ANNEXURE J

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. 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

CLOSING DATE: 08 March 2019 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.

OTHER POST

POST 07/27: ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2019/086
Office of the Chief Registrar of Deeds

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria

DUTIES: Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. 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 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.

**NOTE**: This post is a re-advertisement and candidates who previously applied are encouraged to re-apply. Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.