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.

CLOSING DATE: 07 February 2020 at 16:00

NOTE: DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively 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 apply 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 attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. 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/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 03/184: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/001

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Limpopo


registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of townships. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleafs. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk)
FOR ATTENTION: HRM
NOTE: African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/185: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/002

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Office Of The Registrar Of Deeds: Johannesburg


ENQUIRIES: Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Wellig & Prichard Street, Johannesburg.

FOR ATTENTION: HRM
NOTE: Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/186: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/003
SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Office Of The Registrar Of Deeds: Pietermaritzburg
ENQUIRIES: Ms. MF Mncwabe Tel: (033) 355 6955
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).
FOR ATTENTION: HRM
NOTE: African and Coloured Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/187: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/005
SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Office Of The Registrar Of Deeds: Limpopo

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

FOR ATTENTION: HRM

NOTE: African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/188: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/006

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Mpumalanga


ENQUIRIES: Ms. TF Makama Tel No: (013) 756 4065

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.

FOR ATTENTION: HRM
NOTE: African and Coloured Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/189: ASSISTANT REGISTRAR OF DEEDS RE NO: 3/2/1/2020/007

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Pretoria

REQUIREMENTS: National Diploma in Deeds Registration/Law. B Uris/B Proc/LLB will be an added advantage. 4 years’ experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Section Titles Act, Ordinance, Proclamations, Case Law, Common Law. Job related skills: Ability to address a professional audience comfortably. Ability to convey knowledge to others. Self Confidence. Improvisation Skills. Ability to organise and solve problem. Ability to apply affirmative action to achieve representability and equality in the Deeds Office.


ENQUIRIES: Ms. D Sambo Tel No: (012) 338 7230

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION: HRM

NOTE: African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/190: ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2020/008

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Office Of The Registrar Of Deeds: Vryburg

REQUIREMENTS: National Diploma in Deeds Registration/Law. B Uris/B Proc/LLB will be an added advantage. 4 years’ experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Section Titles Act, Ordinance, Proclamations, Case Law, Common Law. Job related skills: Ability to address a professional audience comfortably. Ability to convey knowledge to others. Self Confidence. Improvisation Skills. Ability to organise and solve problem. Ability to apply affirmative action to achieve representability and equality in the Deeds Office.

DUTIES: Determine training needs for deeds. Analyse current and future deeds training needs from development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate and coordinate deeds training. Present deeds course/training to officials and stakeholders. Compile and submit course/training report on all deeds training presented for approval. Facilitate impact assessment of training conducted. Compile and submit impact assessment report for approval. Manage training

ENQUIRIES
APPLICATIONS
Ms. A Golele Tel No: (053) 928 1537
Applications must be submitted to: Office of the Registrar of Deeds: Vryburg, Private Bag X1, Vryburg, 8601 or hand it delivered to: 26 De Kock Street, Magistrate Court Building, Vryburg. HOR

FOR ATTENTION
NOTE
African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/191
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2020/009

ENQUIRIES
APPLICATIONS
Mr. VM Makhubela Tel No: (012) 338 7211
Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION
NOTE
Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
POST 03/192 : ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2020/010

This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY : R376 596 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)


ENQUIRIES : Mr. VM Makhubela Tel No: (012) 338 7211
APPLICATIONS : Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.
FOR ATTENTION : HRM
NOTE : Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/193 : ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2020/011

SALARY : R376 596 per annum (Level 09)
CENTRE : Office Of The Registrar Of Deeds: Vryburg

DUTIES : Maintain debtors accounts. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs.
Manage service provider’s payments in accordance with Treasury Regulations. Liaise with service providers on an ongoing basis. Prepare financial reports/statements monthly. Consolidate information provided from other sections. Submit the report to OCRD.

ENQUIRIES: Ms. A Golele Tel No: (053) 928 1537
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Vryburg, Private Bag X1, Vryburg, 8601 or hand it delivered to: 26 De Kock Street, Magistrate Court Building, Vryburg.

FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

POST 03/194: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2020/012)

SALARY: R376 596 per annum (Level 09)
CENTRE: Office Of The Registrar Of Deeds: Limpopo
REQUIREMENTS:

DUTIES:

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

FOR ATTENTION: HRM
NOTE: Coloured, Indian and White Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
**POST 03/195**  :  **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2020/013**  
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**  :  R376 596 per annum (Level 09)  
**CENTRE**  :  Office of the Chief Registrar of Deeds (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.

**ENQUIRIES**  :  Mr. VM Makhubela Tel No: (012) 338 7211  
**APPLICATIONS**  :  Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

**FOR ATTENTION**  :  HRM  
**NOTE**  :  Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

**POST 03/196**  :  **SENIOR EXAMINER REF NO: 3/2/1/2020/014**  

**SALARY**  :  R376 596 per annum (Level 09)  
**CENTRE**  :  Office of the Registrar of Deeds: Johannesburg  

**DUTIES**  :  Distribute deeds. Sort and assess/value deeds for fair distribution and compile distribution list. Monitor allocation of townships/schemes/rosters/corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs. File all the slips, rosters and deeds coming and out of the section. Separate rejection and passed deeds before forward to public office (pigeon holes). Collect and return deeds to distribution for monitoring purposes.

**ENQUIRIES**
Ms. LR Maloka Tel No: (011) 843 8362

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Wellig & Prichard Street, Johannesburg.

**FOR ATTENTION**
HRM

**NOTE**
Coloured and Indian Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

**POST 03/197**

**SENIOR EXAMINER REF NO: 3/2/1/2020/015**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Office Of The Registrar Of Deeds: King Williams Town

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Ms. M Mobe Tel No: (043) 642 2741

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.

**FOR ATTENTION**
HRM

**NOTE**
African, Coloured and Indian Males, Coloured and Indian Females and people with disabilities are encouraged to apply.

**POST 03/198**

**SENIOR EXAMINER REF NO: 3/2/1/2020/016**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Office Of The Registrar Of Deeds: Limpopo
REQUIREMENTS:

DUTIES:

ENQUIRIES:
Ms. MS Madibana Tel No: (015) 283 2359

APPLICATIONS:
Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

FOR ATTENTION:
HRM

NOTE:
Coloured, Indian and White Males, African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/199:
SENIOR EXAMINER REF NO: 3/2/1/2020/017

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Office Of The Registrar Of Deeds: Pietermaritzburg

REQUIREMENTS:

DUTIES:
unresolved notes by the Junior Examiner. Check the deeds for compliance and remove notes.

ENQUIRIES: Mr. MF Mncwabe Tel No: (033) 355 6955
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).
FOR ATTENTION NOTE: HRM
NOTE: African, Coloured, Indian and White Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/200: SENIOR EXAMINER REF NO: 3/2/1/2020/018

SALARY: R376 596 per annum (Level 09)
CENTRE: Office Of The Registrar Of Deeds: Pretoria


ENQUIRIES: Ms. D Sambo Tel No: (012) 338 7230
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.
FOR ATTENTION NOTE: HRM
NOTE: Coloured, Indian and White Males, Indian Females and people with disabilities are encouraged to apply.

POST 03/201: DRS: SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2020/019

SALARY: R316 791 per annum (Level 08)
CENTRE: Office Of The Registrar Of Deeds: Bloemfontein
DUTIES: Provide first level IT user support to clients (Internal). Assist users telephonically with password problem. Install software remotely. Install and configure printer drivers remotely. Render IT & DRS security support. Ensure users computers are logging on the network. Ensure users are not sharing passwords. Ensure Antivirus is installed and running. Ensure PC is receiving windows updates. Ensure security measures are met and policies are adhered. Workshop ICT policies. Identify IT requirements. Provide guidance and advice on IT specifications for procurement. Provide incident management reports. Advice on IT audit queries. Assist in implementing internal and external Audit Action Plan. Maintain DRS applications. Render first line support on systems. Monitor systems availability and report when needed. Ensure users are not sharing system login details. Provide server management services. Monitor access of server room. Check air conditioners if they are working daily. Check if the UPS are on and not giving alarms daily. Ensure that all network points are labelled. Ensure that all switches are labelled. Ensure that all switches are working. Escalate network-related calls to OCIO and make the follow up on calls logged.

ENQUIRIES: Mr. IB Khanyile Tel No: (051) 403 0300
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein.
FOR ATTENTION: HRM
NOTE: African, Coloured and Indian Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/202: SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2020/020

SALARY: R316 791 per annum (Level 08)
CENTRE: Office Of The Registrar Of Deeds: Pretoria
DUTIES: Oversee the scanning of deeds and documents. Prepare the documents for scanning. Check the documents/deeds if they are numbered accordingly. Oversee the verification of the images. Verify if the information scanned are according to the hard copy. Oversee the archiving of the images. Check the images if they are the same with the hard copy. Ensure that the strong room is of appropriate room temperature for archiving.
ENQUIRIES: Ms. D Sambo Tel No: (012) 338 7230
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Pretoria, Private Bag X183, Pretoria, 0001 or hand it delivered to: Merino Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.
FOR ATTENTION: HRM
NOTE: Coloured, Indian and White Males, Coloured Females and people with disabilities are encouraged to apply.

POST 03/203: SENIOR DEEDS REGISTRATION OFFICER: REGISTRATION REF NO: 3/2/1/2020/021

SALARY: R316 791 per annum (Level 08)
CENTRE: Office Of The Registrar Of Deeds: Bloemfontein
DUTIES: Prepare deeds for examination and registration. Sort the deeds according to Deeds Registration procedure manual. Number, endorse and date deeds. Number the documents according to the nature of the deeds. Scan the documents/deeds in to the deeds registration system. Perform final check on deeds and deliver deeds. Check the deeds if they were numbered accordingly. Check the endorsement and date stamp if they correspond with the registration system. Process interdicts, sectional titles, townships and miscellaneous registration. Analyse workload report and take corrective measures. Analyse workflow and processes and make recommendation.

ENQUIRIES: Mr. IB Khanyile Tel No: (051) 403 0300

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein.

FOR ATTENTION: HRM

NOTE: African, Coloured and Indian Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/204: SENIOR STATE ACCOUNTANT: CASHBOOK, DEBTORS AND AGE ANALYSIS REF NO: 3/2/1/2020/022
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

SALARY: R316 791 per annum (Level 08)

CENTRE: Office of the Chief Registrar of Deeds (Pretoria)


ENQUIRIES: Mr. VM Makhubela Tel No: (012) 338 7211

APPLICATIONS: Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION: HRM

NOTE: Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/205: CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2020/023

SALARY: R257 508 per annum (Level 07)

CENTRE: Office Of The Registrar Of Deeds: Cape Town

REQUIREMENTS: Grade 12 Certificate. 5yrs experience at a level of Chief Deeds Registration Clerk. Ability to identify, classify and record a large variety of official documents.
Filing skills. Archiving skills. Communications skills (verbal and written). Good
interpersonal skills. Excellent liaison skills. Supervisory skills. People
management. Time management. Strong prioritization skills. Accountability. The
ability to work well under pressure and changing priorities. Flexibility to work in a
changing, fast paced environment.

**DUTIES**
Supervise the administration of interdicts, expropriation and removal of
restrictions. Manage the sub-division activities according to policy. Supervise the
assistant deeds registration clerk on an ongoing basis. Establish a competency
framework to identify knowledge and skills required by the assistant deeds
registration clerk. Administer new township registers and sectional titles files.
Administer interdicts, expropriations and the removal of restrictions according to
policy. Administer new townships registers. Administer Final Checking and
Delivery procedure manuals on an ongoing basis. Perform quality checks on the
assistant deeds registration clerks work. Control the movement of records in the
sub-division as required. Supervise the file tracking schedule according to policy.
Assist in the development and maintenance of the file plan as and when required.
Supervise the overall use of the file plan in the sub-division on an ongoing basis.
Ensure that files opened correlate with the provision of the file plan as required.
Administer permanent filed copies continually. Supervise the binding and
maintenance of documents. Issue copies of deeds regularly. Administer sectional
title files. Notify the office of the Surveyor General of registrations affecting
diagrams according to policy. Supervise the checking of deeds for correctness
regularly. Prepare deeds for signature regularly. Perform quality checks on
subordinate work regularly. Compile statistics in the sub-division monthly. Assist
in records audits in the sub-division according to policy.

**ENQUIRIES**
Mr. T Clark Tel No: (021) 464 7623

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: Cape Town,
Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape
Town.

**FOR ATTENTION**
HRM

**NOTE**
African, Indian and White Males, African Females and people with disabilities are
encouraged to apply

**POST 03/206**
CONTROL DEEDS REGISTRATION CLERK; DATA REF NO: 3/2/1/2020/024

**SALARY**
R257 508 per annum (Level 07)

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

**REQUIREMENTS**
Grade 12 Certificate. 5yrs experience at a level of Chief Deeds Registration Clerk.
Ability to identify, classify and record a large variety of official documents.
Filing skills. Archiving skills. Communications skills (verbal and written). Good
interpersonal skills. Excellent liaison skills. Supervisory skills. People
management. Time management. Strong prioritization skills. Accountability. The
ability to work well under pressure and changing priorities. Flexibility to work in a
changing, fast paced environment.

**DUTIES**
Supervise the administration of interdicts, expropriation and removal of
restrictions. Manage the sub-division activities according to policy. Supervise the
assistant deeds registration clerk on an ongoing basis. Establish a competency
framework to identify knowledge and skills required by the assistant deeds
registration clerk. Administer new township registers and sectional titles files.
Administer interdicts, expropriations and the removal of restrictions according to
policy. Administer new townships registers. Administer Final Checking and
Delivery procedure manuals on an ongoing basis. Perform quality checks on the
assistant deeds registration clerks work. Control the movement of records in the
sub-division as required. Supervise the file tracking schedule according to policy.
Assist in the development and maintenance of the file plan as and when required.
Supervise the overall use of the file plan in the sub-division on an ongoing basis.
Ensure that files opened correlate with the provision of the file plan as required.
Administer permanent filed copies continually. Supervise the binding and
maintenance of documents. *Issue copies of deeds regularly. Administer sectional
title files. Notify the office of the Surveyor General of registrations affecting diagrams according to policy. Supervise the checking of deeds for correctness regularly. Prepare deeds for signature regularly. Perform quality checks on subordinate work regularly. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES: Ms. TF Makama Tel No: (013) 756 4065
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.

FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/207: JUNIOR EXAMINER REF NO: 3/2/1/2020/025

SALARY: R257 508 per annum (Level 07)
CENTRE: Office Of The Registrar Of Deeds: Johannesburg

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES: Ms. LR Maloka Tel No: (011) 843 8362
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/208: JUNIOR EXAMINER REF NO: 3/2/1/2020/026

SALARY: R257 508 per annum (Level 07)
CENTRE: Office Of The Registrar Of Deeds: Kimberley

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data
amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES : Mr. MV Mbizeni Tel No: (053) 832 7228
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: Kimberley, Private Bag X5026, Kimberley, 8301 or hand it delivered to: New Public Building, 9th floor, Corner Knight and Stead Street.
FOR ATTENTION : HRM
NOTE : African, Indian and White Males, African Females and people with disabilities are encouraged to apply.
POST 03/209 : JUNIOR EXAMINER REF NO: 3/2/1/2020/027

ENQUIRIES : Ms. M Mobe Tel No: (043) 642 2741
APPLICATIONS : Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.
FOR ATTENTION : HRM
NOTE: African, Coloured, Indian and White Males, African and Indian Females and people with disabilities are encouraged to apply.

POST 03/210: JUNIOR EXAMINER REF NO: 3/2/1/2020/028

SALARY: R257 508 per annum (Level 07)
CENTRE: Office of the Registrar of Deeds: Limpopo

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES: Ms. MS Madibana Tel No: (015) 283 2359
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).
FOR ATTENTION: HRM
NOTE: African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/211: JUNIOR EXAMINER REF NO: 3/2/1/2020/029

SALARY: R257 508 per annum (Level 07)
CENTRE: Office Of The Registrar Of Deeds: Mpumalanga

DUTIES: Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and
interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES
APPLICATIONS
Ms. TF Makama Tel No: (013) 756 4065
Applications must be submitted to: Office of the Registrar of Deeds: Mpumalanga, Private Bag X11239, Nelspruit, 1200 or hand it delivered to: 25 Bell Street, Old BMW Building, Nelspruit.

FOR ATTENTION
NOTE
HRM
African, Coloured, Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/212
JUNIOR EXAMINER REF NO: 3/2/1/2020/030

SALARY
R257 508 per annum (Level 07)

CENTRE
Office Of The Registrar Of Deeds: Pietermaritzburg

REQUIREMENTS

DUTIES
Prepare deeds for examination. Name stamp on the jacket/cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover/jacket. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. Interpret interdicts. File updated acts, manuals and circulars. Complete notification form/jacket endorsement for other sections (diagram, etc.). Verify registration information. Check and interpret interdicts, reflect details and comply with the authority. Complete the interdicts form and raise note. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Counts deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES
APPLICATIONS
Mr. MF Mncwabe Tel No: (033) 355 6955
Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).

FOR ATTENTION
NOTE
HRM
African, Coloured and Indian Males, African and Coloured Females and people with disabilities are encouraged to apply.

POST 03/213
CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2020/031

SALARY
R208 584 per annum (Level 06)

CENTRE
Office of the Registrar of Deeds: King Williams Town

REQUIREMENTS
Grade 12 Certificate or equivalent. 2 Years appropriate Deeds Registry/administrative experience. Knowledge of Records Management. Ability to identify, classify and record a large variety of official documents. Filing skills. Archiving skills. Communication skills (verbal and written). Computer literacy.
Problem Solving. Liaisons skills. Interpersonal skills. The ability to work well under pressure and changing priorities.

DUTIES: Scan of Deeds and Documents. Scan deeds daily. Film deeds daily. Develop films when spool finished. Verification of Deeds. Verify deeds and documents according to hard copies provided. Archive the images. Open new files daily. File correspondence daily. Transfer of files between subdivisions and divisions when required. File copies daily. Packing of files on shelves. Sort all documents according to the prescripts of the National Archives. Assist with the preparation and listing of files and registers for destruction and transfer according to the National Archives Act.

ENQUIRIES: Ms. M Mobe Tel No: (043) 642 2741

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: King Williams Town, Private Bag X7402, King William’s Town, 5601 or hand it delivered to: 113 Alexandra Road, Ground floor (Security desk), King William’s Town.

FOR ATTENTION: HRM

NOTE: Indian and White Males, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/214: CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2020/032

SALARY: R208 584 per annum (Level 06)
CENTRE: Office of the Registrar of Deeds: Johannesburg


ENQUIRIES: Ms. LR Maloka Tel No: (011) 843 8362

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

FOR ATTENTION: HRM

NOTE: Coloured and White Males, White Females and people with disabilities are encouraged to apply.

POST 03/215: CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2020/033

SALARY: R208 584 per annum (Level 06)
CENTRE: Office of the Registrar of Deeds: Limpopo
REQUIREMENTS: National Senior Certificate/Grade 12 certificate. 2 years appropriate deeds registry/administrative experience. Knowledge of the Deeds office functions will be an added advantage. Ability to work under pressure. Proficiency in English. Computer Literacy. Numerical skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Good typing skills. The ability to work well under pressure.
**DUTIES**

Provide deeds information. Provide deeds information to external clients and conveyance daily. Administer the deeds tracking system. Scan the documents/deeds in to the deeds registration system. Allocate barcode to account holders. Make sure that the barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications. Issue copies of deeds. Copies are issued according to Deeds registration processes and procedures. Handle enquiries. Attend to enquiries and queries.

**ENQUIRIES**

Ms. MS Madibana Tel No: (015) 283 2359

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

**FOR ATTENTION**

HRM

**NOTE**

African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

**POST 03/216**

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/034

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Office of the Registrar of Deeds: Bloemfontein

**REQUIREMENTS**

Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

**DUTIES**

Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

**ENQUIRIES**

Mr. IB Khanyile Tel No: (051) 403 0300

**APPLICATIONS**

Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein, Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein.

**FOR ATTENTION**

HRM

**NOTE**

African, Indian and White Males, White Females and people with disabilities are encouraged to apply.

**POST 03/217**

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/035

**SALARY**

R208 584 per annum (Level 06)

**CENTRE**

Office Of The Registrar Of Deeds: Johannesburg

**REQUIREMENTS**

Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.
DUTIES

Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES

Ms. LR Maloka Tel No: (011) 843 8362

APPLICATIONS

Applications must be submitted to: Office of the Registrar of Deeds: Johannesburg, Private Bag X61873, Marshalltown, 2107 or hand it delivered to: 208-212 Marble Towers Building, Corner Von Weilligh & Prichard Street, Johannesburg.

FOR ATTENTION

HRM

NOTE

Coloured and White Males, White Females and people with disabilities are encouraged to apply.

POST 03/218

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/036

SALARY

R208 584 per annum (Level 06)

CENTRE

Office of the Registrar of Deeds: Limpopo

REQUIREMENTS

Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English. Computer literacy. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

DUTIES

Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

ENQUIRIES

Ms. MS Madibana Tel No: (015) 283 2359

APPLICATIONS

Applications must be submitted to: Office of the Registrar of Deeds: Limpopo, Private Bag X9717, Polokwane, 0700 or hand it delivered to: 101 Dorp Street, Polokwane, (Security desk).

FOR ATTENTION

HRM

NOTE

African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/219

CHIEF DEEDS REGISTRATION CLERK: LODGEMENT AND PREPARATION

REF NO: 3/2/1/2020/037

SALARY

R208 584 per annum (Level 06)

CENTRE

Office of the Registrar of Deeds: Pietermaritzburg

REQUIREMENTS

Grade 12. 2 years appropriate Deeds Registry experience or administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Proficiency in English.
Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Excellent liaison skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability. The ability to work well under pressure and changing priorities. Flexibility to work in a changing, fast-paced environment.

**DUTIES**
- Provide assistance with the Lodgement of deeds, Scanning of deeds and documents on DRS. Establish a competency framework to identify knowledge and skills required by the assistant deeds registration clerk. Accepting deeds and documents for lodgement and scanning into DRS. Administer interdicts, expropriations and the removal of restrictions according to policy. Administer new township registers. Provide assistance in the preparation of deeds for execution. Ensure deeds are complete for registration and scanning into DRS. Ensure that files opened correlate with the provision of the file plan as required. Administer permanent filed copies continually. Supervise the maintenance of documents. Administer sectional title files. Provide updated statistics. Keep a register of all deeds lodged and numbered registered. Compile statistics in the sub-division monthly. Assist in records audits in the sub-division according to policy.

**ENQUIRIES**
- Mr. MF Mncwabe Tel: (033) 355 6955

**APPLICATIONS**
- Applications must be submitted to: Office of the Registrar of Deeds: Pietermaritzburg, Private Bag X9028, Pietermaritzburg, 3201 or hand it delivered to: 300 Pietermaritz Street, High Court Building, Pietermaritzburg, (Security desk).

**FOR ATTENTION**
- HRM

**NOTE**
- African, Coloured, Indian and White Males, Coloured Females and people with disabilities are encouraged to apply.

**POST 03/220**
- ACCOUNTING CLERK REF NO: 3/2/1/2020/038

**SALARY**
- R173 703 per annum (Level 05)

**CENTRE**
- Office Of The Registrar Of Deeds: Cape Town

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
- Mr. T Clark Tel No: (021) 464 7623

**APPLICATIONS**
- Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape Town.

**FOR ATTENTION**
- HRM

**NOTE**
- African, Indian and White Males, African and White Females and people with disabilities are encouraged to apply.

**POST 03/221**
- ACCOUNTING CLERK REF NO: 3/2/1/2020/039

**SALARY**
- R173 703 per annum (Level 05)
CENTRE: Office of the Chief Registrar of Deeds: Pretoria


ENQUIRIES: Mr. VM Makhubela Tel No: (012) 338 7211

APPLICATIONS: Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION: HRM

NOTE: African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 03/222: PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2020/040

SALARY: R173 703 per annum (Level 05)

CENTRE: Office of the Registrar of Deeds: Cape Town

REQUIREMENTS: Grade 12 or Grade 10. No experience required or 2 years Deeds Registry/Administrative experience. 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.

ENQUIRIES: Mr. T Clark Tel No: (021) 464 7623

APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: 90 Plein Street, Cape Town.

FOR ATTENTION: HRM

NOTE: African, Indian and White Males, African and White Females and people with disabilities are encouraged to apply.

POST 03/223: PROVISIONING CLERK REF NO: 3/2/1/2020/041

SALARY: R173 703 per annum (Level 05)

CENTRE: Office of the Chief Registrar of Deeds: Pretoria

REQUIREMENTS: Grade 12 certificate. No experience required. Basic knowledge of relevant Public Service Regulatory Framework such as Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA),
B-BBEE and Supply Chain Management prescripts. Planning and organisation skills. Computer literacy skills. Good written and verbal communication skills. Interpersonal relations. Flexibility. Team work. Working under pressure. Meeting deadlines. Must be able to work as a team and independently. Willingness to travel and work irregular hours. A tertiary qualification at NQF level 6 or higher in Finance/Supply Chain Management/Public Management will be an added advantage. 12 months internship programme in Supply Chain Management, particularly acquisition management will be an added advantage.

DUTIES:

ENQUIRIES:
Mr. VM Makhubela Tel No: (012) 338 7211

APPLICATIONS:
Applications must be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION:
HRM

NOTE:
African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities are encouraged to apply.