

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE** : 10 May 2022 at 16:00

**NOTE** : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: 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 attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. 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, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement.

## MANAGEMENT ECHELON

**POST 14/01** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2022/093**  
(Re-advertisement: those who applied previously are encouraged to apply)

**SALARY** : R1 269 951 per annum (Level 14), all-inclusive package to be structured in accordance with SMS

**CENTRE** : Office of the Registrar of Deeds (King Williams Town)

**REQUIREMENTS** : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job Related Knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Job Related Skills: Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.

**DUTIES**

: Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of ICT systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

**ENQUIRIES**

: Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

**APPLICATIONS**

: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

**NOTE**

: T Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 14/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2022/094**  
Office of the Registrar of Deeds  
Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive package to be structured in accordance with SMS
- CENTRE** : Limpopo
- REQUIREMENTS** : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job Related Knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Job Related Skills: Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of ICT systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programmes.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 14/03** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/091**  
Office of the Registrar of Deeds  
(Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS
- CENTRE REQUIREMENTS** : Bloemfontein  
: B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 5 years' experience as Assistant Registrar of Deeds /Deeds Law Lecturer /Deputy Registrar of Deeds /Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.
- 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 Titles Act of 1986 as well as common-, statutory- and case law and recognized practices and procedures and Chief Registrar of Deeds directives. 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 and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee/Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure

to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 14/04** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/089**  
Office of the Registrar of Deeds  
(Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 5 years' experience as Assistant Registrar of Deeds /Deeds Law Lecturer /Deputy Registrar of Deeds /Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.
- 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 Titles Act of 1986 as well as common-, statutory- and case law and recognized practices and procedures and Chief Registrar of Deeds directives. 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 and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports

and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee/Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

**ENQUIRIES  
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376  
: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

**NOTE**

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**POST 14/05**

: **DEPUTY REGISTRAR OF DEEDS: REGISTRATION AND INFORMATION SERVICES REF NO: 3/2/1/2022/092**  
Office of the Registrar of Deeds  
(Re-advertisement: those who applied previously are encouraged to apply)

**SALARY**

: R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS

**CENTRE**

: King Willaims Town

**REQUIREMENTS**

: B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Certificate for entry into the SMS. 5 years' experience as Assistant Registrar of Deeds/Deeds Law Lecturer/Deputy Registrar of Deeds or Middle/Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development. Good Judgement and Assertive Skills. Time management. Analytical skills. Financial Management Skills. Project Management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. Driver's License.

**DUTIES**

: Oversee the registration section. Oversee the workload, workflow, processes and standards and implement corrective measures. Provide guidance on

noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries. Manage presidential/departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report. Approve the Service Delivery Improvement plan. Oversee the archiving of deeds/documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.

**ENQUIRIES  
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376  
 : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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**POST 14/06**

: **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/090**  
 Office of the Registrar of Deeds  
 (Re-advertisement: those who applied previously are encouraged to apply)

**SALARY**

: R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS

**CENTRE  
REQUIREMENTS**

: Kimberly  
 : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 5 years' experience as Assistant Registrar

of Deeds /Deeds Law Lecturer /Deputy Registrar of Deeds /Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.

**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 Titles Act of 1986 as well as common-, statutory- and case law and recognized practices and procedures and Chief Registrar of Deeds directives. 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 and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee/Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

**ENQUIRIES**  
**APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376  
: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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- POST 14/07** : **DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2022/088**  
Office of the Chief Registrar of Deeds  
(Re-advertisement: those who applied previously are encouraged to apply)
- SALARY** : R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree Advanced Diploma in Accounting/Auditing/Managerial Accounting and Finance (NQF7). Certificate for entry into the SMS. 5 Years 'experience at middle/senior management level in External Audit, Internal Control, Financial Management and Financial Reporting environment. Knowledge of Accounting and Financial Reporting Framework (GRAP) AND Relating developments by the ASB. Knowledge of Auditing specifically, including but not limited to international standards on Auditing. Knowledge of Internal controls (Financial and IT (Applicable and General Controls). Knowledge of Financial Management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Knowledge of Human Resource Management processes and procedures. Knowledge of Public Finance Management Act and relating regulations including public sector governance.
- DUTIES** : Ensure quality assurance with regard to completeness, accuracy, cut off, classification and accuracy of classes of transactions in the financial statements, Valuation, Completeness, existence and right and rights and obligations of account balance in the financial statements and ensure that presentation and disclosure in the financial statements is in line with financial reporting framework, (GRAP) by interpreting and implementing accounting standards as well as reviewing files, reports and all implementation guidance from national treasury, the Accounting standards as well as reviewing files, the Accounting Standards Board and SAICA. Ensure requisite knowledge of Financial Reporting Framework through knowledge of Accounting standards and interpretations (Including implementation guides) and consultations. Review interim and annual financial statements to ensure that they comply with the relevant financial reporting framework (standards of GRAP and interpretations) and are prepared in line with the relevant financial reporting framework. Review all presentation and disclosure to ensure that it is accurate and complete in accordance with GRAP Requirements. Review reports supporting financial Statements and other supporting Schedules. Review accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Ensure that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is in line with the relevant financial reporting framework and in line with the Accounting Standards Boards requirements for preparers and reviewers of financial statements. Coordinate the formulation creative and innovation solutions to enhance financial system effectiveness. Assist in the development and implementation of branch risk (operational, strategic, fraud and project risk) and manage a monitoring and accountable system for branch risk (operational, strategic and fraud risk). Ensure that risk assessments for strategic, operational and fraud risk are performed timeously and accurately to contribute to planning process of the entity. Ensure timeous review of strategic, operational and fraud risk within the entity. Ensure monitoring of implementation of risk action plans (designed into effective internal controls). Ensure to keep abreast with risk knowledge and principles as and when changes occur. Ensure an effective and efficient control environment by ensuring that there is compliance and adherence to prescripts, laws and regulations through guidance and development of internal policies and standard operating procedures that are compliant with laws and regulations applicable to the entity. Develop policies and procedures that promote compliance and adherence to prescripts, law and regulations for SCM, Finance and HRM where applicable. Develop a compliance monitoring mechanism in the branch with regards to policies and procedures. Monitor compliance with financial, SCM and HRM laws and regulations in the branch. Ensure that policies are reviewed annually in line with the PFMA and other legislation and that all legislative changes are incorporated in either revised policies or circulars within the branch in Finance, HRM and SCM. Ensure compliance with laws and regulations relating to irregular, fruitless and wasteful and

unauthorised expenditure by designing internal controls that will reduce and eventually eliminate irregular, fruitless and wasteful expenditure and unauthorised expenditure. Develop and maintain compliance checklist for irregular, fruitless and wasteful expenditure. Design controls to identify, detect and report on irregular, fruitless and wasteful expenditure (financial compliance committee). Ensure that the controls above are well integrated into the control environment of the entity. Ensure officials are adequately trained on matters of irregular, fruitless and wasteful expenditure. Review AFS and ensure adequate and complete disclosure for irregular, fruitless and wasteful expenditure and unauthorised expenditure. Design, review and monitor implementation of internal control (financial controls IT controls i.e. systems – general and application controls, HRM controls and business-related controls to an extend). Design internal control framework that will be build into a control environment that is functioning. Ensure that control environment for financial, HRM, SCM and IT controls are sound. Implement and review sound internal controls in areas of finance SCM, HRM and IT. Ensure effective and efficient support for other Department entities in the area of development and implementation of financial controls (Governance Audit and Risk) as and when the need arise. Ensure continuous knowledge of audit requirements including but not limited to ISA (International Standards on Auditing). Develop an efficient system of ensuring that audits are run smoothly within the branch, and this includes but limited to: Internal Audits (Finance, SCM, HRM, IT and Audit of Projects), External Audits (e.g. Auditor General Audits). Facilitate and manage the audit reporting process internally by ensuring the following: Ensure information is provided to Auditors timeously, Review management responses to audit findings and management action plans and ensure that these are in-line with prescripts and law and regulations and ensure that these actions are built into the internal control environment for the entire branch, Be the nodal point between auditors and branch management. Strive to continuously reduce the number and materiality of audit findings and ensure that administration is improved in terms of audit options, controls assessment, and number and nature of audit findings received.

**ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376

**APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

**NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually

disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

#### OTHER POSTS

- POST 14/08** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/105**  
Directorate: District Office
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (West Coast)
- REQUIREMENTS** : National Diploma in Agricultural Studies/Agricultural Economics / Development Studies. 3 years' experience in a supervisory level. Job related knowledge: Land Reform, Provision of land and assistance Act as amended, Land Reform (Land Tenants) Act, Restitution Act, Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills, Strategic management skills, Negotiation skills, Computer literacy skills, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.
- DUTIES** : Provide land acquisition and warehousing services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets for acquisition by the state for merging farmers. Manage development of service level agreement on leased assets with merging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Facilitate the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the service provider and the emerging farmers. Provide regional land acquisition services. Manage the implementation of the land redistribution programme. Manage and coordinate the implementation of land acquisition and development support services. Coordinate the selection of suitable candidates for land allocation. Facilitate allocation acquired land to category and targeted groups. Facilitate the alignment of land allocated to the beneficiary's selection policy. Coordinate the selection process of beneficiaries for the land allocation. Facilitate land allocation approval process through relevant approval structures. Manage human, financial, and other resources of the sub-directorate. Manage and supervise human resource of the Directorate. Manage and monitor finances of the Directorate. Manage procurement of items for the Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.
- ENQUIRIES** : Mr A Booysen Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males, and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 14/09** : **CONTROL RESOURCE AUDITOR**  
Directorate: Land and Soil Management
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Pretoria Ref No: 3/2/1/2022/076  
Polokwane Ref No: 3/2/1/2022/075
- REQUIREMENTS** : Appropriate 3 years' Degree or equivalent qualification in Agriculture or Natural Resource Management. 3 - 5 years' relevant Natural Resource Management experience. Job related knowledge: Conservation of Agricultural Resources (CARA), National Environmental Management Act (NEMA), National Environmental Management Biodiversity Act (NEMBA), Protected Areas Act, National Veld and Forest Fire Act, National Forest Act, National Water Act, etc. Knowledge of policy development. Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Labour Relations Act.

Job related skills: Ability to communicate well and interact with people at different levels. Planning and execution skills, Financial management skills, Management of human resources skills, Conflict management skills, Management and organising skills, Technical skills, Leadership skills, Delegation and empowerment skills, Creativity skills, Interpersonal skills, Problems solving skills, Interpretation skills, Analytical skills. Listening skills, Computer literacy, Report writing skills. A valid driver's licence and the ability to drive and willing to work extended hours, travelling and be prepared to be away from home.

**DUTIES**

: Promote application of sound land management practice and audit compliance with national standards. Ensure continual improvement of the country natural resources. Promote all relevant legislations related to natural resource management. Inspect, monitor and report on the application of CARA, Act 43 of 1983 and related legislations. Conduct audit compliance and enforcement of CARA, Act 43 of 1983. Regulate the land use of agricultural land. Identify non-compliance in order to serve directives / notices to order, to rectify non-compliance. Update database of natural agricultural resources. Provide advice on sustainable use of natural agricultural resources for any programs / projects. Stakeholder management. Establish and strengthen liaison with inter-governmental / key stakeholders in addressing Natural Resources Management (NRM) issues at Provincial and National level. Participate in review of legislative, NRM policy and international treaties related to NRM. Participate in review of legislative, NRM policy and international treaties and ensure implementation of DALRRD policies / strategies that deals with sustainable management of NAR within the Province. Supervision of staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline.

**ENQUIRIES**

: Ms NC Ntlokwana Tel No: (012) 319 7567

**APPLICATIONS**

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

**NOTE**

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

**POST 14/10**

: **ASSISTANT DIRECTOR: LAND CARE REF NO: 3/2/1/2022/073**  
Directorate: Land and Soil Management

**SALARY**

: R477 090 per annum (Level 10)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: National Diploma / B Degree in Agriculture. 3 years' relevant technical experience. Supervisory experience. Job related knowledge: Public Service Regulations, Planning and organising. Human resource matters. Understanding legislation and guiding the work of the Directorate sub-programme. Job related skills: Ability to communicate well and interact with people at different levels, Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy skills, Reporting writing skills. A valid driver's licence and the ability to drive and willing to work extended hours and travelling.

**DUTIES**

: Oversee the development and implementation of plans, frameworks, guidelines, norms and standards on promotion of sustainable land management and agriculture. Develop Land Care framework / schemes for the Provincial Department of Agriculture, National Land Care awareness strategies, Junior care models. Institutional building plans. Land Care forums concept notes, National capacity building strategy. Branding norms and standards. Facilitate and monitor the implementation. Provide technical advice regarding the implementation of Land Care themes. Convene and facilitate the hosting of the biennial national Land Care conferences. Develop policy briefs. Ensure promotion for the celebration of international programmes and associated events. Ensure the development of norms and standards for promotional activities. Facilitate farmer and technical team learning experiences and exchange programmes. Collaborate, coordinate and facilitate dissemination of Land Care programme information on sustainable land management. Oversee the generation and publication of various Land Care themes to targeted audiences on different subject matters. Consult various sources to gather relevant information. Consolidate and analyse the gathered

information. Compile Land Care articles on various subject matters: Scientific and technical articles on veld management. Scientific and technical articles on soil conversations / soil care. Scientific and technical articles on water resource management. Publications on Junior Care. Scientific and technical articles on Conversation Agriculture. Coordinate the dissemination of promotional Land Care themes to the targeted recipients. Ensure compiling of projects profiles and case studies. Coordinate Land Care programme inputs to major National Exhibition platforms. Facilitate the development of Land Care information systems. Develop and maintain various Land Care databases (Training Database and Junior School Database). Ensure the continuous maintenance of databases and Land Care Information system. Develop information portal on natural resources. Ensure the up scaling of best practices. Update the Directorate related information into the DALRRD website. Facilitate and implement national Land Care capacity building strategy and plans. Compile framework on committees and support. Identify research needs. Facilitate sharing of innovation on farm applied research. Develop / review partnership model and engage private sector organisations in Land Care Programmes. Develop / review Junior Care and Land Care training manual. Conduct skill audit for Land Care beneficiaries and stakeholders. Ensure that skills and training for Land Care beneficiaries and stakeholders. Ensure Land Care training manual is updated. Establish linkage between the Provinces with educational institution. Facilitate exchange visit programmes for farmers and partners on Land Care Programme focus areas. Supervision of staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline.

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

**ENQUIRIES** : Mr R Mampholo Tel No: (012) 319 7687

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

**POST 14/11** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/103**  
Directorate: District Office: Western Cape

**SALARY** : R477 090 per annum (Level 10)

**CENTRE** : West Coast

**REQUIREMENTS** : National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.

**DUTIES** : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notice process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of

- reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.
- ENQUIRIES** : Mr L Joseph Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/12** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/104**  
Directorate: District Office: Western Cape
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Cape Winelands
- REQUIREMENTS** : National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notice process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.
- ENQUIRIES** : Mr L Joseph Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 14/13** : **PROJECT COORDINATOR: COOPERATIVE AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/102**  
Directorate: District Office: Mpumalanga
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Gert Sibande District
- REQUIREMENTS** : National Diploma in Business Management / Financial Management / Economics. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of the departmental land reform programme, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills and Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence and willing to travel and work irregular hours.

**DUTIES**

: Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity association and other stakeholders for data collection. This in order to create and maintain cooperatives database. Engage organs of the state, private sector and building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / coop governance and constitution and facilitate training in adherence and ensure compliance with the Co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act. Among others by holding Annual General Meetings: submission of their financial records to South African Revenue Services etc. Ensure market opportunities are identified for co-operative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get branding for their business through Small Enterprise and Development Agency. Assist cooperatives to get export certificates to sell their products. Assist the cooperatives to produce good quality and quantity goods / produce at the correct time. Facilitate the development of co-operative financing institutions towards the formation of a Co-operative Bank. Organise workshops for cooperative on understanding functioning of the cooperative's financial institution. Encourage the cooperative to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with Development e.g. financial and non-financial support. Organise workshop for Small, Medium and Micro Enterprises (SMME). Facilitate the development of small and medium scale agro-processing programmes. Identify those business entities with potential for agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and training Authority (SETAS) etc. Ensure Compliance with relevant legislation.

**ENQUIRIES  
APPLICATIONS**

: Mr KE Senosha Tel No: (013) 754 8000  
: Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

**NOTE**

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

**POST 14/14**

: **ASSISTANT DIRECTOR: ASSET AND FACILITIES MANAGEMENT REF NO: 3/2/1/2022/081**  
Directorate: Financial and Supply Chain Management Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09)  
: Mpumalanga (Nelspruit)  
: A National Diploma in Financial Management / Accounting / Commerce / Supply Chain Management. 3 years' experience at supervisory level in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations, Knowledge of Treasury Regulations, Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

**DUTIES**

: Manage Switchboard operations. Attend to faulty telephones systems when reported. Manage telephone costs on ongoing basis. Maintain asset register. Confirm that new assets are barcoded and captured on asset register. Conduct asset verification. Implement controls for safeguarding assets. Conduct asset spot checks. Ensure that lost assets are reported to South African Police Service and loss control. Ensure that Asset Management (AM) forms are filled and signed. Reconcile asset registers with LOGIS and BAS. Ensure that AM 2 and order balance. Maintain the Barcoded Asset Audit (BAUD) system. Ensure

that new and disposed assets are captured. Ensure that replaced barcoded are captured. Verify asset purchases. Ensure that all purchased assets are in line with the specification. Provide facilities management services. Assign offices and parking to new officials. Make follow ups with the Department of Public Works on reported issues for maintenance. Ensure that there is cleaning service in place. Ensure that the offices are fumigated.

**ENQUIRIES** : Ms P Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.  
**NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 14/15** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**  
**REF NO: 3/2/1/2022/082**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Mpumalanga (Nelspruit)  
**REQUIREMENTS** : A National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Public Management. 3 years' supervisory experience working in the demand and acquisition environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Preferential Procurement Policy Framework Act. Ability to monitor budget. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills, Liaison skills. A valid driver's licence.

**DUTIES** : Administer demand management plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP's for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the client's DMP. Submit verified consolidated DMP. Coordinate procurement plan. Analyse and Verify developed procurement plan. Facilitate approval of the Provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client's offices. Provide contract management services. Manage contract performance. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered supplier versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms of contract, transversal contract, bulk procurement and direct sourcing) (Sourcing Strategies). Assist service providers to online information on CSD (Central Supplier Database). Verify captured service providers information on CSD and allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (Administration of contract). Monitor expiring contracts and advise users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to Policy Performance, Risk Management. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bid submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review



evaluation report and submit via email to the relevant Bid Evaluation Committee Members. Serve as Bid Adjudication Committee Secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to the clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on supply chain management risk control and fraud preventions.

**ENQUIRIES** : Ms P Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

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

**POST 14/16** : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/083**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Mpumalanga (Nelspruit)  
**REQUIREMENTS** : National Diploma in Financial Management / Accounting / Commerce. 3 years' in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

**DUTIES** : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on systems. Ensure that payments are compliant with PFMA, Treasury Regulations and departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Conduct farmers progress aging report. Ensure farmers progress aging report supporting documents are valid and complete. Compile farmers progress aging report. Manage data capturing services. Update Balance of Grant System (BOG). Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.

**ENQUIRIES** : Ms P Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

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

**POST 14/17** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2022/086**  
Directorate: National Rural Youth Service Corps

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Western Cape  
**REQUIREMENTS** : A National Diploma in Business Management / Community Development / Project Management / Public Administration. 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's licence.

- DUTIES** : Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation and coordination the establishment of cooperative and support for the existing ones.
- ENQUIRIES** : Mr N Mgoqi Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 14/18** : **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/2/1/2022/098 (2 POSTS)**  
Directorate: Management Accounting
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Financial Management / Commerce. 3 years' supervisory experience in the budget management environment. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets, Analytical and numerical abilities, Project management skills, Accuracy and an eye for detail, Interpersonal skills, Computer literacy skills, Problem solving and decision-making skills, Time management skills, Communication skills (verbal and written) and Basic numeracy skills. A valid driver's licence. Ability to work under pressure and in a team.
- DUTIES** : Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage the Branch budget process as per the action plan. Attend information Sessions for Budget Programme Managers. Consolidate budget inputs from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjusted budget (AENE) on BAS annually. Monitor Standard Chart of Accounts (SCOA) segment aligned to the vote. Monitor the implementation of BAS budget

structures. Monitor economic reporting format allocation combinations. Monitor budget maintenance. Monitor and advise responsibility managers to reallocate budget to items with a negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms N Mkhanyiswa Tel No: 082 827 6279
- : Applications can be submitted by post to Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

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