institutional strategic guidance. Recommend the best possible Policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to DRDLR objectives. Provide implementation guidance on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and Technical Systems. Undertake Requirements Analysis. Undertake high level cost benefit analysis. Develop process model and workflows diagram. Ensure development and implementation of GIS Standards. Develop business cases for technical and GIS Projects. Manage maps production and customise to meet client needs accordingly. Manage Stakeholder issues. Stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key Stakeholders. Build and maintain alliances and network of clients, colleagues and interest groups inside and outside the organisation.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 49/47** : **DEPUTY DIRECTOR: REID REF NO: 3/2/1/2018/567**
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE : Free State (Fezile Dabi District)
REQUIREMENTS : Bachelor Degree/National Diploma in Social Sciences/ Economics/Development Studies/ Public Administration. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related

skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence and willingness to travel.

- DUTIES** : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 49/48** : **ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/561 (X4 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Cape Town
- REQUIREMENTS** : Bproc/Buris/LLB 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 skill. 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 Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: Room 1266, 90 Plein Street, Cape Town, for attention HRM.
- NOTE** : Preference would be given to African females and people with disabilities are encouraged to apply.
- POST 49/49** : **PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/568 (X2 POSTS)**
Directorate: Rural Enterprise and Industrial Development
- SALARY CENTRE** : R444 693 per annum (Level 10)
Free State:
Motheo/Xhariep (X1 Post)
Lejweputswa/Fezile Dabi Districts (X1 Post)
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3 - 5 years' experience in the field of cooperative development. Job related knowledge: Operational Planning, Human Resource Management, Financial Management, Supply Chain Management, Rural development techniques, Understanding of business development, Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation. A valid driver's licence and willingness to travel.
- DUTIES** : Manage Small Business marketing and trade development. Facilitate market linkages. Manage Small Business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage Small Business education and skills training. Provide skills development to Small Business and ensuring compliance to Small Businesses. Manage Small Business development finance. Facilitate access to finance for Small Businesses. Provide liaison with Districts and local Municipalities. Facilitate compliance with cooperative legislation and Policy. Identify, facilitate establishment and registration of Primary Cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skills development and support to cooperative. Receive referrals from knowledge unit.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 49/50** : **PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/569 (X6 POSTS)**
Directorate: Rural Enterprise and Industrial Development
- SALARY CENTRE** : R444 693 per annum (Level 10)
Eastern Cape:
OR Tambo (X1 Post)
Alfred Nzo (X1 Post)
Amathole (X1 Post)
Chris Hani (X1 Post)
Joe Gqabi (X1 Post)
Sarah Baartman Districts (X1 Post)
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3 - 5 years' experience in the field of cooperative development. Job related knowledge: Operational Planning, Human Resource Management, Financial Management, Supply Chain Management, Rural development techniques, Understanding of business development, Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project

		Management, Team Management, Presentation. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Manage Small Business marketing and trade development. Facilitate market linkages. Manage Small Business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage Small Business education and skills training. Provide skills development to Small Business and ensuring compliance to Small Businesses. Manage Small Business development finance. Facilitate access to finance for Small Businesses. Provide liaison with Districts and local Municipalities. Facilitate compliance with cooperative legislation and Policy. Identify, facilitate establishment and registration of Primary Cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skills development and support to cooperative. Receive referrals from knowledge unit.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 49/51</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/570</u> Directorate: Support Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	National Diploma in Information Management/Records Management/Public Administration. 3 years' of experience in records environment. Job related knowledge: National Archives, Information Management, Understanding of most prevalent system (Database Management Systems, Transaction Processing Systems, Document Management Systems), Public Financial Management Act, Treasury Regulations, Relevant standards, statutory and regulatory framework. Job related skills: Computer Literacy, Archiving, Program and Project Management, Interpersonal Relations, Communication (written and verbal), Organising, Supervisory. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate implementation of records management Policies and guidelines. Maintain the filing system for the office. Advice 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 Information Records Management Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the office. Provide reports on the records management implementation programme.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 49/52</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2018/571</u> Directorate: Support Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane)
	:	National Diploma in Human Resource Management (HRM). Personnel and Salary administration System (PERSAL) Certificate and PERSAL Leave Administration Certificate will be an added advantage. 3 years' supervisory experience in HRM Environment. Job related knowledge: Employment Equity Act, Public Service Regulations, Knowledge and experience in Pension Administration. Job related skills: Computer Literacy, Report writing, Communication (verbal and written), Interpersonal Relations, Problem solving. A valid driver's licence.
<u>DUTIES</u>	:	Implement and monitor human resources prescripts. Implement HRM resolutions. Keep employees well informed on new development of human resources prescripts. Monitor and administer leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with Policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to National Office. Liaise with National Office regarding submitted incapacity applications. Implement Deputy Director General's decision and advice/inform the applicant about the outcomes of incapacity applications. Verify over granted leave prior to termination of officials. Check and verify leave gratuity calculations and ensure correctness. Request tax recalculations after payment of leave gratuity. Verify IRP3 before submission to South African Revenue Services. Conduct workshops/induction on leave. Conduct leave audit. Monitor and administer employee benefits and condition of service. Oversee processing of service terminations timeously. Check and ensure correct completion/submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension required. Provide feedback to pension beneficiaries. Provide pension estimations as and when required. Recover all liabilities from pension proceeds. Coordinate/conduct service benefit workshops. Facilitate and implement Employee Performance Management System (EPMS). Quality assure EPMS documents before capturing on Persal. Ensure that EPMS statistics are updated and submitted weekly. Arrange Directorate Assessment Committee (DAC) meetings and inform employees in writing about outcomes of DAC. Arrange Moderating Committee (MC) and inform employees in writing about outcomes of MC. Compile memo for approval of performance rewards. Process performance rewards. Register System Change Control to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Manage coordination of training and development of employees. Compile database of Personal Development Plans (PDPs). Compile provincial inputs of Workplace Skills Planning (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Provide training statistics. Supervise Personnel Practitioners. Develop Performance Agreements for subordinates. Manage performance of subordinates. Ensure skills development of subordinates. General supervision of subordinates and management of the unit.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smut Building, Polokwane 0700.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 49/53</u>	:	<u>DRIVER/MESSENGER REF NO: 3/2/1/2018/564</u> Office of the Valuer-General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04)
	:	Pretoria
	:	Grade 10 Certificate/ABET qualification and Valid Code 8 Drivers license. 7 months relevant experience. Knowledge of the city (ies) in which the function will be performed. Organising skills. Well organized. Good communication and

DUTIES

interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

: Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental/ branch or any other component within the department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

APPLICATIONS

: Please forward your application, quoting the relevant reference number to: Office of the Valuer-General, Private Bag X812, Pretoria, 0001. For attention: Office of the Valuer-General, 3rd floor Praetor Forum Building, 267 Lilian Ngoyi Street, Pretoria.

NOTE

: All races and genders as well as people with disabilities are encouraged to apply.