

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 10 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related 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. 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 with the Department.

OTHER POSTS

POST 19/01 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/236**
Directorate: Tenure Reform Implementation

SALARY : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in the field of Humanities / Social Science / Law. 3 years' experience in a Junior Management level. Job related knowledge: Thorough knowledge of land tenure security matters, Labour Tenant Act (LTA), Communal Property Associations Act (CPA), Extension of Security of Tenure Act (ESTA), Upgrading of Land Tenure Rights Act (ULTRA), Monitoring and evaluation, Strategic planning, Human resources management, Financial management, Supply chain management and Knowledge of economics. 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 and Statistical forecasting. A valid driver's licence and willingness to travel.

DUTIES : Provide support to communal land tenure programmes. Liaise with stakeholders, (Department of Cooperative Governance and Traditional Affairs (COGTA), Congress of Traditional Leaders of South Africa (CONTRALESA), National House of Traditional Leaders (NHTL)) to ensure dispute resolution between parties. Ensure rights holders on communal areas are not being violated. Monitor agreements on communal land. Liaise on the interim measures on an annual basis as governed by Interim Protection of Informal

Land Rights Act. Assist the District in mediation between community members and traditional councils in land rights violation cases. Provide support to land rights programmes. Update and monitor database for land rights cases. Assist the District in mediation between the farm occupiers and farm owners in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, regarding land rights matters. Facilitate relocation of farm occupiers. Refer the land rights violation cases to court through the Land Rights Management Facility (LRMF). Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of ULTRA. Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmers associations, Labour Tenants, non-governmental organization (NGOs), municipality, Department of Labour etc.). Establish, maintain and support communal property institutions. Facilitate the establishment of CPAs. Establish and maintain the CPA database. Conduct CPA workshops during and after registration of a CPA. Monitor the functionality of the CPAs. Intervene in the affairs of CPAs and serve as a conciliator during dispute resolution process. Attend to all CPA enquiries. Compile the CPA annual report on the functionality of CPAs to be tabled in Parliament. Establish and chair the district CPA forums. Conduct mediation, negotiations and round table conference for CPAs and similar entities. To assist the CPA wherein their property is being executed for non-payment of water irrigation bills. Refer non-compliant CPAs to the LRMF to intervene and mediate disputes and ensure regularisation. Monitor the panellist appointed by LRMF. Facilitate support to land dispute resolutions. Promote capacity building land dispute matters. Promote awareness on land rights. Facilitate the implementation of land rights policies, procedures, guidelines. Provide support to land tenure upgrading. Facilitate the involvement of Surveyor General Office in boundary dispute matters. Facilitate Labour Tenants applications and provide support thereto. Manage and Co-ordinate the processing of the Labour Tenant applications. Manage and Co-ordinate the referrals of unresolved matters to Court. Manage and Co-ordinate the issuance of Section 17 Notices and publishing on the Government Gazette. Manage and Co-ordinate the acquisition and allocation of hectares to Farm dwellers, ESTA Occupiers and Labour Tenants. Update and Monitor /Manage the Labour Tenants database.

- ENQUIRIES** : Ms M Senwana Tel No: (013) 754 8098
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/02** : **STATE VETERINARIAN REF NO: 3/2/1/2022/213**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc Degree recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. 3 years post qualification experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act and Treasury Regulations, Public Service Act, Labour Relations Act etc. Knowledge of Government policies and priorities in terms of Agriculture Land Reform and Rural Development. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Computer and Financial management skills. Statistical and Research skills. Ability to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.
- DUTIES** : Render veterinary services to ensure the health and welfare of the institution's livestock herds which would inter alia, include: Develop and approve animal health programs to follow in the different flocks and herds. Perform surgical procedures on livestock as required for research projects. Perform routine reproductive procedures such as laparoscopic insemination and embryo

transfers as required by the institute's livestock projects. Diagnose and treat sick animals. Perform post-mortems on animals that die and issue death certificates. Monitor compliance with regard to all animal health related matters. Perform inspections on animals and carcasses of animals slaughtered in the institution's abattoir. Serve on the Animal Welfare Committee of the institution and liaise with animal welfare organisations. Provide formal accredited training to college diploma students including: Determination of the training needs of clients and stakeholders. Identification of gaps in the curriculum and reviewing and developing appropriate interventions. Oversee the development and implementation of the academic curriculum in Animal Health. Peer reviewing of study material. Preparation of practical and theoretical lecturing material and study aids. Presentation of lectures and tutorials. Compilation of question papers and memorandums for assessments. Invigilation during exams and test. Support students through an advisory and consultative role. Provide training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line and support functionaries with regard to veterinary related issues. Perform applied research and administrative functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of national and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service. Conduct applied research.

**ENQUIRIES
APPLICATIONS**

: Mr. T Herselman Tel No: (049) 802 6605
 : 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

NOTE

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

POST 19/03

: **SYSTEM ANALYST REF NO: 3/2/1/2022/219**
 Chief Directorate: Cadastral Spatial Information

SALARY

: R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

**CENTRE
REQUIREMENTS**

: Pretoria
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Information Technology / Software Development / Computer Science (NQF6). 3 years' experience at junior management level in the design of new Information Technology solutions, modifying, enhancing or adapting existing systems. Team leadership experience. Experience in system design, development and project implementation. Experience in modelling using modelling tools e.g. Visio etc. Understand principles of system design and architecture. The Open Group Architecture Framework (TOGAF) certification. Information Technology Infrastructure Library (ITIL) Certification (Foundation Level or above). Ability to work in a legislated environment. Job related knowledge: good understanding of Geo-Spatial information environment. Familiar with the following methodologies: Software Development Life Cycle (SDLC), Product Development Life Cycle (PDLC), Agile, Waterfall. Knowledge of Cadastral Spatial Information Framework, Geo-Spatial Database, production processes and procedures. Familiarity with the Project Management Tools. Knowledge of Public Finance Management Act, (Supply Chain Management procedures, tenders, specification writing, call for quotations). Job related skills: Communication skill, Administrative skill, Public Financial Administration skills, Training skills and Stakeholder management skills. A valid driver's licence.

- DUTIES** : Conduct research, development and advise National Geomatics Management Service on maintaining currency and efficacy of the Cadastral Information System. Coordinate activities related to the design, configuration and implementation of the Cadastral Information System. Gather, analyse and document requirements for the selection, implementation and support of the Cadastral Information System. Collaborate in the testing of configuration with department representatives; communicate with the internal customers, network and server administrators and vendors to ensure that National Geomatics Management Service is using the systems to their full potential and in accordance with the practice. Develop and deploy strategies, standards and methodologies and best practices for implementation, maintenance and upgrades of information systems. Provide management and oversight of the multiple technology projects. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concerns. Facilitate the maintenance, support and upgrading of existing systems. Coordinate and communicate software upgrades, enhancements and changes with vendors, consultants and internal customers. Oversee integration between multiple systems, either through in-house or outsourced development. Compile and maintain an inventory of all software and systems assets, and corresponding contacts and agreements. Analyse technical literature and provide explanations understandable to end-users. Coordinate and manage activities related to the design, configuration and implementation of the Cadastral Information System. Collaborate in the testing of software programs and applications; communicate with network and server administrators, vendor, end-users and software developers to ensure quality assurance, program logic and data processing; develop, implement and disseminate information on best practices for application usage. Coordinate feasibility studies for software and system products under consideration for purchase and provide findings and recommendations. Develop and coordinate training, including development of training materials, user procedures and training curriculum; conduct training sessions as necessary; develop and maintain user documentation, implementation and maintenance plans. Create custom administration and quantitative reports for internal customers based on business requirements.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/04** : **DEPUTY DIRECTOR: HUMAN RESOURCE BENEFITS REF NO: 3/2/1/2022/223**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Human Resources Management / Public Management / Public Administration. 3 years' experience at Junior Management level in Human Resources Management. Working knowledge and understanding of the legislative framework governing the Public Services. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management skills. Conflict Management skills. Financial Management skills. A valid driver's license.
- DUTIES** : Administer human resource leave, long service recognition. Improve the overall leave circular by setting out procedures in the Branch. Conduct leave audits. Quality assure the Long Service Recognition (LSR) Awards submission. Monitor the logistical arrangement for Long Service Recognition (LSR) certificates hand-over. Monitor the administration of Incapacity leave (PILIR) process. Monitor human resource allowance-s and orders frequently. Manage the verification of source documents for the payment of acting allowances. Ensure implementation within the stipulated timeframes. Compile and manage monthly management information reports. Ensure adherence to human resource benefits policies on an on-going basis. Interpret and implement human resource benefits policies. Develop guidelines and procedures to

ensure appropriate service benefits processes in the Branch. Provide technical advice on matters affecting the provisioning of service benefits in the Branch. Provide advice and conduct information sharing and capacity building sessions in the Branch. Manage and ensure administration of all service benefits i.e. salaries, housing, pension, state guarantee etc. are carried out timeously. Conduct advocacy session to market and raise awareness on the provision of service benefits to the employees of the Branch. Co-ordinate human resource service terminations according to policy. Monitor the administration of service terminations. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Provide human resource pension information. Conduct advocacy session to market and raise awareness on the provision of service benefits to the employees of the Branch. Administer human resource relocation and redeployment accordingly. Manage compliance with the relocation policy and procedures. Provide advice on issues relating to relocation and redeployment accordingly.

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

POST 19/05 : **LAW LECTURER REF NO: 3/2/1/2022/224**

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS : Office of the Chief Registrar of Deeds (Pretoria)
National Diploma in Deeds Registration / National Diploma Law / Advanced Diploma: Estate Planning and Administration (NQF 7) qualification. Buris / B Proc / LLB. 4 years' experience at supervisory level in Deeds environment. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills. Facilitation and presentation skills. Drivers licence.

DUTIES : Facilitate functional training. Determine the training needs and requirements of the branch. Draft or Provide inputs and update study material. Present training. Assess all evaluations for training presented and compile report. Consolidate and analyse presenters report. Conduct research on training / legislation / case law / practice and procedures. Determine the purpose of research and the methodology to be used when conducting research. Research on topics. Analyse information gathered during research. Update study material / Training manuals. Compile or quality assure research report. Provide inputs and advice on legal matters. Make inputs on case law / legislation / practices and procedures. Make inputs for Registrars conferences and amendments to Deeds Registries Act and Sectional Titles Act. Draft articles for publication. Consolidate inputs and distribute agenda for DTAC meetings. Provide opinion on enquiries received from both internal and external clients. Conduct monitoring and evaluation on uniformity in practices and procedures. Assess the standard of examination. Inspect the examination tools. Assets action plan.

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

- POST 19/06** : **BUSINESS ANALYST REF NO: 3/2/1/2022/225**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma / Degree in Computer Science / Information Technology. 3 years' experience at management level in IT environment. Business Process Re-engineering (6 SIGMA). Business and systems Analysis. Business Process modelling (IDEF, BPEL, BPML). Functional design and user requirement specifications (UML). Business case development. Benefits realisation management. Basic finance and accounting. Understanding of the Application Development Process (SDLC). Working knowledge of BPM Toolsets such as CaseWise or ARIS and Project Management. Business analysis skills. Communication skills. Team worker skills. Facilitation skills and Good judgement and assertiveness skills. Ability to work under pressure and a valid driver's license.
- DUTIES** : Coordinate and manage the analysis of business needs, objectives and goals of Deeds / ICT program / projects. Conduct needs analysis. Conduct cost benefit analysis. Draft Processes, i.e., AS-IS and TO-BE. Facilitate the drafting of business requirement for all projects. Incl. business requirements specification, user requirements specification's, functional requirements specifications and technical requirements specification. Develop action plans to execute strategy initiatives. Monitor implementation of processes and ensure level of quality is produced. Define roles and responsibilities for initiatives. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality; and. Provide expertise contribution to the project team in all areas of business analysis. Document and manage business processes for the Branch: Deeds, instructions and procedures and all related business process. Determine and analyse the current organisational structure, goals and objectives of the unit concerned. Plan, set and run determine business process workshops. Draft business processes, instructions and procedures and all project related business process design and analysis using UML, process flows, use cases. Facilitate the review sessions with the workshop attendees. Facilitate sign-off of the business processes. Contribute to the establishment of the business process management (BPM) service offering and instrumental in business process re-engineering (BPR). Conduct quality management for all deeds programme / projects for initiatives. Check if business requirements are meet throughout the project execution. Conduct product quality reviews against requirements. Conduct product acceptance assessment and facilitate sign off. Conduct user satisfaction surveys on products delivered. Escalate issues with relevant stakeholders to ensure that quality of services is maintained. Apply correct standards and procedures in the delivery of ICT / any projects. Develop and facilitate test cases and conduct testing with the development team and end-users. Perform user acceptance testing. Manage benefits realisation for Deeds Registration ICT initiatives and investments. Monitor if the projects / programme fulfil the strategic requirements / Objectives. Perform post implementation business systems and impact evaluation. Ensure solutions / systems are utilised as planned. Identify project / initiatives benefits. Identify and engage benefit owners for all ICT initiatives. Develop benefit realisation plan. Implement benefit realisation plan. Undertake post project benefit review. Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- ENQUIRIES** :
- 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** : Coloured, Indian and White Females, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. 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.

- POST 19/07** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/226**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Human Resources Management / Public Management / Public Administration. 3 years' experience at Junior Management level in Human Resources Management. Performance Management and Monitoring. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. Policies and practices in HR functions. Organisational planning, co-ordination and execution. Project management. Team management. Interpersonal skills. Interview skills. Computer literacy (Excel, Word, PowerPoint, PERSAL). Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. The ability to work efficiently and effectively at all times. Ability to keep confidential information. A valid driver's licence.
- DUTIES** : Manage recruitment and selection. Oversee consolidation and implementation of branch recruitment plan. Quality check advertisement packs (advertisement, advert requests, job profiles) and submit for approval. Oversee turnaround times of recruitment and selection process and take remedial steps. Check the compiled statistics and submit statistical reports. Oversee the appointments, promotions, and transfers with the branch. Develop guidelines and procedures to ensure appropriate recruitment and selection process within the department. Manages the placement of job advertisement on relevant advertising media. Provide technical support to various programs and ensure that secretariat service is provided during recruitment and selection. Provide technical advice on matters affecting recruitment and selection in the department. Perform all the phases of incorporating the new recruits into the relevant systems of the department which administers recruitment and selection. Liaise and establish good relations with relevant stakeholders. Manage the process of verification of qualification and security screening by National Intelligence Agency (NIA) and South African Qualifications Authorities (SAQA). Develop, implement and monitor EE plans. Monitor adherence of offices with their approved Employment Equity Plans and provide report. Manage support services to SMS and MMS. Advise Senior Managers and Middle Managers on the benefits and implications of structuring salary packages. Manage the human resource and salary system of the deeds. Execute functions for controlling the PERSAL system. Authorize and allocate PERSAL users access to utilize the system as and when the need arises. Manage and ensure that all PERSAL users are competent before they are authorized to utilize the system. Implement directives from relevant authorities with regard to any amendment, review etc on the functions of the system. Monitor compliance and conduct audit on the utilization of the system by programs and offices. Respond to Audit queries on matters affecting the recruitment and selection as and when there are queries. Develop, implement and monitor human recourse policies and procedures. Develop human resource policies and procedures for the branch. Manage and the implementation of the human resource policies within the branch. Develop attraction and retention programmes. Facilitate the implementation of the Retention Strategy. Facilitate the request for approval of retention of staff and granting of higher offers. Coordinate and advance negotiation process and verify employment offers. Oversee lateral transfers.
- 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** : African, Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. 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.

- POST 19/08** : **DEPUTY DIRECTOR: PROPERTY LEASE REF NO: 3/2/1/2022/239**
Directorate: Property Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Agriculture, Law or Property Management. 3 years' experience in a Junior Management level in property management or related field. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) of 1999, Government Immovable Asset Management Act of 2007, Land Reform: Provision of Land and Assistance Act of 1993, State Land Disposal Act of 1961 and any other relevant law. Job related skills: Project management skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organizing skills, Facilitation and presentation skills, Report writing skills and Interpersonal relations skills. A valid driver's licence and willingness to travel.
- DUTIES** : Manage compliance with land management system and support to the District. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Administer the signing of land and caretaker agreements. Finalize and facilitate signing of leases and caretaker agreements. Keeping records of original contract and inspection reports. Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Coordinate and conduct inspection of state properties. Barcoding of assets. Secure, protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide secretariat services to beneficiary selection committee. Administer the signing of land and caretaker agreements. Ensure proper usage and maintenance of warehoused and leased assets. Barcoding of assets. Secure and protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage compliance with land management system and support to the District. Ensure proper usage and maintenance of warehoused and leased assets.
- ENQUIRIES** : Mr S Njoni Tel No: (013) 754 8120
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/09** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2022/215**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate NQF level 8 with Economics and / or Agricultural Economics as major subjects. 3 – 5 years relevant experience required. Job related knowledge: Public Finance Management Act, Project management, Knowledge of economic and financial (advanced) analytical techniques. Job related skills: Computer literacy, Planning and organising, Statistical skills, Negotiation skills (advanced), Communication and presentation skills (advanced). A valid driver's licence.
- DUTIES** : Continuous in-depth scientific analysis and research in the field of agricultural economics. Establishment and management of financial study groups for farmers. Compiling and updating of livestock and crop enterprise budgets. Undertake feasibility studies and relevant research projects. Publication of articles in scientific, semi-scientific and popular journals. Present papers at National and International Professional Congresses and Industry Congresses. Undertake and oversee the application, adaptation and / or development of simulation models for profitability and viability of livestock farming in the arid zones. Identify and prioritize the opportunities and threats (variables / non-variables) impacting on the viability and sustainability of livestock farming. Collect, verify, interpret and evaluate data (historical / current / possible future

- local and international) on opportunities and threats (variables / non-variables) in relation to viability and sustainability of livestock farming. Validate the reliability of economic models. Forecast / project possible outcomes within a specific environment / situation. Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia include the following: Determine the training needs of clients and industrial role players (liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and / or short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity building plan. Conduct classes in agricultural management and economics. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessment. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Undertake and oversee the provision of advice to internal and external stakeholders on agricultural economic matters. Liaise with relevant role-players in the livestock industry. Provide advice on viability of different scenarios on request. Provide general advisory and extension support services to clients. Monitor and analyse efficiency indicators obtained from individual production units to identify managerial aspects to improve profitability and sustainability. Conduct short courses and presentations for training purposes. Perform administrative and related functions which would, inter alia, entail the following: Give input towards policy. Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Participate in developing the annual work plan. Comply with the Public Service prescripts and departmental policies. Human resource responsibility including: Supervise supervisees. Development of supervisees. Maintain discipline. Plan and prioritize work of supervisees. Performance management. Develop, implement and maintain databases.

ENQUIRIES
APPLICATIONS

: Mr. T Cebani Tel No: (049) 802 6725
: 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

NOTE

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

POST 19/10

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/188 (X2 POSTS)**
Directorate: Corporate Services

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Northern Cape (Kimberley)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations, Human Resource Development, Public Administration / Public Management (NQF Level 6). 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) and Public Finance Management Act (PFMA). Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence. The Personal and Salary Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new

developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshop / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Performance Development Planning (PDP). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure the EPMDS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated services with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that the employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation of PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances with the prescribes period.

ENQUIRIES
APPLICATIONS

: Mr C Makebe Tel No: (053) 830 4000
: Applications can be submitted by post to: Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

NOTE

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

POST 19/11

: **SENIOR LECTURER REF NO: 3/2/1/2022/214**
: Directorate: Grootfontein Agricultural Development Institute

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Eastern Cape (Middelburg)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Agriculture or Bachelor Honours Degree in Agriculture or Postgraduate Diploma in Agriculture (NQF 8) with specialisation in specified fields of study (major subjects). Compulsory registration as assessor /

moderator. 3 years teaching / farming / advisory / extension experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of Government policies and priorities in terms of Agriculture Land Reform and Rural Development. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). A strong knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills / facilitation skills. Willingness to work extended hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's licence. Willingness to travel.

DUTIES

: Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia, include the following: Determine the training needs of clients and industrial role players (Liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and/or short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity building plan. Conduct classes which would, inter alia, include the following: Conduct classes which would, inter alia, include the following. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessments. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders. Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes and assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders in the planning (strategic, operational, fodder flow and financial) and management (day-to-day livestock operations, data collection and marketing) of production units (mini-farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure the provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment, etc.). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give input towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc.). Compile and submit monthly and quarterly reports. Human resource responsibility including: Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Planning and execution of ATI events such as open days, parent weekends, career exhibitions and information days. Undertake continuous professional development and participate in staff training activities.

ENQUIRIES
APPLICATIONS

: Mr. T Cebani Tel No: (049) 802 6725
: Applications can be submitted by post: 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

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

POST 19/12 : **ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2022/227**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 years' supervisory experience in accounting environment with specific focus on creditors and payments. Public Financial Management Act. Treasury Regulations. Public Service Regulation. Knowledge of Financial Accounting Systems (Accrual Accounting software, ACCPAC or related system). Knowledge of internal control system on payments or creditors. Supervision skills. Written and verbal communication skills. Computer skills. Presentation skills. Interpersonal skills. Good Liaison and team working. Planning and organising. A valid driver's license.

DUTIES : Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Review creditors and petty cash reconciliation. Review accrual / misallocations journals. Check / posting invoice adjustment for misallocation identified on the financial system. Check / posting documentation for sundry payments and petty cash. Provide support and guidance to clients. Verify information on pre-check register for payment (banking details and amount). Posting payment batch on Accpac. Make payment for debtors refund and S & T. Maintain creditor's age analysis. Prepare age payables report. Provide comments on aged invoices. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Coordinate commitments control report from all cost centers. Analyse comments and make follow-up on long outstanding invoices. Consolidate commitment reports. Provide inputs on the preparation of the financial statements. Prepare sundry creditors accruals. Prepare and provide document for audit queries / requests. Compile supporting documents for clearing of misallocations. Provide creditor's month-end reports (30 days reports, Age analysis and consolidated commitment reports from all Deeds Offices). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Maintain filling for remittance advice / pay-slips. Maintain filling supplier's invoices. Verify recording of check numbers and payment date on AP Reconciliation. Maintain filing for Standard Bank EFT reports.

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

POST 19/13 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2022/228**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management/ Public Administration/ Public Management. 3 years' supervisory experience working in the Demand Management environment. The Constitution of the Republic of South Africa. Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations. Public Service Regulations. Preferential Procurement Regulations. Construction Industry Development Board (CIDB) Act. CIDB Standard for Uniformity in Construction Procurement and Best Practice Guidelines. Broad-Based Black Economic Empowerment with its codes of good practice. National Treasury SCM Guidelines for Accounting Officers. National Treasury Instruction Notes and Circulars. Computer literacy skills. Problem solving skills.

- DUTIES** : Administer Demand Management Plan (DMP) and Procurement Plan (PP). Facilitate and prepare Branch Communique for submission of Demand Management Plans. Analyse, advise and verify development of Demand Management Plans for all operational units / offices. Facilitate approval of operational units / offices' Demand Management Plans. Consolidate Demand Management and submit for approval. Analyse Consolidated Demand Management Plan and develop the Procurement Plan. Facilitate approval of the Procurement Plan. Submit verified and approved Consolidated Demand Management Plan and Procurement Plan. Monitor and report on the implementation of the approved Procurement Plan. Provide support and guidance to clients. Conduct market / industry analysis and develop credible sourcing strategies. Facilitate the market / industry analysis. Analyse availability of Central Supplier Database suppliers versus commodities projected on the approved Demand Management Plan and Procurement Plan. Identify, initiate, facilitate and implement sourcing strategies (term contracts, transversal contracts, bulk procurement and direct sourcing) for commodities projected on the approved Demand Management Plan / Procurement Plan. Provide support and guidance to clients. Facilitate the development and review of specifications. Provide advice in the development of specifications. Provide advice in the nomination of bid specification and evaluation committee members. Facilitate approval of Bid Specifications and Evaluation Committees. Facilitate and coordinate bid specification meetings. Align specifications / terms of reference, pricing schedule, minutes and submit for approval and publishing. Provide guidance and support to clients. Provide management response for audit request / queries and submit to supervisor. Review and implement risk register. Implement internal and external audit action plan. Manage procurement deviation registers, documents and Code of Conduct for SCM Practitioners and role players. Maintain procurement deviation registers. Obtain, analyse and safeguard relevant supporting documents for all procurement deviations. Advise clients on proper procurement deviation processes. Communicate and obtain signed Code of Conduct from all SCM Practitioners and role players.
- 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** : African, Coloured, Indian and White Females, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. 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.
- POST 19/14** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2022/229**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Financial Management / Diploma in Logistics / Purchasing Management / Supply Chain Management/ Public Administration/ Public Management. 3 year's Supervisory experience in Supply Chain Management, Assets environment. Knowledge of Financial Accounting Systems. Accpac and any asset management related system. Generally Recognised Accounting Practise standard (GRAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times. A valid driver's licence.
- DUTIES** : Assist to develop, implement and monitor acquisition, maintenance and disposal plans for assets. Allocate and capture barcodes to newly procured assets. Distributing newly purchased assets to end users. Requesting fixed asset control forms for audit purposes. Filing of Asset Management forms for

audit purpose. Conduct monthly spot checks. Ensure implementation of the Asset Management strategy plans. Review a comprehensive Asset Management plan. Advise on asset to be procured. (Comments on support or not supported). Update and manage newly acquired asset. Check movements of assets. Asset counts and verifying against asset register. Physical scanning and investigation on the results. Conduct investigation on the results. Select damaged asset and request report from office. Identify number of redundant assets on the floor. Prepare verification report. Prepare monthly reconciliation between assets Asset Register and Ledger and annual reconciliation. Review reconciliation between Assetware and ACCPAC system. Identify discrepancies and rectified them on the system. Maintain call register of consultant. Prepare and check documents for audit request. Provide guidance and support to client. Review and implement risk register. Implement external and internal audit action plans. Manage disposal of assets. Prepare disposal register. Draft disposal memorandum. Verify removed assets.

- 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** : African, Coloured, Indian and White Females, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply. 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.
- POST 19/15** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 3/2/1/2022/240**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 years' supervisory experience in a financial accounting / reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal Skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Business skills. Analytical skills. Budget forecasting skills. Valid driver's license.
- DUTIES** : Review the general ledger accounts and resolve anomalies. Reconcile general ledger accounts and attend to exceptions. Supervise / Review all transactions required for month end closure and review month-end reporting file. Analyze a Trial balance, reconcile suspends and clearing accounts. Investigate long outstanding transactions on general accounts and liaise with relevant managers. Prepare documents for audit purpose. Maintain and update an irregular, Fruitless and Wasteful expenditure register and submit to supervisor on a monthly basis. Supervise / review the compiling of documents for theft and losses and provide recommendations to Loss Control Committee. Review bank reconciliation and resolve anomalies. Supervise / review the reconciliation of transactions on the bank statement with cashbook. Attend to exceptions. Supervise / review the reconciliation or balance between Bank GL accounts and cashbook. Supervise / review management of petty cash. Review monthly statements of cash flow movements. Prepare documents for audit request / queries. Providing support and guidance to clients. Review general journals and investigate Irregular, Fruitless and Wasteful Expenditure. Review compiled journals to address discrepancies. Review the preparation of journals for reversal of accruals. Review the general journals register. Identify and compile documentation for Irregular, fruitless and wasteful expenditure. Update Irregular, fruitless and wasteful expenditure register. Investigate and reconcile irregular, fruitless and wasteful expenditure register cases. Compile reports and representation letter as recommended by Financial Compliance Committee. Prepare documents for audit requests / queries. Provide support and guidance to clients. Prepare working documents for financial statements. Compile source documents for financial statements file. Review working

- papers submitted from other sub-directorates and addresses discrepancies. Prepare source documents and calculations for amortization of finance leases. Compile Year-end and Interim Financial Statements preparation plan.
- 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** : Coloured, Indian, White Male and Female and Persons with disabilities are encouraged to apply. 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.
- POST 19/16** : **SENIOR HUMAN RESOURCE PRACTITIONER: DEEDS RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/230**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Human Resources Management / Public Management / Public Administration. 2 years' experience in Human Resource environment. Labour and Employment Legislation. Human Resource Policies. Public Service Regulation Policies. Interpersonal skills. Computer Literacy. Written and Verbal Communication. Negotiation skills. Conflict resolution skills. Problem solving skills. Facilitation skills. Interpretation skills. Investigation skills. Analytical skills. Team work. Working under pressure. Valid driver's license.
- DUTIES** : Facilitate the advertisement of approved funded posts. Advertise approved funded posts. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on PERSAL system. Ensure that all the appointments, promotions and transfers are accurately implemented on PERSAL system. Update the establishment and report discrepancies. Provide monthly statistics.
- 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** : Coloured, Indian and White Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. 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.
- POST 19/17** : **SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2022/231**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : 3-year National Diploma / Degree in Financial / Supply Chain / Purchasing Management/ Public Administration/ Public Management. 2 years' experience in Supply Chain Management in particular Acquisition Management. Public Finance Management Act. Treasury Regulations. Preferential Procurement Regulations Policy Framework Act (PPPFA). Preferential Procurement

		Regulations. Departmental SCM procedures and Policy. Computer literacy. Interpersonal Skills. Administration Skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Teamwork. Working under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain suppliers / service providers database. Print and issue Applications Forms to register on the Deeds supplier / service provider Database. Receive and check applications form completeness and submit for capturing. Vet Suppliers based on the registration criteria including CIPC database, Professional body, SARS and National Treasury database of Restricted Suppliers and Register for Tender Defaulters. Review captured applications and submit for Vendor Number and capturing / verification and approval of banking details. Notify suppliers / service providers and relevant Deeds Registry office of registration on the database system. Administer procurement of goods and services by means of quotation process. Receive the procurement instruction and compile quotation documentation based on evaluation method to be used to evaluate quotation or proposal. Invite suppliers / service providers to submit quotation or proposal. Receive quotation or proposal and check responsiveness and evaluate quotation or proposal. Administer procurement of goods and services by means of bidding process. Preparing bid documents and advertising of bids. Coordinating briefing / information sessions where necessary. Receiving bid offers and checking for compliance with the responsiveness criteria. Coordinating evaluation of bid offers and recommendations process. Vetting of recommended bidders and preparing bid evaluation reports and submit for approval. Ensure adherence to Supply Chain Management policy, delegations and standard operating procedures. Keep up to date with the latest developments on policy, delegations and standard operating procedures as well as the relevant update as introduced by the National Treasury. Assist in the preparation of management information, statistics and reporting on Acquisition Unit. Maintain requisition reports. Prepare reports for all procurement through quotations above R100 000. Maintain bid register. Maintain deviations report.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian, and white Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. 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.
<u>POST 19/18</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: CONTRACTS REF NO: 3/2/1/2022/232</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Office of the Chief Registrar of Deeds (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) / Degree in Financial / Logistics / Supply Chain / Purchasing Management/ Public Administration/ Public Management. 2 years' experience in contract management. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Team work. Working under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain contract and commitment register. Update the contract register. Monitor the payment of suppliers and update the commitment register. Monitor the start and end date of contracts. Advise the relevant end-user and supplier of the contract expiry date. Supervise contract administration. Verify contract documents. Communicate the award of contracts. Publish the award of contracts. Facilitate security vetting process. Administer variations, price adjustments, amendments, cancellations and addenda to contracts. Administer dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Safeguard contract documents. Facilitate the development of contracts and service level agreements / special conditions of contract. Prepare service level agreement / special conditions of contract in-

conjunction with the end-user. Facilitate service level agreement / special conditions of contract discussions / negotiations between the department and contractors. Facilitate the vetting of service level agreement / special conditions of contract by legal services. Facilitate the signing and acceptance of contracts. Monitor supplier performance. Monitor supplier performance according to the contract and service level agreement. Monitor supplier continuous compliance against all contract conditions. Maintain proper relationship with suppliers within the code of ethics. Review and reconcile monthly reports. Facilitate meetings in accordance with the contract and service level agreement. Monitor the implementation of all meeting resolutions.

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

POST 19/19 : **SENIOR STATE ACCOUNTANT: REVENUE AND DEBTORS MANAGEMENT REF NO: 3/2/1/2022/233**

SALARY : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in the field of Management Accounting. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Generally Recognised Accounting Practice (GRAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem Solving and Decision-Making skills. Time Management skills. Business skills. Analytical skills. Valid driver's licence. Willingness to travel.

DUTIES : Supervise administration of revenue. Check reconciliation of revenue between DRS and Accpac. Investigate variances identified. Submit reconciled reports for verification. Monthly reporting. Supervise administration of banking services. Check allocated and captured bank statements transactions on Accpac. Verify allocation of adjustments captured on Accpac. Reconciliation of AR / Cash clearing account. Monthly reporting. Administer and supervise debtors. Supervise administration of interdepartmental claims. Administration of internal debtors. Verify allocation of adjustment captured on Accpac. Attend to customer queries. Monthly reporting. Ensure effective, efficient, and accurate response to audit request for information. Effective implementation of internal controls to reduce errors. Supervise administration of cash. Verify captured receipts from clients. Oversee safe guarding of state money. Reconcile deposit for banking. Reconciliation of UCRD account. Monthly reporting.

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

POST 19/20 : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE AND PAYROLL MANAGEMENT REF NO: 3/2/1/2022/234**

SALARY : R321 543 per annum (Level 08)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)

- REQUIREMENTS** : National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in Salary administration. Public Finance Management Act (PFMA). Treasury Regulations. PERSAL (Salary Administration). Expenditure Management. BAS, ACCPAC etc. Policies, procedures, and prescripts. Good written and verbal communication skills. Financial Management skills. Interpersonal Skills. Computer software skills (good excel skills). Resource planning skills. Problem solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Analytical skills. Ability to work under pressure to meet strict deadlines. Driver's license.
- DUTIES** : Administer Payroll. Collection, reconciling of payroll reports and pay slips. Distribution of payrolls and payslips to various directorates and regional offices. Coordination of salary advice and ensure that payrolls reports are returned timeously within the allocated time frames. Compiled reports on certified payrolls runs, clearing of payroll suspense account and attend to comments made on the payroll reports. Maintain filing storage of payroll reports and handle queries related payroll. Administer Tax. Reconcile tax monthly and ensure that all amount owed to SARS are paid before month- end. Ensure EMP201 and 501 are reconcile and submitted timeously to avoid penalties. Request of Tax directives. Calculation of tax on manual payment. Administer Salary Transactions. Implementation of deduction and processing of salary allowances. Amending of official information on PERSAL as per employee request such as tax method, bonus date, banking details etc. Preparing of recall and reversal for official not terminated timeously on PERSAL. Compiling of last pay certificate for transfers. Circulation of debt route form to other section such as bursary, salary overpayment. Provide reports and inputs for financial statements. Prepare monthly, annual accrual journals for salary administration. Monitor, Investigate and clear salary administration suspense's accounts. Assist on clearing audit queries, implement audit action plans and risk management, inputs for an update risk register.
- 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** : Coloured, Indian and White Females, African, Coloured, Indian, White Males and Persons with disabilities are encouraged to apply. 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.
- POST 19/21** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 3/2/1/2022/241**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 2 years' experience in an accounting and reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice (GAAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Valid driver's license. Willingness to travel.
- DUTIES** : Prepare and compile the Month-end reporting file. Perform monthly reconciliations of general ledger accounts as per Trial Balance. Reconcile suspense and clearing accounts on monthly basis (Account payables, PERSAL, Account receivables and Assets management) and follow up with responsible managers. Analyse completeness and accuracy of comments on outstanding balances of sub-ledger accounts submitted for month-end reporting. Investigate long outstanding general ledger accounts and provide recommendation. Prepare monthly statement of cash flow movement. Prepare the month-end reporting file with supporting. Supervise bank reconciliation and petty cash. Review daily cash book reconciliation and submit to supervisor for verification. Confirm that the bank statement balances with cash book on daily

basis. Supervise issuing, replenishment, and proper usage of petty cash in line with petty cash policy. Prepare documents for audit request / queries. Providing support and guidance to clients in relation to Financial accounting processes and procedure. Compile general journals and reconcile general ledger accounts. Investigate and identify discrepancies to capture journals including supporting documents to correct misallocations and misstatements. Prepare and process journals to clear suspense and clearing accounts before month-end. Prepare accruals and provisions journals as per Interim and year-end financial statement preparation plan. Analyse and reconcile general ledger accounts as per Trial Balance. Investigate misallocations, adjust errors on general ledger accounts. Prepare monthly accrued interest journals and finance lease related journals. Prepare documents for audit request / queries. Provide support and guidance to clients. Investigate theft and losses. Identify new cases / transactions related to Thefts and losses within all Deeds Registries. Maintain Thefts and loss register and provide comments of outstanding cases monthly. Compile memorandums of Thefts and loss cases to be presented to Loss Control Committee and submit to supervisor. Prepare and process documentation to implement a debt or write off based on Loss Control recommendation.

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.

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POST 19/22 : **OFFICE ASSISTANT REF NO: 3/2/1/2022/242**

SALARY : R261 372 per annum (Level 07)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Secretarial / Office Administration / Management. 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave

register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

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

POST 19/23 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 3/2/1/2022/235**

SALARY : R176 310 per annum (Level 05)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : A grade 12 certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

- 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** : Coloured, Indian and White Females, African, Coloured, Indian Males and Persons with disabilities are encouraged to apply. 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.
- POST 19/24** : **SECRETARY REF NO: 3/2/1/2022/243**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Office of the Chief Registrar of Deeds (Pretoria)
- REQUIREMENTS** : Grade 12 Certificate. Relevant experience in a secretarial environment. Job related knowledge: Advanced computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette. Sound organisational skills, Good people skills, Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Good grooming and presentation. Ability to work under pressure. Willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion. High level of confidentiality.
- DUTIES** : Provide a secretarial / receptionist support services to the Director. Receive telephonic calls and refer them to the relevant role players if not meant for the Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipments e.g. fax machines, scanners and photocopiers. Provide a clerical support services to the Director. Liaise with travel agencies to make travel arrangements for the Director. Check the arrangements when relevant documents are received. Arrange meetings and events for the Director and other staff in the unit. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Process the travel and subsistence claims for the Director. Process all invoices that emanates from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondences and reports. Do filing of documents for the Director. Administer matters like leave registers and telephonic accounts for the Director. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to his / her work environment to ensure efficient and effective support to the Director. Study the relevant Public Service and the Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Maintain an electronic document tracking system. Capture and update register (requests, action list). Distribute the documents to relevant officials. Monitor compliance in terms of time frame determined by the Director by sending reminders. Inform the Director of delays or non-compliance to due dates.
- 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** : African, Coloured, Indian males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. 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.