

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 20 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. 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 20/01 : **SCIENTIFIC MANAGER (GRADE: A – C) REF NO: 3/2/1/2022/258**
Directorate: Food Safety and Quality Assurance

SALARY : R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and MSc Degree or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. 6 years relevant scientific experience after BSc qualification. Job related knowledge: Knowledge of Public Service and departmental prescripts / policies, Public Finance Management Act (PFMA), Agricultural Products Standard Act – Act 119 of 1990 and Liquor Products Act – Act 60 of 1989. Job related skills: Programme and project management skills, Scientific methodologies skills, Research and development skills, Knowledge of legal compliance, Data analysis, Computer-aided scientific applications, Technical report writing skills, Creating a high performance culture, Professional judgment, Presentation skills, Mentoring skills, Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Financial management skills, Customer focus and responsiveness, Communication skills, Networking skills, Computer literacy, people management skills, Planning and organising skills, Conflict management skills, Change management skills, Problem solving and analysis skills. Willingness to work extended hours. Handling of hazardous chemicals.

DUTIES : Manage, develop and implement methodologies, policies, systems and procedures. Review, recommend and approve or audit technical scientific projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Facilitate setting of technical

standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Develop and maintain health and safety standards. Monitor scientific efficiencies according to organisational goals. Provide strategic leadership and direction. Provide support and advise to the industry and stakeholder. Align projects to organisational strategies. Manage technical facilities / units. Develop and maintain relationships, collaborations. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Design scientific methodology for analysis of data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Develop and customise scientific models. Research and development. Manage scientific research to improve expertise. Lead, coordinate and conduct basic and applied research or knowledge application. Publish and present research findings (results). Finance and people management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related programmes and projects. Asset management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practices and organisational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.

- ENQUIRIES** : Mr BM Makhafole Tel No: (012) 319 7304
- APPLICATIONS** : can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, and Indian males and African, Coloured, and Indian females and Persons with disabilities are encouraged to apply.
- POST 20/02** : **DEPUTY DIRECTOR: RISK ANALYSIS REF NO: 3/2/1/2022/245**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / Post Graduate Diploma in Geographic Information System (GIS) / Geography. 3 years' junior management experience. Job related knowledge: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills development legislation. Job related skills: Communication and interpersonal relation skills, Computer literacy skills, Project management skills, Problem solving skills, Presentation and facilitation skills. A valid driver's licence and willing to travel. Ability to work under pressure.
- DUTIES** : Liaise with all spheres of government and non-governmental organization (NGO). Support government activities aimed at strengthening intergovernmental relations and cooperation's in the rural disaster management in compliance with National Disaster Management Centre and collaboration with other sectors. Facilitate the identification of potential environmental hazards in rural areas. Conduct field visits to capture potential environmental hazards. Perform desktop analysis to identify areas vulnerable to hazards. Perform quality assurance for spatial data collected. Conduct risk analysis using proven methodologies. Spatial data collection. Spatial data analysis. Spatial data capture. Create a vulnerability classification and scenario modelling for rural areas. Sourced relevant spatial datasets required for risk analysis and vulnerability. Mapping of risk identified in vulnerable communities prone to disasters.

- ENQUIRIES** : Ms A Ntsala Tel No: (012) 312 8507
- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/03** : **CHIEF ENVIRONMENTAL SPECIALIST**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga Ref No: 3/2/1/2022/246
Limpopo Ref No: 3/2/1/2022/247
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Degree or Diploma in Environmental Science / Natural Science. 5 years' appropriate environmental planning or natural resources management experience. Job related knowledge: Appropriate experience in environmental planning and management. Policy and legislation governing national environmental management. Knowledge of integrated development planning process and its relevance to environmental management. Knowledge of government systems and structures. Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act and Skills development legislation. Job related skills: Communication and interpersonal skills, Computer literacy skills, Project management skills, Problem solving skills, Strong verbal and written communication skills, Presentation and facilitation skills. Budget management and financial Management skills. A valid driver's licence and willingness to travel extensively. Ability to work under pressure.
- DUTIES** : Manage proactive assessment of agricultural land prone to environmental degradation. Establish a list of farms / state land and / or smallholder as well as communal farmers' land prone to environmental degradation. Involve all relevant stakeholders to ensure legitimate property access. Manage implementation of environmental rehabilitation projects. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Support disaster management efforts and implement environmental risk reduction at state land and community level. Consultations and visits to DALRRD projects / state land and rural communities conducted to examine invasive plant infestations as well as veldfire preparedness (e.g. fire protection association (FPA) information, firebreaks, veldfire fighting equipment). Advise Project Officers on risk reduction (invasive plants and veldfires) on state land. Assist with building capacity of emerging farmers and rural communities on veldfire management, e.g. awareness, acquisitions of fire-fighting equipment, etc. as well as on the management and control of invasive plants on the farms. Integrated environmental management incorporated into DALRRD projects and functions. Facilitate Environmental Impact Assessment (EIA) program for DALRRD infrastructure / development projects from inception till completion. Support Environmental Impact Assessment process. Monitoring of compliance to Environmental Authorization conditions. Facilitate the development of environmental management plans. Coordinate and facilitate the implementation of DALRRD environmental policy and instruments at Provincial Shared Service Centres / Provinces. Represent the Department in relevant fora and provide environmental advisory service to management and other Branches. Relevant fora identified and attended. Relevant workshops and conferences attended to represent DALRRD interests.
- ENQUIRIES** : Ms A Ntsala Tel No: (012) 312 8507
- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 20/04** : **DATABASE ADMINISTRATOR REF NO: 3/2/1/2022/260 (X2 POSTS)**
Directorate: ICT Service Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Engineering / Information Technology. Relevant Microsoft and / or Oracle database certifications. 3 years junior management experience in Information Management, Database Administration experience, and LINUX / UNIX Administration experience. Job related knowledge: Programming Language / Structured Query Language (SQL). Knowledge of Oracle 10g /11i /12c and Microsoft SQL 2012 / 2014 / 2016. Tuning and troubleshooting Database instances. Installing databases on Windows / Linux / UNIX. Experience configuring and maintaining highly scalable environments. Knowledge of Oracle Real Application Clusters (RAC) and Microsoft SQL Server AlwaysOn. Knowledge in Oracle and Microsoft SQL backup / Recovery Methodologies and strategies. Job related skills: IT skills, Communication skills (written and verbal), Teamwork and negotiation skills, Troubleshooting and Problem-solving skills, Analytical skills and Organisational skills. A willingness to learn about new developments. Ability to work tight deadlines and under pressure.
- DUTIES** : Manage the Database Administrator (DBA) team. Oversee the database administrators. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and administer all databases required for development, testing, and production. Install database software and any other tools that access the database. Do database health check. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Performs the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration, to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advice the backup team on the database that must be backed up. Device backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and recovery. Implement and enforce security for all databases. Creating and administering user profiles. Grading optimum privileges to user in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintains database constraints to ensure integrity of the Database. Evaluates releases of database and its tools, and third-party products to ensure that the sites are running the products that are most appropriate.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 9816
- 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 and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/05** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/269 (X3 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (Pretoria)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at Junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a

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| | | professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills. |
| <u>DUTIES</u> | : | Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause/ request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual. |
| <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. 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>NOTE</u> | : | African, and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. |
| <u>POST 20/06</u> | : | <u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/270</u> |
| <u>SALARY</u> | : | R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS) |
| <u>CENTRE</u> | : | Office of the Registrar of Deeds (Pretoria) |
| <u>REQUIREMENTS</u> | : | National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills. |
| <u>DUTIES</u> | : | Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's |

- acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- 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. 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.
- NOTE** : African, Indian Males and African, Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/07** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/271 (X3 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Johannesburg)
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- 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. 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.
- NOTE** : Coloured and Indian Males and African, Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

POST 20/08 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/272**

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

CENTRE : Office of the Registrar of Deeds (Vryburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

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. 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.

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

POST 20/09 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/273**

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

CENTRE : Office of the Registrar of Deeds (Bloemfontein)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers,

make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

- 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. 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.
- NOTE** : African, Coloured, Indian and White Males, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/10** : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/274**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Mpumalanga)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.
- DUTIES** : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Coordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- 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. 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.
- NOTE** : African, Coloured and White Males, Coloured, Indian, White Female and Persons with disabilities are encouraged to apply.
- POST 20/11** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/275 (X5 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (Cape Town)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- 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. 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.
- NOTE** : Indian Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 20/12** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2022/276**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (King Willaims Town)

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| <u>REQUIREMENTS</u> | : | National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances, and other Acts. Computer literacy. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills. Organise and Planning skills. |
| <u>DUTIES</u> | : | Manage data section. Manage workload, workflow, processes, and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback, and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes, and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section. |
| <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. 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>NOTE</u> | : | African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. |
| <u>POST 20/13</u> | : | <u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2022/277</u> |
| <u>SALARY</u> | : | R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS) |
| <u>CENTRE</u> | : | Office of the Registrar of Deeds (King Willaims Town) |
| <u>REQUIREMENTS</u> | : | National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills. |
| <u>DUTIES</u> | : | Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course / training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. |

- Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
- 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. 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.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/14** : **ASSISTANT REGISTRAR OF DEEDS: DEED REGISTRATION REF NO: 3/2/1/2022/278**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Office of the Registrar of Deeds (King Williams Town)
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level In Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Knowledge on Deeds Registration processes and procedures. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills.
- DUTIES** : Manage deeds registration. Manage workflow, workload, processes, standards and implement corrective measures. Provide statistics in terms of turnaround of deeds on weekly and monthly basis, exception reports and implement corrective measures. Authorise the withdrawals of deeds on DRS. Manage correspondence and give guidance to clients. Manage interdicts. Sign withdrawals in the interdict register. Deal with matters relating to noting / denoting of interdicts. Provide guidance to clients through letters. Manage queries and errors and take corrective measures. Check and sign endorsement. Manage scanning and verification of interdicts. Liaise with external clients and Master of the High Court. Manage sectional titles and final checking. Sign cross-writing titles. Notify Surveyor General and local authority of registrations. Sign open endorsement and verify corrections. Quality assure sectional titles and final check registers. Analyse monthly report and take corrective measures. Manage rectification of registered deeds and documents. Facilitate rectification of error after registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of township. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleaves. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.
- ENQUIRIES** : Ms 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. 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.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/15** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/279 (X4 POSTS)**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Pietermaritzburg)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- 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. 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.
- NOTE** : African, Coloured Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 20/16** : **ASSISTANT REGISTRAR OF DEEDS: DEED REGISTRATION REF NO: 3/2/1/2022/280**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Office of the Registrar of Deeds (Pietermaritzburg)
National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Knowledge on Deeds Registration processes and procedures. Computer software skills. Good

DUTIES

written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills.

: Manage deeds registration. Manage workflow, workload, processes, standards and implement corrective measures. Provide statistics in terms of turnaround of deeds on weekly and monthly basis, exception reports and implement corrective measures. Authorise the withdrawals of deeds on DRS. Manage correspondence and give guidance to clients. Manage interdicts. Sign withdrawals in the interdict register. Deal with matters relating to noting / denoting of interdicts. Provide guidance to clients through letters. Manage queries and errors and take corrective measures. Check and sign endorsement. Manage scanning and verification of interdicts. Liaise with external clients and Master of the High Court. Manage sectional titles and final checking. Sign cross-writing titles. Notify Surveyor General and local authority of registrations. Sign open endorsement and verify corrections. Quality assure sectional titles and final check registers. Analyse monthly report and take corrective measures. Manage rectification of registered deeds and documents. Facilitate rectification of error after registration before delivery. Deal with matters affecting legality drafting of deeds. Analyse the problems and take corrective measures. Amend the deeds in compliance to legislations. Liaise with client regarding the errors on registered deeds. Manage registration of township. Verify the drafting and the correctness of township and documents in respect of causa and its supporting documents, restrictive conditions, ensure all interdicts and other references have been checked. Check and raised notes for validity and registrability of township deeds and documents. Grant hearing to Conveyancers with regard to registration of township deeds related matters and make ruling. Monitor noting of expropriations. Monitor revocation of PA (power of attorneys). Monitor registration item 281 certificates (vesting certificate). Manage the administration of townships and miscellaneous. Control correspondence by checking and signing. Manage the filling of flyleafs. Investigate townships and take corrective measures. Manage the control register of all registered townships. Monitor re-numbering of duplicate numbers of deeds and documents. Authorise the updating of data records.

ENQUIRIES

: Ms 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. 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.

NOTE

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

POST 20/17

: **CONSTRUCTION PROJECT MANAGER (PROFESSIONAL) (GRADE: A – C) REF NO: 3/2/1/2022/264**
Directorate: Rural Development

SALARY

: R728 829 – R1 106 814 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE

: North West (Mahikeng)

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honours Degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager. Job related knowledge: Programme and project management, Project principles and methodologies, Knowledge research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture and Professional judgment. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness skills, Communication skills. Computer literacy, Planning and organising skills,

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| <u>DUTIES</u> | : | Conflict management skills, Problem solving and analysis skills and People management skills. A valid driver's licence. |
| | : | Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodologies. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and apply methodology effectively and enforce project standards to minimise risk on projects. Provide project accounting and financial management services. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the human resource and related activities. Maintain record management systems and architectural library and utilize resources allocated effectively. Conduct research and development on new technologies and systems. Keep up with new technologies and procedure. Research / literature on new developments on project management methodologies. Liaise with relevant bodies / councils on project management. |
| <u>ENQUIRIES</u> | : | Mr KE Sebitiele Tel No: (018) 388 7115 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735. |
| <u>NOTE</u> | : | African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. |
| <u>POST 20/18</u> | : | <u>SCIENTIST PRODUCTION (GRADE A – C)</u> Directorate: Food Safety and Quality Assurance |
| <u>SALARY</u> | : | R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements) |
| <u>CENTRE</u> | : | Stellenbosch Ref No: 3/2/1/2022/262 Pretoria Ref No: 3/2/1/2022/263 |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and BSc Honours (Chemistry). Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Scientist. 3 years post qualification experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies, Public Finance Management Act (PFMA), Agricultural Products Standards Act – Act 119 of 1990 and Liquor Products Act – Act 60 of 1989. Job related skills: Programme and project management skills, Scientific methodologies, Research and development skills, Knowledge of legal compliance. Data analysis skills, Computer-aided scientific applications skills, Technical report writing skills, Creating a high performance culture, Professional judgement, Presentation skills, Mentoring skills, Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Financial management skills, Customer focus and responsiveness, Communication skills, Networking skills, Computer literacy, People management skills, Planning and organizing skills, Conflict management skills, Change management skills, Problem solving and analysis skills. Willingness to work extended hours. Handling of hazardous chemicals. |
| <u>DUTIES</u> | : | Develop and implement methodologies, policies, systems and procedures. Identify (in consultation with customers) needs for new methods of analysis. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Formulate proposals and compile reports. Develop and customise scientific techniques. Coordinate and conduct the routine testing of agricultural food. Research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research / literature studies to improve expertise. Push and present research findings. Liaise with relevant bodies / councils on science related matters. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff. |

- ENQUIRIES** : Ms X Tlali Tel No: (021) 809 1643, (enquiries for Stellenbosch)
Mr E Moruke Tel No: (012) 319 6126, (enquiries for Pretoria)
- APPLICATIONS** : Applications for Stellenbosch can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001. Applications for Pretoria can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/19** : **SYSTEM DEVELOPER REF NO: 3/2/1/2022/248**
Directorate: ICT Solution Development
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Computer Sciences / Engineering / Information Technology / Software Development. 3 years' experience in Web Technologies and Scripting Tools (Java/ Java 2 Platform, Enterprise Edition (J2EE), HyperText Markup Language (HTML), Javascript, Extensible Markup Language (XML) e.g. Enterprise Java Beans (EJB) and Cascading Style Sheets (CSS), Java Server Pages (JSP), Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Job related knowledge: Experience in Web Technologies and Scripting Tools (Java / J2EE, HTML, Javascript, XML e.g EJB and CSS, JSP, Java Beans, C#, .Net 4.0, ASP.NET, jQuery and Microsoft Power BI), with relevant database knowledge in MySQL, MS SQL and Oracle. Application Servers: JBOSS, WebLogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller, exposure to Net-Beans, Eclipse, WebSphere, Experience in System Development Life Cycle (SDLC) and reporting tools e. g itext, jasper report. Job related skills: Teamwork, Interpersonal skills, Oral skills, Writing communication skills, Presentation and Development skills. A valid driver's licence.
- DUTIES** : Provision of Information and Communications Technology (ICT) applications and deploy them as per Directorate requirements. Describe desired features and operations in detail, including screen layouts, business rules, process diagrams and pseudo code. Perform hands-on software design and development. Develop object- oriented applications that span across multiple platforms. Implementation of national ICT strategies and policies. Analyse user requirements and participate on the creation of technical specification document. Produce system as built documentation and other required documents as per Software Development Life Cycle. Provide general and specialized advice on ICT to all levels of the organisation and sometimes stakeholders outside the DALRRD. Offer expertise on technical aspects of all application development LiveCycle. Research new trends in line with application development environment. Implement the effective utilization of ICT as a strategic resource through operational planning, control, quality assurance and intervention with a view to directly support service delivery to DALRRD clients. Conduct unit testing on the software that was developed to validate if the product addresses requirements from business. Perform maintenance and enhancement on existing applications.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 9816
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/20** : **ASSISTANT DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/257**
Directorate: PLAS Asset and Lease Revenue Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Commerce / Financial Management / Accounting. 3 years of

experience at supervisory level within asset and facilities environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognized Accounting Practice (GRAP). Job related skills: Computer skills, Report writing skills, Communication skills (verbal and written), Interpersonal skills, Supervision skills, Consultation skills, Problem solving skills, Planning and organising skills, Training and development skills and Analytical skills. A valid driver's licence.

DUTIES : Manage the compilation of the asset register as per prescripts. Approve measurement and recognition of assets. Ensuring that all assets are accounted for and the asset register is updated. Maintenance of asset register. Review monthly calculated depreciation and approve journals. Ensure that the annual review of assets useful lives is conducted as per prescripts. Validate and review the calculated impairments figures in accordance to the approved impairment methodologies. Develop spot checks plan as per operational plan and ensure implementation. Review and approve spot checks reports and ensure implementation on the asset register. Review asset register and other information relevant for verification and submit to the verification team. Manage the implementation of asset verification reports. Ensure that disposal / write off processes are implemented. Coordination of reconciliations and reports. Review monthly reconciliation reports between asset register and other systems. Review mid-year and year-end reconciliation between asset register and other systems and provide recommendation on exceptions. Review monthly, interim and yearly Asset Register and General Ledger Asset Reconciliation reports and notes to the financial statements. Good governance principle. Prepare Agricultural Land Holding Account (ALHA) asset management budget inputs and projections. Provide monthly in year monitoring (IYM) inputs. Ensure correct distribution of monthly reports. Manage and respond to audit queries. Develop and sign performance agreements with subordinates (in line with Performance Management and Development System (EPMDS) policy). Conclude performance assessments timely. Supervise subordinates accordingly and ensure availability of work resources. Ensure that training is attended for identified development area. Manage the filing system of the sub-directorate.

ENQUIRIES : Mr OC Nyamandi Tel No: (012) 312 9215
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 20/21 : **ASSISTANT DIRECTOR: SYSTEM TESTING REF NO: 3/2/1/2022/261**
 Directorate: ICT Solutions Development

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Information Technology (International Software Quality Institute (ISTQB) / Computer Science). 3 years of working experience as a System Developer or System Tester. Job related knowledge: All technical areas in the operation of corporate internets web sites. Demonstrated expertise in various web technologies e.g. Java, JavaScript, HyperText Markup Language (HTLM), fast lexical analyzer generator (Flex), Web serves and Web editing tools for integrating web application with databases. Job related skills: Teamwork and interpersonal skills, Communication skills (verbal and written), Presentation skills, Management skills, Business planning and development skills.

DUTIES : Write testing documents to ensure that the software meet Business requirements. Interface with Business Analyst / System Analyst / System Developers. Determine which functionality to be tested, write testing documents such as test strategy, plan, test cases and prioritise testing activities before testing can take place. Prepare test data. Execute test cases. Log defects during testing execution and User Acceptance Testing (UAT) sessions. Track if all defects found are resolved. Carry out regression testing every time when changes are made to the code to fix defects. Provide adequate report on the completed testing. Update and report on known issues and follow-up on the completion. Maintain configuration management

documentation for the test environment. Ensure that the testing environment is ready for the system testing by communicating with relevant stakeholder. Introduce automation tools for testing. Provide training to business to disseminate product knowledge. Write training manuals. Train users of the system to be deployed. Guide and perform User Acceptance Testing where required.

ENQUIRIES : Ms P Lekgau Tel No: (012) 312 9816
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/22 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/281**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Public Administration / Information Management / Bachelor of Information Science. 3 years supervisory experience in records management environment. National Archives. Information Management. Understanding of most prevalent system (Database management Systems, Transaction Processing Systems, Document Management Systems). PFMA, Treasury Regulations. Knowledge of relevant standards, statutory and regulatory framework. Computer Literacy. Archiving skills. Program and Project Management. Inter-personal skills. Communication skills (Written and Verbal). Organising skills. Supervisory skills. Valid Driver's license.

DUTIES : Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Assess capturing process on the projects undertaken by the business units. Provide management of information on projects. Facilitate access to information and records. Facilitate users access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Facilitate a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Facilitate the provision of the venue for the meetings.

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. 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.

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

POST 20/23 : **SYSTEM SUPPORT CONTROLLER REF NO: 3/2/1/2022/282**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Mpumalanga)
REQUIREMENTS : National diploma or Degree in Information Technology / Computer Science (NDP, BSc, BTech) and an appropriate technical IT qualification: A+ / N+ /

- MCSE / Linux+. 3 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, Security and Controls. Technology Lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication (written and verbal) skills. Managerial skills. Interpersonal skills. Project Management skills.
- DUTIES** : Provide desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Supervise desktop support to end users. Provide network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide server room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implement information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Provide ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Compile ICT governance report. Provide support in the procurement and disposal of IT 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. 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.
- NOTE** : African, Coloured Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/24** : **SENIOR EXAMINER REF NO: 3/2/1/2022/283(X9 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Office of the Registrar of Deeds (Pretoria)
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- 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. 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.
- NOTE** : Coloured, Indian, White Males and African, Coloured, Indian females and Persons with disabilities are encouraged to apply.
- POST 20/25** : **SENIOR EXAMINER REF NO: 3/2/1/2022/284 (X6 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Johannesburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- 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. 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.
- NOTE** : Coloured, Indian Males and African, Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/26** : **SENIOR EXAMINER REF NO: 3/2/1/2022/285 (X5 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Cape Town)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct

person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

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. 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.

NOTE : African and Indian Males and African Females and Persons with disabilities are encouraged to apply.

POST 20/27 : **SENIOR EXAMINER REF NO: 3/2/1/2022/286 (X5 POSTS)**

SALARY : R382 245 per annum (Level 09)
CENTRE : Office of the Registrar of Deeds (Pietermaritzburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

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. 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.

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

POST 20/28 : **SCIENTIFIC TECHNICIAN (GRADE: A – C) REF NO: 3/2/1/2022/253**
 Directorate: Grootfontein Agricultural Development Institute

SALARY : R316 536 – R480 678 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Eastern Cape (Middelburg)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge in livestock production practices, research techniques, data recording and capturing. Legal compliance knowledge. Job related skills: Programme and project management skills, Scientific methodologies skills, Communication skills, Research and development skills, Computer-aided skills, Scientific applications skills. Legal compliance skills, Technical report writing skills, Creating high performance culture, Professional judgment, Data analysis skills and Mentoring skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Provide administrative support services. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Ensure compliance with internal and external financial and supply chain policies. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
- ENQUIRIES** : Dr W Olivier Tel No: (049) 802 6620
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 20/29** : **STATE ACCOUNTANT: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) ASSET REVENUE MANAGEMENT REF NO: 3/2/1/2022/252**
Directorate: PLAS Asset and Lease Revenue Management
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. 1 year working experience within an asset management environment. Job related knowledge: Accounting systems (Enterprise Resource Planning, Asset Register and or similar systems), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP). Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint), Good communication skills (written and verbal), Planning and organising skills, Analytical skills and Problem-solving skills. Ability to work effectively in a team. A valid driver's licence (code 8) and willing to travel.
- DUTIES** : Recognition and measurement of assets. Review documents and check compliance to ensure that all required documents or information are provided. Identify items being acquired and allocate General Ledger accounts according to recognition criteria. Determine cost price according to valuation, sale agreement, invoices and any source document that might be used to ensure

completeness of asset register. Electronically file documents in accordance to the filing plan. Updating of the asset register. Prepare the capturing templates and capture the assets on the asset register. Reconcile the captured assets with the General Ledger. Request barcodes and other relevant information and update the asset register. Prepare the asset acceptance form, scan and file accordingly. Maintenance of the asset register. Calculate depreciation for all depreciable assets. Analyse verification report and implement recommendations. Investigate discrepancies identified on the reports. Prepare report and update asset register. Quarterly visit farms to conduct spot checks in accordance to visit plan, prepare reports and resolve any discrepancies identified. Update the asset register with asset movements, barcode replacements, asset verification and any other information required for completeness. Asset disposals and write-offs. Record disposal / write-off request from Provincial Shared Service Centre's (PSSC) on receipt. Check compliance of the submission and communicate any discrepancies for correction to the PSSC. Liaise with the National PLAS Disposal Committee (NPDC) Chairperson to determine the date for the disposal meeting and prepare meeting logistics. Record decisions or resolutions taken in the NPDC meeting and communicate to the PSSC. File the approved minutes as well as other material presented to the NPDC. Communicate recommendations to the PSSC. Prepare workings and reports. Update the asset register and the General Ledger. Administration. Keep proper record manual and electronic of all asset management documents. Make available relevant documentation as requested for internal and external audit. Facilitate procurement of stationery and other office related needs for Proactive Land Acquisition Strategy (PLAS): Asset Management. Provide asset management support to PSSC's. Assist in developing asset management prescripts and drafting of any formal documentation.

ENQUIRIES : Mr K Mathebula Tel No: (012) 312 9215
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 : This is a re-advertisement, applicants who applied previously must re-apply. Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/30 : **FINANCE CLERK: REVENUE AND DEBTORS REF NO: 3/2/1/2022/287**

SALARY : R176 310 per annum (Level 05)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : Grade 12. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.

DUTIES : Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

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. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are

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applying for will not be accepted. Failure to do this will result in the application being disqualified.
: African, Coloured Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.