

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 22 July 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. 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 be 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. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

- POST 25/01** : **DIRECTOR: COMPLIANCE MANAGEMENT SERVICES REF NO: 3/2/1/2022/406**
Directorate: Compliance Management Services
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing / Law / Risk Management (NQF Level 7). 5 years' experience at middle / senior managerial level. Extensive experience in compliance management practices and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues, Compliance Management, Public Service environment, Public Finance Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills, Good computer literacy in Microsoft Office, Proven project management skills, Excellent communication skills (verbal

and written), Excellent facilitation skills, Public speaking skills / Presentation skills and Negotiation skills. Results oriented. Ability to work under pressure. Customer focus. Team management. A valid driver's license.

DUTIES

: Development of the compliance management framework (policy, strategy, methodology and plans) in the Department. Review Compliance Management Policy and Framework. Design and maintain methodology and processes to be followed by the compliance function. Develop a compliance risk management plan. Develop a monitoring plan and monitor in terms of the review process and report findings to the relevant role players. Ensure implementation of compliance framework in the Department. Conduct compliance risk assessments and maintain risk registers. Update and manage the Departmental risk universe on an on-going basis. Conduct compliance risk analysis in the Department. Promote and influence compliance management culture in the Department. Monitor compliance and assess the outcome to improve compliance. Participate in committees that serve as advisory bodies in the area of compliance risk management. Facilitate monitoring and evaluation of the compliance management programmes in the Department. Research on the development or abolishment of regulatory prescripts applicable to the Department and update departmental compliance universe. Providing guidance, advice and / or training and educational programmes to improve the Department's understanding of related laws and regulatory requirements. Develop a monitoring plan and monitor in terms of the review process and report findings to the relevant role players. Evaluate the compliance management programme in all Branches. Identify applicable legislation and develop compliance universe. Conduct compliance risk management. Conduct internal compliance review and monitoring to highlight area of non-compliance with laws, regulatory requirements, policies, and procedures. Prepare report to Chief Risk Officer, management, or any relevant stakeholder to highlight non-compliance. Manage financial and administration of the Directorate. Develop and manage the operational plan for the Directorate. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Undertake human resource and administrative function services. Establish, implement, and maintain efficient and effective communication arrangements.

**ENQUIRIES
APPLICATIONS**

: Ms N Mfuphi Tel No: (012) 312 9705
: 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

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed

subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 25/02** : **DIRECTOR: DOCUMENT SECURITY COMPLIANCE AND OCCUPATIONAL HEALTH AND SAFETY REF NO: 3/2/1/2022/407**
Directorate: Document Security Compliance and OHS
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Security Management / Safety Management / Environmental Health. State Security Agency Security Management course or relevant courses. 5 years' experience at middle / senior managerial level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of enterprise risk management. Knowledge of Public Service environment. Public Finance Management Act and National Treasury Regulations. Crises and conflict management. Knowledge of Public Service Regulations. Job related skills: Client orientation skills, Problem solving skills, Communication skills, Interpersonal skills, situation analysis skills, Customer focus and Team management skills. Ability to work under pressure and result oriented. A valid driver's licence.
- DUTIES** : Ensure the implementation of Minimum Information Security Standards (MISS). To advise, to conduct security audits and to ensure due process is followed, that is, MISS prescripts. To conduct and ensure that after hours security audits and security inspections are conducted. Monitor the implement of document security in line with Protection of Information Act 84 of 1982. Advise on classification and declassification of strategic and sensitive information in line with various legislations and directives. Ensure the provision of information security awareness programs are conducted. Ensure the implementation of encryption. Ensure implementation of Technical Security Counter Measures (TSCM). Ensure compliance with Occupational Health and Safety Act. Monitor compliance with the Occupational Health and Safety Act. Ensure the coordination, development, implementation and maintenance of Occupational Health and Safety Act. Ensure the facilitation of Occupational Health and Safety training and awareness. Monitor the development, implementation and maintenance of OHS policies frameworks and standards. Coordinate the development, implementation and maintenance of occupational health and safety policies, framework and standards. Monitor the OHS workplace investigations and examinations. Identifies potential areas of non-compliance, vulnerability and risk. Ensure that the development / implementation of corrective action / plans for resolution of problematic areas and provides general guidance on how to avoid or deal with similar situations in the future, Provide Training and Support, Security infrastructures and services. Ensure that all Departmental infrastructures have the correct level of protection to ensure secure operation. Ensure the development of emergency preparedness plan. Monitor the development of plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.
- ENQUIRIES APPLICATIONS** : Mr D Lupungela Tel No: (012) 312 8672
: 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

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

POST 25/03

: **CHIEF TOWN AND REGIONAL PLANNER (GRADE A – B) REF NO: 3/2/1/2022/415)**
Directorate: Spatial Planning and Land Use Management Services

SALARY

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

CENTRE REQUIREMENTS

: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional planning / City and Regional planning / Urban and Regional Planning. Compulsory registration with the South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. 6 years post qualification Town and Regional Planning experience required. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills, Analytical skills, Creative skills, Self-management skills, Communication skills, Language proficiency, Computer literacy, Change management skills, Negotiation skills and Knowledge management skills. A valid driver's license.

DUTIES

: Provide town and regional planning forecasting. Estimate the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Lead and manage the application of town and regional planning principles in land development. Ensure adherence to legal issues and requirements involving community development and changes in

Spatial Planning and Land Use Management. Monitor the implementation of development in compliance with applicable legislations and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislations, guidelines, policies and regulations. Manage site clearance standards as agree with Project Managers. Plan and design sustainable human settlement. Compile Spatial Development Frameworks (SDFs) as part of the Integrated Development Plan (IDP) processes. Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risk. 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. Provide financial management. Ensure the availability and management of funds to meet Medium-Term Expenditure Framework (MTEF) objectives within the architectural 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 added to the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cashflow management. Provide people management. Manage the development, motivation and utilisation of human resources to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage sub-ordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 25/04** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/413**
Directorate: Knowledge, Information and Records Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for Middle Management Services)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Records Management / Public Administration. 3 years junior management experience in the Records Management. Job related knowledge: People and project management. Strategic planning / management. Financial management. Job related skills: Computer literacy, Client orientation and 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 license.
- DUTIES** : Implement and monitor compliance to records policies and procedures. Draft the global framework (road map) that will inform the development of an operational records management programme that supports key business processes of the Department. Ensure Top Management buy-in and enforcement of the strategy. Development and implementation of records management policy. Development and implementation of the uniform corporate file plan (i.e. the functional subject plan). Develop and implement records management procedures or registry

procedures. Provide oversight, technical support, guidance and direction to the Department in terms of records management. Determine records management specific guidelines for development of Enterprise Content Management (ECM) / Electronic Document Records Management Systems (EDRMS). Determine conditions under which electronic records can be reproduced (e.g. compliant scanning systems). Implement and maintain the paper and electronic record management systems. Provide filing and record management services. Provide incoming and outgoing correspondence / postal services. Registry mail management. Facilitate access to departmental records in terms of the Promotion of Access to Information Act (PAIA). Accessibility to information within the Department.

**ENQUIRIES
APPLICATIONS**

: Mr G Mdhuli Tel No: (012) 319 7963
: 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, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 25/05

: **APPLICATION ARCHITECTURE REF NO: 3/2/1/2022/423**
Office of the chief registrar of deeds

SALARY

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

**CENTRE
REQUIREMENTS**

: Pretoria
: A National Diploma in Information Technology or Software Development or Computer Science (NQF Level 6).3 years' junior management experience in web programming and web technologies. Knowledge of the Open Group Architectural Framework (TOGAF) and Government Wide Enterprise Architecture (GWEA) Framework. Progressive experience as a senior developer in large IT projects including support. Prior project architect and / or team lead experience. Database experience with Oracle, Microsoft Structured Query Language (MS SQL) Server. Experience with full Oracle technology stack. Development experience using Cascade Style Sheet (CSS) and eXtensible Style Sheet Language Transformation (XSLT). Experience with Standard Open Access Protocol / eXtensible Modular Language (SOAP/XML) and Representational State Transfer Application Programming Interface (REST APIs). Experience with JavaScript. Coaching and Mentoring (Though leadership) skills. Presentation skills. Analytical skills. Adaptability and Flexibility. Customer service. Initiative Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Valid driver's licence.

DUTIES

: Define the current application architecture and identify issues within it. Recommend, develop and maintain various Deeds Registration Application Architecture blueprints. Ensure application architecture is aligned with other architecture domain in support of the business strategy and Deeds Registration's programme plan. Provide guidance and recommendations on proposed improvement to existing application landscape. Refine and/or redesign application architecture to be more cost-effective, including the optimal selection of technologies, practices, and skills for application delivery. Recommend, develop, and implement various activities related to the design, development and maintenance of the Architecture. Manage Joint Application Design (JAD) sessions and interviews to define application architecture. Identify and recommend appropriate technologies that offer best return on investment in line with Deeds Registration's Enterprise Architecture (EA), Business Functional and Non-functional. Conduct meetings related to the designated project(s) / programmes to align the application architecture in line with the defined architecture roadmap. Monitor industry and Communities of Practices to stay abreast with Architecture developments. Ensure application design(s) meets the business service level agreements (SLA's) or product acceptance criteria for availability and performance. Liaise and build relationship with internal and external clients. Develop and define

the high-level application architecture requirements to facilitate execution of the Deeds Registration strategy. Co-ordinate and ensure harmonious working relationships among relevant application development stakeholders. Setup and manage the development teams. Document and improve architectural approaches, service design, and development processes and approaches. Develop and maintain technical documentation of existing and new applications. Promote knowledge sharing of application landscape through trainings and workshop on applications to stakeholders and peers. Ensure continuous improvement of application architecture development and management process. Contribute to the improvement of application development and maintenance process.

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

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

POST 25/06 : **DATABASE ADMINISTRATOR: ORACLE REF NO: 3/2/1/2022/424**
 Office of the Chief Registrar of Deeds

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

CENTRE REQUIREMENTS : Pretoria
 : A National Diploma in Information Technology / Computer Science / Information Management (NQF Level 6). 3 years' junior management experience in Oracle database administration, Oracle database concepts and facilities. Knowledge of database software installation and maintenance. Knowledge of Data extraction, transformation and loading. Knowledge of specialized data handling (very large databases with data types such as images and documents). Knowledge of database backups and recovery. Knowledge of database security and authentication. Database capacity planning and performance monitoring, troubleshooting, and tuning. Knowledge of transactional databases. Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills. Analytical skills. Problem solving skills. Communication skills. Project Management skills. Computer literate. A valid Driver's license.

DUTIES : Develop deeds database systems. Planning, designing and managing database. Define new and existing physical data. Prepare programs to create data. Create physical data definitions to improve performance. Migrate and maintain Deeds databases to / on Cloud environment. Design database tools to monitor file growth on a daily basis. Check the availability of spaces on all databases (Development, Test and Production). Allocate space per file (afterhours). Add, modify, delete files and files structure as per request. Determine database optimisation tools. Test and evaluate programmer and optimisation tools. Answer program queries and educate programmers in the database structures. Define and initiate backup and recovery procedures. Manage the creation and implementation of the plans to ensure data integrity. Ensure that sufficient space is made available for growth. Allocate more disk space (done afterhours). Implement database definition controls, access controls, update controls and concurrence controls etc. Monitor database usage, collecting performance statistics and tuning the database. Maintain and monitor database. Add, modify and delete field, field sizes and attributes on the database as per request. Receive the request from developer / Technical Development Manager. Maintain primary and secondary keys, indexes, super descriptors. Improve and maintain database to include rollout and upgrades. Implement and release database changes according to agreed timescales and costs. Keep the three data base (Develop, Test and Production) in synchronization.

ENQUIRIES APPLICATIONS : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
 : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and

Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 25/07 : **SENIOR WEB DEVELOPER REF NO: 3/2/1/2022/425**
Office of the Chief Registrar of Deeds

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

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in information Technology or Software Development or Computer Science (NQF Level 6). 3 years junior management experience working with web programming and web technologies. Knowledge of Java, Hypertext Preprocessor (PHP), Java scripts, C++ and C#, Structured Query Language (SQL) and / or SharePoint. Knowledge of transactional web application design and development. Coaching and Mentoring (Though leadership) skills. Presentation skills. Analytical skills. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project Management skills. Computer literate. Driver's license.

DUTIES : Development of web-based programs. Gather and refine specifications and requirements based on technical / business needs. Design best software development practices. Conduct test on the program. Update the web-based programs. Determine design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests. Implement the programs. Manage web application development. Create website layout / interface by using standard practices. Conduct network diagnostics and develop network analytics tools. Integrate applications by designing database architecture and server scripting. Establish connectivity with network systems, search engines, and information servers. Create multimedia applications by using authoring tools. Complete applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms. Oversee application coding and provide technical expertise. Master web technologies and techniques. Plan and implement all web-based applications. Maintain, expand, and scale the site. Conduct research on web development technologies and techniques. Research internet for new methods, technology, and scripts. Investigate and implement enterprise anti spams filtering systems based on current industry trends and practices. Research on new internet / intranet technologies and software products, publications; maintaining personal networks etc. Apply the new technology on the system by Design, Develop, Test, and Implement. Create and maintain software documentation. Determine content management processes / procedures for the website. Define objectives by analysing user requirements, envisioning system features and functionality. Recommend system solutions by comparing advantages and disadvantages of custom development and purchase alternatives. Support users by developing documentation and assistance tools. Ensure all technology solutions are properly architected and specified. Ensure Hypertext Modular Language / Cascading Styles Sheet (HTML / CSS) is cross-browser and standards compliant and meets accessibility/disability requirements.

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

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

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

POST 25/08 : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY AND GOVERNANCE REF NO: 3/2/1/2022/426**
Office of the Chief Registrar of Deeds

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

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Information Technology or Software Development or Computer Science (NQF Level 6).3 years junior management experience in implementing international ICT security and governance standards such as ISO 27000, COBIT etc. Business continuity. ICT security concepts. ICT audit, risk and incident management processes. Experience in writing policies, procedures, processes and guidelines. Teamwork and interpersonal skills. Oral and writing communication skills. Presentation skills. Management, business planning and development skills. A valid Driver's license.

DUTIES : Align ICT security governance with business objectives, the information security strategy and architecture. Ensure compliance with the applicable legislative and regulatory interpretation and corporate risk appetite. Lead, develop, manage, and maintain the ICT security governance deliverables lifecycle including compliance measurement, deviations and exemptions. Identify control deficiencies in the design and operating effectiveness of ICT security controls, design and recommend opportunities for continuous improvement. Interpret and manage the controls and capabilities required for the organisation to establish and comply with an information security management system in alignment with information security international best practice and / or industry standard(s). Develop, manage, and implement ICT security audit and assurance plans. Assess business and ICT related risk. Verify appropriateness of security and governance related policies and procedures. Identify special areas when audit and assurance maybe required. Develop audit and assurance plans and procedures. Manage and conduct formal ICT security risk analysis, reviews, tests, audits and / or self-assessments. Design appropriate remedial actions for identified risks, drive remediation of findings and management of risks and exemptions Participate in ICT controls compliance testing and / or audits. Facilitate engagements with Internal Audit (IA) and external auditors. Coordinate and maintain risk and audit action status. Coordinate Audit Proof of Evidence (PoE) at status reports.

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

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

POST 25/09 : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2022/416**
Directorate: Marketing

SALARY : R477 090 per annum (Level 10)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Agricultural Economics / Economics. 3 years' supervisory experience in Agricultural Environment. Job related knowledge: Knowledge and understanding of the Marketing Strategy for the Republic of South Africa and its programs. Understanding of the market linkage program. Knowledge of international trade agreements. Knowledge and understanding of food safety standards, legislation and certification programs. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Customs and Excise Act, Broad-based Black Economic Empowerment (BBBEE) Act, Marketing of Agricultural Products Act, Agricultural Products Standards Act and Agri-BEE Sector Code. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job

related skills: Reporting procedures, Planning and organising skills, Analytical and innovative thinking skills, Submission and report writing skills (develop memoranda, letters and submissions), Human resource management skills and capabilities. Ability to work independently, with minimal supervision and under pressure. Willingness to travel extensively. A valid driver's license.

DUTIES

: Facilitate the establishment and maintenance of market access linkages with major players in different agricultural commodities value chains. Develop plans to support the implementation of linking farmers to market program in order to ensure the projects operational efficiency and effectiveness. Continuously investigate marketing gaps experienced by resource poor producers to successfully link with markets and implement plans to close the gaps. Implement and monitor measures aimed at removing constraints that limit smallholder producers from meaningfully accessing and utilising available formal markets by the established sector. Implement strategies to enhance access to post-harvest infrastructures by small-scale producers through establishing market access linkages on targeted marketing supply chains. Co-ordinate investigations into market requirements and publish the information to facilitate access by Human Development Index (HDI). Facilitate compliance to food safety standards and requirements by producers and processors of agricultural products to enhance market access. Co-ordinate the implementation of the preferential market access program. Maintenance of norms and standards for the allocation of permits in line with the AgriBEE Charter. Provide leadership in administration of certain Southern African Development Community (SADC), European Union (EU), Economic Partnership Agreement (EPA), Southern African Customs Union and Mozambique (SACUM) and the United Kingdom (UK) EPA, World Trade Organisation (WTO) and African Growth Opportunities Act (AGOA) market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Provide guidance on the monitoring and the utilisation of permits and quotas. Ensure compliance to permit conditions. Direct the administration, recording and monitoring of payment fees for import and export permits. Enhance participation of new and Small and Medium Enterprises (SME) traders in the rebate schemes. Co-ordinate an awareness campaign on compliance to BEE sector codes by beneficiaries of the Department's preferential market access program. Render administrative activities that involve the writing of correspondences such as submissions, memoranda and letters, report writing as well as management of key critical records. Render administrative support service that involves the writing of correspondences such as submissions, memoranda, briefing notes, letters and reports as well as management of key critical records. Management of risk with regard to security of confidential information, handling of sensitive information, control of access to offices as well as security of office equipments (furniture, stationery and computer, etc). Manage and facilitate the implementation of projects aimed at enhancing equitable participation in key agricultural commodity marketing value chains, particularly by agrarian reform beneficiaries. Coordinate the implementation of Codes of Best Practices (CoBP) at various National Fresh Produce Markets (NFPMs). Facilitate the establishment and maintenance of market access linkages with NFPMs to enhance participation in the NFPMs. Manage and facilitate the implementation of projects aimed at enhancing equitable participation in NFPMs particularly by agrarian reform beneficiaries.

**ENQUIRIES
APPLICATIONS**

: Mr S. Manthata Tel No: (012) 319 8208
: 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 25/10

: **ASSISTANT DIRECTOR: BUDGET PERFORMANCE REF NO: 3/2/1/2022/251**
Directorate: Budget Performance Management

SALARY

: R382 245 per annum (Level 09)

- CENTRE REQUIREMENTS** :
- Pretoria
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Public Finance / Economics. 3 years of experience at supervisory level in the financial environment with a specific focus on budget management. Job related knowledge: Public Finance Management Act, Treasury Regulations, Budget, budgetary procedures and Basic Accounting System. Job related skills: Computer literacy, Analytical skills, Problem solving skills, Conflict management skills, Communication skills, Financial skills and Project management skills. A valid driver's license. Ability to work under pressure.
- DUTIES** :
- Manage the budget performance of the Department and its entities. Monitor the Department's expenditure and ensure it is in accordance with its programmes and projects Budget. Ensure transfers of funds to the public entities reporting to the Department's Minister are in line with the Estimates of National Expenditure (ENE). Provide budget performance management advisory services to the Department's Responsibility / Budget Managers. Provide Responsibility / Budget Managers with guidance to prevent overspending and / or unproductive spending. Monitor value for money and impact assessment of allocated budgets. Analyse and link the Department's quarterly and annual reports with financial reports and report where the Department is achieving value for money over time. Ensure reporting of all expenditure, forecasting and trends. Facilitate and provide variance analysis reports and advice management on remedial actions to improve budget performance. Compile In-Year Monitoring reports to National Treasury. Facilitate compilation of annual drawings, virement and appropriate statements. Manage human resources. Ensure that performance agreements are signed. Ensure that employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave.
- ENQUIRIES APPLICATIONS** :
- Mr N Malisha Tel No: (012) 312 8525
- 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 25/11** :
- CONTROL RESOURCE CONSERVATION INSPECTOR (X2 POSTS)**
Directorate: Climate Change and Disaster Risk Reduction
- SALARY CENTRE** :
- R382 245 per annum (Level 09)
- Northern Cape DE AAR Ref No: 3/2/1/2022/410
- Upington Ref No: 3/2/1/2022/411
- REQUIREMENTS** :
- Applicants must be in possession of a Grade 12 Certificate and a Degree in Agricultural or Environmental Management. 3 years relevant experience. Job related knowledge: Agricultural Pest Act. National Environmental Management Act (NEMA), National Environmental Management Biodiversity Act (NEMBA), Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations. Public Finance Management Act. Labour Relations Act. Water Act. Knowledge of project planning and management. Job related skills: Geographic Information System (GIS) skill, Policy development and analysis skills, Monitoring and research skills, Leadership skills, Negotiation skills, excellent communication skills (verbal, presentation and report writing), Inspection and auditing knowledge / skills, Problem solving skills, Facilitation and coordination skills. Computer skills. Ability to act with tact and discretion. Willingness to work extended hours. Extensive travel.
- DUTIES** :
- Oversee, assess, activate and monitor locust outbreak (control). Response to locust outbreak reported to verify the outbreak. Conduct the ecological risk assessment of the area. Organise and plan control. Inspection and monitor control units. Conduct post control evaluation (impact assessment). Identify and make recommendation for research needs. Oversee, assess, execute and monitor blackfly outbreak. Monitor and evaluate blackfly larvae population. Utilise GIS to determine the position of the rapids (control site). Administer trails to determine the

dosage rate for each rapid in preparation of the control operations. Carry out control operation. Conduct post control monitoring and evaluation to determine the impact of the control action. Identify and make recommendation for research needs. Oversee, assess, execute and monitor quelea (bird) outbreak. Respond to outbreak report for verification. Conduct the pre-control inspection / evaluation to determine the extent of the outbreak. Conduct the ecological risk assessment of the area. Plan, organise, co-ordinate and manage control operation. Conduct post control monitoring for remediation / sanitary and evaluation of the impact. Identify and make recommendations for research needs. Conduct training and awareness campaigns and management of the depot. Development of training manual. Training of prospective migratory pest outbreak controllers. Conduct awareness campaign. Determine the stock level at the depot. Ensure that chemicals are stored correctly. Ensure that all pumps are operational. Ensure that the depot is correctly secured. Issue pumps and chemicals during operations / controls. Supervision of staff. Allocation and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

- ENQUIRIES** : Mr DJ Tladi Tel No: (012) 319 6717
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 25/12** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2022/418**
Directorate: Demand and Acquisition Management

- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Purchasing Management / Public Management / Public Administration / Financial Management. 3 years supervisory experience working in the Demand and Acquisition environment. Job related knowledge: Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Job related skills: Computer literacy, Problem solving skills, Communication skills (verbal and written), Organising skills and Interpersonal skills. A valid driver's license. Ability to work under pressure and within a team.

- DUTIES** : Administer Demand Management Plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advice and verify development of Demand Management Plan for all offices. Facilitate, analyse, advise and verify consolidated Demand Management Plan. Facilitate approval of the clients' Demand Management Plan. Submit verified consolidated Demand Management Plan. Coordinate review, collect and collate information for the Annual Procurement Plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the Accounting Officer. Facilitate the industry analysis of service providers. Analyse and verify analysis of registered suppliers versus commodities identifies. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (Terms contracts, transversal contracts, bulk procurement and direct sourcing) (Sourcing Strategies). Coordinate (synergise), review, research, analyse and plan the procurement needs of the Department. Research the relevant identified needs (in line with the SC strategy).

Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES
APPLICATIONS**

: Ms SM Tshelane Tel No: (012) 312 9463
: 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, Indian and White Females and Persons with disabilities are encouraged to apply

POST 25/13

: **ASSISTANT DIRECTOR: ORDERS REF NO: 3/2/1/2022/419**
Directorate: Logistics and Asset Management

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Logistics Management / Purchasing Management / Supply Chain Management / Public Administration. 3 years' experience working in Supply Chain Management environment. Job related knowledge: Public Finance Management Act (PFMA), Basic Accounting System (BAS), Treasury Regulations. Logistics Information Systems (LOGIS). Job related skills: Computer literacy, Communication skills, Interpersonal skills and Management skills. A valid driver's license.

DUTIES

: Ensure that supply chain management procedures are followed in logistics management orders. Adhere to supply chain management policies. Adhere to supply chain management delegations of authority. Facilitate the issuing of purchase orders to service providers. Ensure timely capturing of internal requisitions. Ensure purchase orders are created and authorised within the turnaround times as set out in the operational plan. Administer queries with regard to purchase orders. Provide feedback to service providers and client offices regarding the status of their purchase orders. Ensure that all documentation adheres to provisioning rules and regulations. Adhere to Logistics Management Standard Operating Procedures. Ensure compliance to Public Finance Management Act and Treasury Regulations daily. Compile and consolidate commitment for interim and annual financial statements. Investigate and clear commitments for the Department. Ensure smooth and successful financial closure. Provide inputs to interim and annual financial statement.

**ENQUIRIES
APPLICATIONS**

: Ms MR Matemotja Tel No: (012) 312 8182
: 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 Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 25/14

: **ASSISTANT DIRECTOR: LOGISTICS REF NO: 3/2/1/2022/427**
Office of the chief registrar of deeds

**SALARY
CENTRE**

: R382 245 per annum (Level 09)
: Pretoria

- REQUIREMENTS** : Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management/Public Administration/Public Management. 3 years supervisory experience in logistics management. Public Finance Management Act. Supply Chain Management Framework. Treasury Regulations. BPM. Accpac. Preferential Procurement Policy Framework Act. Leadership skills. Management skills. Computer skills. Project Management skills. The ability to work efficiently and effectively at all times. A valid driver's licence.
- DUTIES** : Manage inventory levels. Co-ordinate stock counts. Monitor maximum and minimum stock level. Monitor issuing of all stock items. Communicate with stores controller regarding items which are not used. Authorise of invoice for Payment. Receive, check correctness of an invoice from suppliers / service providers. Certification of invoices. Initiate payments for goods and services and assets. Review and confirm the supplier / service provider details before PO is printed. Approval of a complaint system generated and manual printed Purchase Order. Facilitate the evaluation of performance of the service providers after the goods and services are delivered. Review and confirm the comments on the requested outstanding Purchase Order Report for CRD Office and Deeds Offices. De-commit PO for the Branch. PO amend for the branch. Oversee the utilisation of stores and warehousing. Co-ordinate stock counts. Recommend replenishment supporting documents and submit for approval. Review spot checks. Monitor bi-annual stock counts. Manage travelling arrangements. Approval of compliant travel Purchase Order on the system for Deeds trading Entity. Attend and rectify incorrect travel bookings before billing by Travel Agent. Arrange and authorise afterhours / emergency travel booking during and after hours. Review report for accident and loss. Quality assurance integrity Accapac system. Performing monthly reconciliation between physical stock and system (accpac). Issuing valuation report from the system. Developing outstanding po report template for monthly and annual reporting.
- ENQUIRIES** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
- APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 25/15** : **SENIOR EXAMINER: LEGAL AND LEGISLATION SUPPORT REF NO: 3/2/1/2022/428**
Office of the Chief Registrar of Deeds
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Law / National Diploma in Deeds Registration Law / BUri / B Proc / LLB. 3 years' experience in first level examination of deeds and documents. Knowledge on registration of Deeds. Knowledge of Document Tracking Systems (DOTS). Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Computer skills. Communication skills. Organising. Problem solving. Interpersonal skill. Supervisory. Policy analysis and development. Report writing. Driver License.
- DUTIES** : Provide guidelines to deeds registries and conveyancers on new legislation and court cases. Analyses new legislation and court cases to determine impact on deeds registration. Prepare draft Chief Registrar's Circulars. Consult with clients where necessary. Issue approved circulars to all Registrars of Deeds, Deeds Examiners and Legal Practice Council of SA. Provide secretarial and administrative support to the Deeds Registries Regulation Board, Sectional Title Regulation Board, Registrars' Conference and Cadastral Conference. Prepare the logistical arrangement for meetings. Draft the invitation letters to board members for proposal of amendment to regulations of Act 47 of 1937 and Act 95 of 1986. Compile a memo to Surveyors-General and Registrars of Deeds with an invitation to submit proposed items for discussion at Registrars conferences and Cadastral

Conferences. Draft agenda with the inputs from the board members, Registrars, and Surveyor Generals. Attend the meeting as an observer. Take the minutes at the meeting. Distribute minutes. Advise clients on deeds registration matters / Attend to public and other enquiries. Provide legal advice on deeds registration issues on request. Undertake research and draft letters of response. Consult with clients where necessary. Attend to letters, telephone, e-mails from the general public. Assist with the preparation of draft legislation on deeds registration. Obtain proposal for amendment of Deeds Registries Act 47 of 1937 from members of Deeds Regulation Board. Obtain proposal for amendment of Sectional Titles Act 95 of 1986 from members of Sectional Titles Regulation Board. Assist with the drafting of Deeds Registries and Sectional Titles Amendment Bill. Assist with the drafting of the government notices to amend Regulations to Act 47 of 1937, Act 95 of 1986 and Act 19 of 2019. Assist with the drafting of submissions to Minister together with cabinet memorandum and memorandum on the object of the amendment bill.

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

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

POST 25/16 : **SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2022/429**
Office of the Registrar of Deeds

SALARY : R321 543per annum (Level 08)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma / Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / 5 years' experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS), Client relations, Computer literacy, Computer software skills, Good written and verbal communication skills. Organising skills, filling skills, Archiving skills, Good interpersonal skills, Liaison skills, Supervisory skills, People management skills, Time management skills, Strong prioritisation skills and Customer services.

DUTIES : Coordinate the functioning of the image scanning section. Analyse workload, workflow and processes and take corrective measures. Analyse the statistics register, exception report and advise supervisor. Analyse status reports and quality assurance report and draft final report and submit to supervisor. Oversee control of archive. Attend to malfunctioning of system, response time and faulty equipment. Update procedure manuals. Coordinate the process of expedited deeds, Coordinate image scanning related queries. Attend to queries, errors and take corrective measures. Identify shortcomings on system and make recommendations. Facilitate approved request for expedited delivery. Facilitate rectification process and approved rescanning of deeds and documents. Quality control of image scanning processes. Identify system errors and implement corrective measures. Analyse non-verified deeds and documents and take corrective measures and report to management. Monitor the archiving of records. Ensure that the strong room is of appropriate room temperature for archiving. Ensure the environment of the storage for micro film rolls is in accordance with required standards.

ENQUIRIES : Ms D Looock Tel No: (043) 642 2741
APPLICATIONS : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

- NOTE** : African, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 25/17** : **SENIOR DEEDS REGISTRATION OFFICER: DEEDS TRACKING AND INFORMATION REF NO: 3/2/1/2022/430**
Office of the Registrar of Deeds
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Mpumalanga
REQUIREMENTS : A National Diploma/Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / 5 years' experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS), Client relations, Computer literacy, Computer software skills, Good written and verbal communication skills. Organising skills, filling skills, Archiving skills, Good interpersonal skills, Liaison skills, Supervisory skills, People management skills, Time management skills, Strong prioritisation skills and Customer services.
- DUTIES** : Oversee the deeds information section. Analyse the workload, workflow, processes and standards and implement corrective measures. Analyse the application register and exception reports and submit. Attend to queries, errors and take corrective measures. Conduct research and draft 212 affidavit. Attend to malfunctioning of system and faulty equipment. Update procedure manuals. Oversee the archiving of records. Implement recommendations of the frontline service delivery monitoring initiative. Compile and submit SDIP progress reports. Attend to client relations queries and complaints. Draft and submit correspondence letters. Conduct and analyse client satisfaction surveys and provide report. Monitor turnaround times of complaints lodged. Analyse complaints register / suggestions and compile report on the findings. Promote services rendered by the Deeds Registries. Compile outreach programs action plan and facilitate implementation. Submit report on the outreach program. Facilitate stakeholder engagement meetings. Draft and implement office action plan for Public Service Month and provide report. Oversee the Deeds Office Tracking System (DOTS). Analyse workflow, processes and standards and implement corrective measures. Analyse DOTS statistics, exception reports and advise management. Monitor DRS / Deeds View profiles and submit report. Maintaining of tracking points on deeds. Search for lost deeds and draft letters to conveyancer. Attend to malfunctioning of system. Update procedure manual.
- ENQUIRIES** : Ms T Makama Tel No: (013) 756 4605 / 4000
APPLICATIONS : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 25/18** : **SENIOR SUPPLY CHAIN PRACTITIONER: ASSETS REF NO: 3/2/1/2022/435**
Office of the Chief Registrar of Deeds
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management. 2 years working experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental SCM and Asset management procurement policy. Computer literacy. Interpersonal skills. Written and verbal communication skills. Team work. Working under pressure. A valid driver's license.

- DUTIES** : Ensure that the asset register is compiled according to departmental procedures. Record all assets of the department in the asset register. Update and monitor the utilization of the assets by relevant fields. Check that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Maintain and update the asset register with additions, movements, and disposal of assets. Allocate new barcode to newly. Maintain movement of assets procured assets. Monitor barcode on the asset register. Reviewing all assets movement forms. Reconcile the asset register against general ledger. Check asset clearing account. Monitor all asset related account on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be reassessed. Coordinate disposal of redundant, obsolete and unserviceable. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all assets transfer within the deed's offices and other beneficiary. Ensure that annual asset verification is conducted. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Scrutinize and reconcile asset verification reports against the asset register. Update asset verification finding in the asset register. Check if asset verification findings are signed-off and filed. Compile and consolidate asset requirement plan. Compile asset additions report. Draft maintenance and warranty register. Consolidate asset verification and disposal reports.
- ENQUIRIES APPLICATIONS** : Ms L Gama Tel No: (012) 338 7229 or Ms P Hlatshwayo Tel No: (012) 338 7376
: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured, Indian, White Males and Person with disabilities are encouraged to apply.
- POST 25/19** : **CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/431**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Mpumalanga
: 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 prioritisation 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 APPLICATIONS** : Ms T Makama Tel No: (013) 756 4605 / 4000
: Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.

<u>POST 25/20</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/432</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R211 713 per annum (Level 06)
<u>CENTRE</u>	:	Limpopo
<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) 45 words per minute. Communication skills (written and verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Teamwork.
<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>	:	Mr LF Hlongwane or E Nyamandi Tel No: (015) 283 2359
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X9717, Polokwane.7000 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<u>POST 25/21</u>	:	<u>FINANCE CLERK REF NO: 3/2/1/2022/434</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr T Clark Tel No: (021) 464 7601
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X9073 Cape Town 8000 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 8001 before the closing date as no late applications will be considered.

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

POST 25/22 : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/433**
Office of the Registrar of Deeds

SALARY : R124 434 per annum (Level 03)
CENTRE : King Williams Town
REQUIREMENTS : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Computer literacy, filing skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

DUTIES : Archive deeds documents. Sort deeds, documents, interdicts, plans, diagrams and gazette. Bind deeds, documents, interdicts, plans, diagrams and gazette. Number volumes. Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds, documents and post between various sections and other institutions. Move furniture / office supplies and equipment. Maintain volumes, micro rolls and all other documents. Draw, deliver and file volumes / files / micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents and report. Check for missing numbers and report. Repair worn-out and damaged volumes. Maintain the strong rooms. Collect and return strong room keys. Open and lock strong rooms / shutters. Report unauthorised access to supervisor.

ENQUIRIES : Ms D Looock Tel No: (043) 642 2741
APPLICATIONS : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

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