

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 27 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. 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 21/01 : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B)**
Directorate: Examination Services

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

CENTRE : Western Cape Ref No: 3/2/1/2022/295 (X3 Posts)
Gauteng Ref No: 3/2/1/2022/305

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and four-year BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning

<u>DUTIES</u>	: and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence. : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	: Ms B Mathulwe Tel No: (012) 326 8050
<u>APPLICATIONS</u>	: Applications for Western Cape 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 Gauteng can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<u>FOR ATTENTION</u>	: Human Resource Management
<u>NOTE</u>	: For the positions of Western Cape: African Males and African and Indian Females and Persons with disabilities are encouraged to apply. For the positions of Gauteng: African and Coloured Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 21/02</u>	: <u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B)</u> Directorate: Examination, State and Land Reform Surveys Services
<u>SALARY</u>	: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	: Eastern Cape Ref No: 3/2/1/2022/304 Free State Ref No: 3/2/1/2022/306
<u>REQUIREMENTS</u>	: Applicants must be in a possession of a Grade 12 Certificate and 4-years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis

knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.

DUTIES : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms B Mathulwe Tel No: (012) 326 8050
APPLICATIONS : Applications for Eastern Cape can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201. Applications for Free State can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE : For the position of Eastern Cape: Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. For the position of Free State: African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 21/03 : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/290**
 Directorate: District Office

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

CENTRE : KwaZulu-Natal (Richards Bay)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Management / Financial Management / Economics. 3 years' experience in a junior management level. Job related knowledge: Experience in cooperative development field. Knowledge and understanding

of policy and legislative environment of cooperatives, Monitoring and evaluation, Understanding of Comprehensive Rural Development Programme (CRDP), Strategic Planning, Human Resource Management, Financial Management, Supply Chain Management, Knowledge of economics. Job related skills: Communication skills (Excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Network skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting. A valid driver's licence and willingness to travel.

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

ENQUIRIES : Mr Myeza Tel No: (033) 355 4300

APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 21/04 : **DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2022/293**
Directorate: Property Management

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

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Agriculture, Law or Property Management. 3 years' experience in a Junior Management level in property management or related field. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) of 1999, Government Immovable Asset Management Act of 2007, Land Reform: Provision of Land and Assistance Act of 1993, State Land Disposal Act of 1961 and any other relevant law. Job related skills: Project management skills, Analytical skills,

- Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organizing skills, Facilitation and presentation skills, Report writing skills and Interpersonal relations skills. A valid driver's licence and willingness to travel.
- DUTIES** : Manage compliance with land management system and support to the District. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Administer the signing of land and caretaker agreements. Finalize and facilitate signing of leases and caretaker agreements. Keeping records of original contract and inspection reports. Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Coordinate and conduct inspection of state properties. Barcoding of assets. Secure, protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide secretariat services to beneficiary selection committee. Administer the signing of land and caretaker agreements. Ensure proper usage and maintenance of warehoused and leased assets. Barcoding of assets. Secure and protect the state asset against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage compliance with land management system and support to the District. Ensure proper usage and maintenance of warehoused and leased assets.
- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/05** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2022/294**
Directorate: Organisational Development and Service Delivery Improvement
- 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 Management Services / Organisational and Work Study / Operations Management / Production Management plus a certificate in Job Evaluation. 3 years of experience at junior management level in the Organisational Design environment. Job related knowledge: People and Project management, Business process, Management process, Job Evaluation Process, Change management process, Strategic planning / management, Total quality management, Financial management and Operations management. Job related skills: Computer literacy, Client orientation, Problem solving skills, Communication skills (verbal and written), Interpersonal skills, Organisational design skills, Report writing skills, Presentation and Facilitation skills, Influencing / negotiating skills, Analytical skills, Project management skills and Operational planning skills. A valid driver's licence.
- DUTIES** : Provide business process management services. Identify and update current processes. Develop new business processes. Identify and update current Standard Operating Procedures (SOPS). Develop new SOPS. Workshop new processes and SOPS. Provide organisation design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide job description services. Identify job description to be developed and reviewed. Facilitate the development and review of the identified job descriptions. Obtain sign-off. Maintain job descriptions database. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritized jobs. Preliminary quality assures evaluation results. Panel job evaluation results. Update job evaluation register in line with approved job evaluation results.
- ENQUIRIES** : Ms K Swanepoel Tel No: (012) 312 8358
- 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

- NOTE** : African, Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/06** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION AND SPECIAL EVENTS REF NO: 3/2/1/2022/303**
Directorate: Corporate Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Limpopo (Polokwane)
Applicants must be in possession of a Grade 12 Certificate and National Diploma in Security Management. 3 years' experience at junior management level. Job related knowledge: A broad knowledge of Minimum Information Security Standards (MISS). A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills, Communication skills (verbal and written), Interpersonal relations skills, Analytical skills, Problem solving skills and Language skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Willingness to travel extensively and ability to work in a team.
- DUTIES** : Manage compliance with safety and security policies and procedures. Conduct physical security audits / assessments on all offices, border posts, Farmer Production Support Unit (FPSU) and specified projects upon request in the Province. Submit Threat Risk Assessment (TRA) report. Monitor key control, management of key registers and key custodians and adherence to Standard Operating Procedure (SOP). Conduct physical inspections of all offices, border post, FPSU and specified project / sites in the Province. Conduct monthly inspections on the electronic security systems (x-ray machines and metal detectors) in the Province. Report all defects to the service provider. Liaise with security agencies. Manage compliance with security service level agreements / contracts. Ensure the implementation of standardized physical security measures by holding monthly meetings with security guarding services, service providers to ensure contract compliance. Submit minutes of monthly meeting to National Office. Conduct monthly inspection of all offices in the Province. Draft Terms of Reference for all new variations in the Province. Manage compliance with Occupational Health and Safety (OHS) Act. Facilitate the appointment, establishment and functioning of OHS Committees in the Province. Facilitate OHS audit at all DALRRD offices and projects upon request in the Province. Investigate on all OHS related incidents. Ensure that evacuation plans, signage and contact details are inspected and updated once a quarter. Conduct evacuation drill in the province provided that all OHS issues are up to standard. Conduct preliminary investigations on security matters. Conduct preliminary investigations of all security breach cases in the Province. Submit preliminary report for all breaches to National Office. Liaise with security agencies. Manage event security in line with Security at Sport and Recreational Events Act (SASREA). Attend all plenary meetings. Conduct site visits. Compile operational plan and site layout. Attend security cluster meeting. Provide event security. Submit feedback report. Promotion of Minimum Information Security Standards in the Province (MISS). Ensure that Z204 forms are issued within 7 days of new employees assuming duty. Attend to all screening requests.
- ENQUIRIES APPLICATIONS** : Mr M Shai Tel No: (015) 284 6303
Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/07** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/296**
Directorate: Food Safety and Quality Assurance
- SALARY** : R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Stellenbosch
Applicants must be in possession of a Grade 12 Certificate and BSc Honours Degree in Food Science / Chemistry / Oenology / Botany / Viticulture / Microbiology or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a

Professional Scientist. 3-years relevant experience in the field of liquor products and the use of the Wine Online certification system. Job related knowledge: Public Service Regulations, Liquor Products Act of 1989 (Act No. 60 of 1989). Knowledge of liquor products norms and standards, national and international, Knowledge of wine cultivars and different types of liquor as defined in the Liquor Products Act, Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act, Knowledge of Wine Online export certification / information system, Knowledge of consignee country requirements for-example European Union, World Wine Trade Group, ASIA etc to evaluate logging of additional analyses samples and compliance of lab request submission. Knowledge of the comparison and validation of Wine of Origin Scheme certification information. Knowledge and experience in the evaluation of analytical profiles, labels and composition of liquor products. Knowledge on international agreements, conventions, bilateral agreements and experience in national and international liaison. Knowledge and experience in development of norms and standards and drafting of legislation. Knowledge of and experience in interpretation of national and international standards. Knowledge of and experience in the drafting of technical correspondence regarding compliance with specific requirements of the Liquor Products Act. Knowledge in the operation of the following computer software packages: Microsoft Word, Excel, Microsoft Office and WOL. Knowledge of client liaison and handling of telephonic enquiries. Knowledge of legal compliance. Knowledge of wine cultivars and different type of liquor. Job related skills: Programme and project management skills, Scientific methodologies skills, Research and development skills, Legal compliance skills, 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 skills, Computer literacy skills, People management, Planning and organising skills, Conflict management skills, Change management skills, Problem solving and analysis skills, Wine Online help desk support and client liaison skills. A valid driver's licence and the ability to drive. Sensorial evaluation skills. Preparation of samples for sensorial evaluation skills (liquor products) by compilation of the tasting list. Presentation of samples for sensorial evaluation by acting as chairperson, convener and presenter at the tasting panel. Liaison skills (national and international), Technical skills, Efficient communication skills (drafting in languages).

DUTIES

: Develop and implement methodologies, policies, systems and procedures for liquor products. Identify gaps / shortfalls and develop appropriate interventions. Draft norms and standards, legislation, regulations, policies and guidelines for liquor products in terms of the Liquor Products Act. Maintain export and import procedures. Provide scientific advice and support. Develop working relations with client base. Provide scientific data, information and advice to ensure appropriate intervention. Review scientific publications. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify need for new analysis methods / wine making techniques, additives and updates information management system i.e. Laboratory Information Management System (LIMS), Wine Online. To perform scientific analysis and regulatory functions. Conduct scientific analysis of liquor products. Gather and interpret data, evaluate results and disseminate information. Coordinate the routine testing of liquor products. Develop and customize scientific techniques. Perform sensorial evaluation of liquor products. Evaluate and interpret analytical results. Preparation of data and routine interpretation / analysis of scientific data. Database and data management. Compile and issue reports. Coordinate waste management and discarding of samples. Perform health and safety audits and compliance checks. Research and development. Continuous professional development to keep up with new technologies and procedures (Attendance of seminars, workshops, training, external or internal presentations / articles). Research / literature studies to improve expertise. Present research findings (method development, activities, oenological practices, etc). Liaise with relevant bodies / councils on science-related matters. Conduct basic and applied research (linking with the findings of the literature review, proceed as follows): Identify resource needs - equipment, consumables, personnel, lab space. Coordinate setting up the methods, validation of methods and validation reports. Training of personnel. Implement

method for routine application. Human capital development. Mentor, train and develop staff in order to promote skills / knowledge transfer and adherence to sound scientific principles and code of practices. Supervise scientific work and processes. Manage the performance and development of staff.

- ENQUIRIES** : Ms WJ Hanekom Tel No: (021) 809 0374
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/08** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/297 (X2 POSTS)**
Directorate: Plant Health
- SALARY** : R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and BSc Degree or BSc (Honours) with Plant Pathology or Plant / Crop Protection as a major. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years relevant experience in conducting pest risk analysis or in a related field to the area of studies. Job related knowledge: Extensive knowledge and understanding of viral, viroid, bacterial, phytoplasmic and fungal pests taxonomy, epidemiology, biology, pest mitigation / control programmes. Departmental structures and management processes and administration processes. International agreements, conventions, bilateral agreements. “Batho Pele” principles. Phytosanitary legislation and regulations. Legislation interpretation and drafting. National and international trade. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Import, export requirements and programs. Work related policies and procedures. Financial legislation, policies, procedures and the provisioning administrative system. Personnel management, disciplinary code and personnel evaluation system. Good ability to work with standard computer software. Meeting procedures and negotiating skills. Strong problem-solving techniques. Job related skills: Excellent communication skills (written and verbal), Excellent insight into the drafting and application of legislation, Excellent scientific interpretation capabilities, Excellent planning and organisational abilities, Good interpersonal relations skills, Strong ability to take own initiative, Strong scientific interpretation abilities. Accuracy, thoroughness and timeousness, Excellent driving skills, Strong problem solving and decision-making abilities. Excellent administrative and organisation abilities. Strong strategic planning and resource utilization abilities as well as evaluation abilities. Integrity and discretion. Excellent typing abilities. Excellent ability to conduct scientific interpretations. Excellent ability to conduct scientific decision making. Strong foresight and initiative. Effective communication. Strong ability to work in a team. Strong ability to work under pressure. Excellent record keeping ability. Must be very creative. Must have strong research capabilities. Strong scientific compilation and editing ability. A valid code EB driver's licence.
- DUTIES** : To perform scientific analysis and regulatory functions. Develop a pest list. Pest risk assessment. Identification and selection of appropriate risk management options. Draft phytosanitary import requirements / phytosanitary workplans. Evaluate technical information related to pest lists and phytosanitary import requirements / phytosanitary workplans and finalize them. Evaluate and finalize outsourced Pest Risk Assessments. Develop and implement methodologies, policies, systems and procedures. Monitor and evaluate existing import requirements. Manage / process interceptions and Notices of Noncompliance (NONC). Communication with stakeholders, clients, research institutes, relevant experts, etc. on technical issues. Participation in information sessions / workshops / conferences / meetings with regard to phytosanitary matters. Bilateral / Multilateral engagement attended / inputs provided. Perform scientific functions that requires interpretation in the absence of an established framework. Human capital development. Supervise scientific work and processes. Mentor, train and develop others to promote skills / knowledge transfer and adherence of sound scientific principles. Research and

development. Conduct literature review for pest risk analysis. Professional development to keep up with new technology and procedures. Liaise with relevant bodies / councils on science-related matters. Publish and present research findings.

**ENQUIRIES
APPLICATIONS**

: Mr R Mahlakoana Tel No: (012) 319 6325
: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 21/09

: **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/298**
Directorate: Plant Health

SALARY

: R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and BSc Degree or BSc (Honours) with Entomology or Nematology or Plant / Crop Protection as a major. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years relevant experience in conducting pest risk analysis or in a related field to the area of studies. Job related knowledge: Extensive knowledge and understanding of invertebrate pests taxonomy, epidemiology, Biology and mitigation / control programmes. Job related knowledge: Departmental structures and management processes and administration processes. International agreements, conventions, bilateral agreements. "Batho Pele" principles. Phytosanitary legislation and regulations. Legislation interpretation and drafting. National and international trade. Relevant industry structures (clients). Applicable phytosanitary norms and standards, National and international. Scientific methodology. Import, export requirements and programs. Work related policies and procedures. Financial legislation, policies, procedures and the provisioning administrative system. Personnel management, disciplinary code and personnel evaluation system. Good ability to work with standard computer software. Meeting procedures and negotiating skills. Strong problem-solving techniques. Job related skills: Excellent communication skills (written and verbal), Excellent insight into the drafting and application of legislation, Excellent scientific interpretation capabilities, Excellent planning and organisational abilities, Good interpersonal relations skills, Strong ability to take own initiative, Strong scientific interpretation abilities. Accuracy, thoroughness and timeousness, Excellent driving skills, Strong problem solving and decision-making abilities. Excellent administrative and organisation abilities. Strong strategic planning and resource utilization abilities as well as evaluation abilities. Integrity and discretion. Excellent typing abilities. Excellent ability to conduct scientific interpretations. Excellent ability to conduct scientific decision making. Strong foresight and initiative. Effective communication. Strong ability to work in a team. Strong ability to work under pressure. Excellent record keeping ability. Must be very creative. Must have strong research capabilities. Strong scientific compilation and editing ability. A valid code EB driver's licence.

DUTIES

: To perform scientific analysis and regulatory functions. Develop a pest list. Pest risk assessment. Identification and selection of appropriate risk management options. Draft phytosanitary import requirements / phytosanitary workplans. Evaluate technical information related to pest lists and phytosanitary import requirements / phytosanitary workplans and finalize them. Evaluate and finalize outsourced Pest Risk Assessments. Develop and implement methodologies, policies, systems and procedures. Monitor and evaluate existing import requirements. Manage / process interceptions and Notices of Noncompliance (NONC). Communication with stakeholders, clients, research institutes, relevant experts, etc. on technical issues. Participation in information sessions / workshops / conferences / meetings with regard to phytosanitary matters. Bilateral / Multilateral engagement attended / inputs provided. Perform scientific functions that requires interpretation in the absence of an established framework. Human capital development. Supervise scientific work and processes. Mentor, train and develop others to promote skills / knowledge transfer and adherence of sound scientific principles. Research and

		development. Conduct literature review for pest risk analysis. Professional development to keep up with new technology and procedures. Liaise with relevant bodies / councils on science-related matters. Publish and present research findings.
<u>ENQUIRIES</u>	:	Ms R Mahlakoana Tel No: (012) 319 6325
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 21/10</u>	:	<u>SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/300 (X2 POSTS)</u> Directorate: Plant Health
<u>SALARY</u>	:	R628 014 – R953 715 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and BSc Agric in Plant Pathology, Nematology, Entomology, Crop protection, Horticulture or related field of study (related Honours Degree) RVQ 13. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration). 3 years of experience working in the agricultural / crop protection scientific environment. Job related knowledge: Prescripts within the International Plant Protection convention and the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Plant health legislation and related phytosanitary policy. Statutory and legislative activities in field of application. Relevant industry structures (clients). Applicable phytosanitary norms and standards, national and international. Scientific methodology. Usage of appropriate computer software. Departmental structures and management processes. Computer literacy. Administration and Human Resource Management processes. "Batho Pele" principles. Knowledge of legal compliances. Job related skills: Scientific methodologies and models, Scientific interpretation, Computer skills, Legal compliances skills, Scientific writing skills, Policy development analysis skills, Presentation skills, Mentoring skills, Creating high performance culture, Programme and project management skills, Competence in technical field of application and Procedural application. A valid code EB driver's licence. Travelling.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures in order to maintain and improve an effective plant health regulatory system (Import, national and export control). Identify, analyse, evaluate and consolidate scientific and technical information to develop plant health policies and legislation in accordance with national and international prescripts. Identify, analyse, evaluate and consolidate all technical and / or scientific Standard Operating Procedures within specific Division in accordance with International Standards for Phytosanitary Measures as well as other science-based information. To identify gaps in the existing policies legislation and propose appropriate amendments which are based on science (surveillance and pest risk assessment). Establish and maintain effective scientific communication and channels regarding legislation, policy, norms and standards and other relevant information. Monitor and evaluate the effectiveness of the implementation of phytosanitary measures and / or conduct policy audits to ensure that pest management is in compliance with plant health measures and international standards and to evaluate current running systems. Develop and provide scientific awareness on the phytosanitary measures. Prepare scientific presentations (oral or poster). To perform scientific analysis and regulatory functions. Analyse and evaluate scientific information and any other proposals in relation to phytosanitary measures. Interpret scientific information (phytosanitary measures) and provide scientific, technical and / or legal advice to the relevant stakeholders. Represent the Directorate and Division in various scientific forums. Research and development. Conduct scientific literature search including other scientific measures from other country and provide scientific proposals or recommendation on the existing phytosanitary measures. Draft audit report

with regard to the implementation of the phytosanitary measures to ensure effective. Human capital development. Provide effective mentorship and training of junior official within the division. Developed training manual regarding the phytosanitary measures.

- ENQUIRIES** : Mr M Rambauli Tel No: (012) 319 6164
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/11** : **ASSISTANT DIRECTOR: WATER MANAGEMENT REF NO: 3/2/1/2022/266**
Directorate: Water Use and Irrigation Development
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Silverton
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agriculture / Hydrology / Environmental Management or Water Resources Management. 3 years relevant technical experience. Job related knowledge: Public Service Regulations, Procurement process, Planning and organising, Project management, Human Resource matters and Understanding relevant legislation and guiding the work of the sub-directorate, National Water Act (Act 36 of 1998), Conservation of Agricultural Resources Act (Act No. 43 of 1983), National Water resources Strategy, first edition, September 2004, National Environmental Management Act (Act 107 of 1998), Irrigation Strategy of South Africa, Irrigation, Water Use Efficiency in Agriculture, Water management in agriculture, including water quality, Water resources management, Tools and technologies for improvement water management (South African Procedure for Estimating Irrigation Water requirements (SAPWAT), Decision support systems / Irrigation scheduling, etc) and Crop water requirements calculation. Job related skills: Ability to communicate well with people at different levels, Planning and organising skills, Report writing skills, Communication skills (presentation and writing), Conduct and manage research skills, Data collection, analysis and interpretations skills, Facilitation, coordination and chairing skills, Coaching and mentoring skills, Interpersonal skills, Problem solving skills, Conflict management skills, People management, supervision and leadership skills, Computer literacy and ability to drive. Willingness to work extended hours and travel. A valid driver's licence.
- DUTIES** : Develop guidelines / Plans for the safe use and management of water within the Agricultural Sector. Conduct literature and collate information for the development of guidelines / plans / norms and standards for the management of water within the agricultural sector. Conduct literature review on new issues of concern to the Department in relation to irrigation or agricultural water use. Development of Terms of Reference / Concept Notes / Proposal for the new identified water / irrigation related project. Promote adoption of best practices for the agricultural water management. Co-ordinate the development popular articles as water use efficiency pamphlets. Ensure distribution / circulation of updated / newly generated information to relevant stakeholders within the sector. Facilitate the development of a trial / demonstration plot for the testing of newly developed water saving innovation. Facilitate the adoption of updated research findings by Provinces through summaries and distribution of completed research reports. Participate in national exhibitions. Support the initiatives aimed at improving water use efficiency. Provide technical inputs / comments on legislative framework or other documents that affect agricultural water. Review research proposal from partners and other Departments. Provide technical advice on water and irrigation related matters / research initiatives. Undertake necessary site visits to investigate water / irrigation related reported enquiries. Participate in Departmental working groups to address water related issues. Support partnerships with other Departments and organisations. Participate in water / irrigation related forums. Liaise and consult with relevant stakeholders. Support and provide guidance to Provincial Departments in ensuring effective use and water management. Undertake quarterly site visits to support the monitoring of irrigation projects funded through Comprehensive Agricultural Support Programme / Ilima Letsema. Management of Technicians within the sub-directorate. Schedule and allocate

work to subordinates. Manage work of the subordinates. Ensure capacity and development of staff. Ensure proper utilisation, monitoring and reporting expenditure. Evaluate and monitor performance and appraisal of employees. Manage and supervise staff. Coordinate monthly reports.

**ENQUIRIES
APPLICATIONS**

: Ms N Mjadu Tel No: (012) 846 8597
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 21/12

: **ASSISTANT DIRECTOR: REVITALISATION OF IRRIGATION SCHEMES
REF NO: 3/2/1/2022/268**
Directorate: Water Use and Irrigation Development

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10)
: Silverton
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Agriculture. 3 years relevant technical experience. Supervisory experience. Job related knowledge: National Water Act (Act 36 of 1998), Conservation of Agricultural Resources Act (Act No.43 of 1983), National Water Resources Strategy (first edition, September 2004), Understanding of relevant legislation guiding the work of the Sub-Directorate, Integrated soil and water infrastructure management, Irrigation systems planning, design and management Drainage systems planning and design, Crop water requirements, Computer skills (Microsoft Office / Software used for irrigation design, South African Procedure for Estimating Irrigation Water requirements (SAPWAT) etc.). Job related skills: Chairing and facilitation skills, Communication (presentation and writing) skills, Planning and organising skills, Research and analytical skills, Good interpersonal relations skills, Problem solving skills, People management and leadership skills, Project management skills, Computer literacy and Report writing. Willing to work extended hours and travel.

DUTIES

: Develop guidelines, norms and standards for the revitalization of irrigation schemes. Review and update guidelines, norms and standards for the revitalization of irrigation schemes as required. Collect inputs and comments from stakeholders. Integrate inputs and comments in the guidelines, norms and standards for the revitalization of irrigation schemes. Promote and support initiatives aimed at improved revitalisation schemes. Review business plans for revitalisation of irrigation schemes. Provide input on the business plans. Summarize business plans for allocation of funds to irrigation related projects. Monitor the implementation of revitalization of irrigation schemes and compile quarterly progress reports. Stakeholder engagement. Participate in Provincial Technical Steering Committee meetings. Participate in the Climate Change Adaptation for Water meetings. Attend to request from stakeholders. Attend and participate constructively in sub-directorate and Directorate meetings as required. Management of Technicians within the sub-directorate (Supervise staff). Manage work of staff within the division. Schedule and allocate work to subordinates. Manage subordinates leave and attendance registers. Consolidate monthly reports.

**ENQUIRIES
APPLICATIONS**

: Mr J Potgieter Tel No: (012) 846 8579
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 21/13

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/288**
Directorate: District Office

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
: Eastern Cape (Chris Hani)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Management. 3 years of experience at supervisory level in administration

environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA). Knowledge on Department transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills, Analytical skills, Documents management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resources planning skills, Time management skills, Communication skills, Problem solving and decision-making skills. A valid driver's licence. Willing to travel and / or work irregular hours. Ability to work under pressure.

- DUTIES** :
- Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA. Procurement, Human Resource, Transport and Record management policies. Develop administrative policy procedures and provide inputs for policy development. Administer the coordination of human resources support services. Coordinate all training requirement and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** :
- African, Coloured, Indian, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 21/14** :
- SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/316**
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R321 543 per annum (Level 08)
Office of the Registrar of Deeds (Vryburg)
National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
- DUTIES** :
- Administer procurement of goods and services. Consolidate inputs and compile DMP. Review specifications/terms of reference for goods and services Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide

comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.

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

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

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

POST 21/15 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/321**

SALARY : R321 543 per annum (Level 08)
CENTRE : Office of the Registrar of Deeds (Bloemfontein)
REQUIREMENTS : National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.

DUTIES : Administer procurement of goods and services. Consolidate inputs and compile DMP. Review specifications / terms of reference for goods and services Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance. Compile report of utilisation. Submit report for accidents and loss of fuel cards / keys on vehicle.

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

- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Males, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 21/16** : **PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2022/307**
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Western Cape (Cape Winelands)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate / Property Management / Law (property law). 1-year experience in property management field or environment. Job related knowledge: Knowledge of Public Finance Management Act (PFMA), Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Land Reform prescripts, policies and Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management skills, Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. An initiative self-driven individual, willing to travel work and / or work irregular hours.
- DUTIES** : Administer and provide property leases and administration support. Receive request for conversion. Facilitate the signing of the contract by the leasee / caretaker. Prepare and finalise leases and caretaker agreement. Administer and provide property holdings and disposals. Identify and facilitate assets for disposals. Provide supporting documents for the disposal of assets. Render support services to district regarding contract administrations. Notify the leasee of the expiry of the lease. Obtain written confirmation from the leasee of intention to renew or terminate contract. Upload approved lease / caretaker agreement on Land Administration Web (LAW). Safeguard contracts and inspection reports. Conduct site inspections and verify movable and immovable assets. Compile report on loss and damage within 5 days. File documents at Provincial registry within 3 days of receipt. Administer electronic lease management and information system. Capture beneficiary detail on LAW. Upload approval documents on the system. Generates contracts and reports on systems.
- ENQUIRIES** : Mr P Simelela Tel No: (021) 409 0300
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males and Indian and White females and people with disabilities are encouraged to apply.
- POST 21/17** : **JUNIOR EXAMINER REF NO: 3/2/1/2022/310 (X7 POSTS)**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Office of the Registrar of Deeds (Pretoria)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris/ B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and

ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

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

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

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.

POST 21/18 : **CONTROL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/314 (X1 POST)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Office of the Registrar of Deeds (Johannesburg)
REQUIREMENTS : Grade 12 Certificate. 5 years' experience at a level of Chief Deeds Registration clerk. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

DUTIES : Supervise the lodgement of deeds and preparations of deeds for registration / execution. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed lodgement and execution form and statistics register. Submit inputs for updating of procedure manual. Report malfunctioning of system and faulty equipment. Supervise the numbering / registration of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed numbering register and control form. Report malfunctioning of system and faulty equipment. Supervise final checking of deeds and delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep a register of all errors and submit. Report malfunctioning of system and faulty equipment. Opening of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to SGO and local authorities. File documents / plans in the scheme file. Supervise the recording of permanently filed titles. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check office notes regarding purging of interdicts.

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

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

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

POST 21/19 : **JUNIOR EXAMINER REF NO: 3/2/1/2022/315 (X6 POSTS)**

SALARY : R261 372 per annum (Level 07)
CENTRE : Office of the Registrar of Deeds (Johannesburg)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and

		procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian and White Males, African, and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 21/20</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2022/317</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (Limpopo)
<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr

		Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 21/21</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2022/319</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (Mpumalanga)
<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Males, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 21/22</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2022/323 (X5 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward.

		Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured and Indian Males, Coloured Females and Persons with disabilities are encouraged to apply.
<u>POST 21/23</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2022/325</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (Kimberley)
<u>REQUIREMENTS</u>	:	National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian and White Males, Coloured and White Females and Persons with disabilities are encouraged to apply.
<u>POST 21/24</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/328</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Office of the Registrar of Deeds (Cape Town)
<u>REQUIREMENTS</u>	:	Grade 12 / National Senior Certificate. 5 years experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

- DUTIES** : Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transactions and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and African Females and Persons with disabilities are encouraged to apply.
- POST 21/25** : **JUNIOR EXAMINER REF NO: 3/2/1/2022/329 (X7 POSTS)**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Office of the Registrar of Deeds (Cape Town)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, and Indian Males and Females and Persons with disabilities are encouraged to apply.
- POST 21/26** : **CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/312 (X2 POSTS)**
- SALARY** : R211 713 per annum (Level 06)
CENTRE : Office of the Registrar of Deeds (Johannesburg)

<u>REQUIREMENTS</u>	:	Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
<u>DUTIES</u>	:	Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
<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 Registrar of Deeds: Johannesburg at Cnr Von Wielligh St &, Rahima Moosa St, Johannesburg, 2001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	White Males, African Females and Persons with disabilities are encouraged to apply.
<u>POST 21/27</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/313 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level O6) Office of the Registrar of Deeds (Johannesburg) Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities.
<u>DUTIES</u>	:	Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.
<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 Registrar of Deeds: Johannesburg at Cnr Von Wielligh St &, Rahima Moosa St, Johannesburg, 2001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	White Males, African Females and Persons with disabilities are encouraged to apply.
<u>POST 21/28</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/324</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level O6) Office of the Registrar of Deeds (Kimberley) Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS).

<u>DUTIES</u>	:	Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking. Verify prepared information and capture fees.
<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 Registrar of Deeds: Kimberley at New Public Building: Floors 9-10, c/o Knight & Stead Str, Kimberley, 8301 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African and Indian Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<u>POST 21/29</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/326</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level 06) Office of the Registrar of Deeds (Cape Town) Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
<u>DUTIES</u>	:	Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
<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 X9073, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein St, Cape Town City Centre, Cape Town, 8001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<u>POST 21/30</u>	:	<u>CHIEF DEES REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/327 (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level 06) Office of the Registrar of Deeds (Cape Town) Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (Written and Verbal). Good

- judgement and assertiveness skills. Organising and problem-solving abilities. Team work.
- DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.
- 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 X9073, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein St, Cape Town City Centre, Cape Town, 8001 before the closing date as no late applications will be considered.
- NOTE** : African Females, African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 21/31** : **CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/331 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06)
: Office of the Registrar of Deeds (Pretoria)
: Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing). Communication skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem solving abilities.
- DUTIES** : Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan Deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned Deeds / Documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured and Indian Females, African, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
- POST 21/32** : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/330**
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06)
: Office of the Registrar of Deeds (Pretoria)
: Grade 12 / National Senior Certificate. 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication Skills (Written and Verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Team work.

- DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking. Verify prepared information and capture fees.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured and Indian Females, African, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
- POST 21/33** : **FINANCE CLERK REF NO: 3/2/1/2022/309 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Office of the Registrar of Deeds (Pretoria)
: 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.
- NOTE** : African, Coloured Indian, and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.