

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 05 August 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 DPSA 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 licence 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 report. 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, please 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.

OTHER POSTS

- POST 27/01** : **DEPUTY DIRECTOR: PRIMARY ANIMAL HEALTH CARE REF NO: 3/2/1/2022/444**
Directorate: Veterinary Public Health
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. 5-years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Job related knowledge: Knowledge of provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) in relation to compulsory community services. Practical working knowledge of the Animal Protection Act, 1962 (Act No 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No 06 of 2002), and the Animal Disease Act, 1984 (Act No 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills, Ability to communicate clearly, both verbally and written, Management and organisational skills, Ability to function efficiently under various types of pressure with professionalism and integrity, Complex problem-solving skills, Ability to think logically and adapt to changes, Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare

DUTIES

document and draft policies with minimum grammatical and formatting errors. Extended working hours. A valid driver's licence.

: Manage and coordinate the implementation of animal identification service. Implementation of provisions of the Animal Identification Act, (Act No 06 of 2002). Maintain the national database of animal identification. Draft relevant policies related to animal identification. Liaison with stakeholders in the enforcement of the Animal Identification Act, 2002. Manage and co-ordinate the implementation of the Compulsory Community Service (CCS) programme for veterinarians and para-veterinarians. Develop and implement management systems for the compulsory community service. Placement and deployment of CCS candidates in accordance with the identifies priorities of the service. Conduct regular inspections and audits on the performance of CCS programme to verify compliance with the management systems. Establish principles, norms and standards on Primary Animal Health Care (PAHC) service provision. Develop and manage liaison and provide technical input and / or training to other regulatory and non-regulatory stakeholders (e.g. South African Police Service, Provincial Departments of Agriculture, etc). Manage the allocated budget. Manage and implement the provisions of the animal welfare legislation. Develop and implement policies related to the Animals Protection Act, 1962, the Performing Animals Protection Act, 1935 and the welfare of animals in general. Monitor compliance of establishments and persons handling animals to the animal welfare legislations. Manage the issuance of Performing Animals Protection Act licenses. Provide technical support on matters to animal welfare. Manage the provisions of capacity building programmes to stakeholders and internal staff with regards to Veterinary Public Health Services. Determine training needs of internal staff and external stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Provide assistance to provinces on awareness and extension services as and when required. Manage national awareness campaigns related to veterinary services. Coordinate extension and awareness services in collaboration with the relevant Directors, Departments and Provinces. Liaise with stakeholders and represent the Department at relevant events and bodies. Represent the Minister and the Department in various forums and give inputs at inter-departmental technical meetings, committees and councils. Represent the country and give inputs at international technical meetings, forums, committees, working groups. Liaise with relevant stakeholders on matters related to veterinary services. Establish and maintain necessary food safety related forums. Manage the resources of the unit (Physical, Human and Financial). Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

: Dr MSM Molefe Tel No: (012) 319 7688

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

POST 27/02

: **DEPUTY DIRECTOR: MEAT SAFETY RISK MANAGEMENT REF NO: 3/2/1/2022/445**

Directorate: Veterinary Public Health

SALARY

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

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. 5-years working experience as a State Veterinarian, of which 3 years must be related to Veterinary Public Health and / or export facilitation. Extensive experience in monitoring abattoirs and meat processing establishment. Practical working knowledge and experience in application of the Meat Safety Act and regulatory control including law enforcement. Job related knowledge: Extensive knowledge of the Meat Safety Act, 2000 (Act No 40 of 2000). Knowledge of relevant international norms and standards such as Codex and The World Organization for Animal Health (formerly the Office International des Epizooties (OIE) guidelines related to food of animal origin. Knowledge of utilisation of generic public service support functions. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills, Ability to communicate clearly (both verbal and written),

Management and organisational skills, Ability to function effectively under various types of pressure with professionalism and integrity, Complex problem-solving skills, Ability to think logically and adapt to change, Ability to collect and interpret information and to arrive at a rational conclusion, Ability to maintain good interpersonal relationships and work in a team. Pronounced self-motivation to initiate and handle new projects. Ability to prepare documents and draft policies with minimum grammatical / and formatting errors. Extended working hours. A valid driver's licence.

DUTIES

: Manage the implementation of legislative and related matters under the Meat Safety Act, 2000 (Act No 40 of 2000). Develop / review policies, norms and standards for meat and other relevant products of animal origin. Monitor the implementation of the Meat Safety Act and other food safety policies, norms and standards related to food of animal origin in Provinces. Monitor and interpret local and international environment to inform policy needs, updates and impact. Verification of the application of the prescribed Essentials National Standards, Risk Analysis and Risk Management Systems. Monitor the application of food safety management systems in establishments regulated under the Meat Safety Act. Implementation of national programmes related to food safety such as the National Residues Monitoring Programme and the National Microbiological Monitoring Programme. Provide guidance and monitor importation and exportation of food of animal origin and other related animal product. Minimise meat safety related risks to address technical matters related to food safety. Develop, implement, monitor and evaluate management systems for veterinary public health services. Facilitate the accreditation of food safety management systems. Conduct regular audits on the performance of veterinary public health services where services are rendered to ensure compliance with the management systems and international norms. Conduct cost benefit analysis in relation to veterinary intervention strategies. Manage the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programme, National Parasitology Monitoring Programme). Develop and manage implementation of programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conduct. Co-ordinate the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in programmes have a sufficient supply of sampling equipments and packing materials. Compilation and submission of reports. Manage the One Health portfolio. Develop policies related to one health. Develop necessary policies on combatting of Antimicrobial Resistance (AMR). Develop antimicrobial usage and antimicrobial resistance surveillance plans for animals and animal products. Develop and implement awareness plans for one health, AMR and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Manage the provision of capacity building programmes to stakeholders and internal staff with regards to Veterinary Public Health Services. Determine training needs of internal staff and external stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Provide assistance to Provinces on awareness and extension services as and when required. Manage national awareness campaigns related to meat safety. Coordinate extension and awareness services in collaboration with the relevant Directorates, Departments and Provinces. Liaise with stakeholders and represent the Department at relevant events and bodies. Represent the Minister and the Department in various forums, and give inputs at inter-departmental technical meetings, committees and councils. Represent the country and give inputs at international technical meetings, forums, committees, working groups. Liaise with relevant stakeholders on matters related to food safety. Establish and maintain necessary food safety related forums. Manage the resources of the unit (Physical, Human and Financial). Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipments and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES

APPLICATIONS

: Dr MSM Molefe Tel No: (012) 319 7688
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NOTE

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<u>POST 27/03</u>	:	<u>REGIONAL MANAGER (3 POSTS)</u> Directorate: Veterinary Public Health
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Mpumalanga (Mbombela Ref No: 3/2/1/2022/446) Eastern Cape (Stutterheim Ref No: 3/2/1/2022/447) Gauteng (Johannesburg Ref No: 3/2/1/2022/448)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration as a Veterinarian with the South African Veterinary Council. 5-years working experience as a State Veterinarian. Extensive experience in primary animal health care, animal identification and / or related sectors. Experience in regulatory veterinary services. Experience in conducting inspections and audits of establishments regulated under regulatory veterinary services. Experience in performance management of subordinates. Job related knowledge: Knowledge of the provisions of the Veterinary and Para-veterinary Professions Act, 1982 (Act 19 of 1982) in relation to compulsory community services. Practical working knowledge of the Animals Protection Act, 1962 (Act No 71 of 1962) as amended, the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended, the Animal Identification Act, 2002 (Act No 06 of 2002), and the Animal Diseases Act, 1984 (Act No 35 of 1984) as amended. Knowledge of project management, monitoring and evaluation. Job related skills: Analytical skills, Ability to communicate clearly (both verbally and written), Management and organisational skills, Ability to function efficiently under various types of pressure with professionalism and integrity, Complex problem-solving skills, Ability to think logically and adapt to changes, Ability to collect and interpret information and to arrive at a rational conclusion, Ability to maintain good interpersonal relationships and work in a team, Pronounced self-motivation to initiate and handle new projects, Ability to prepare document and draft policies with minimum grammatical and formatting errors. Extended working hours. A valid driver's licence.
<u>DUTIES</u>	:	Manage the implementation of legislation and related matters. Contribute to the development, review and auditing of policies, standards, guidelines related to veterinary services. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards to identify gaps and trends in the sector. Establish, coordinate and manage the implementation of the Animal Identification and Traceability System in accordance with the relevant policies, legislation and / or prescripts. Facilitate the implementation of relevant national veterinary services mandates at regional level. Coordinate and manage Primary Animal Health Care, Compulsory Community Service (CCS) and veterinary public health in the regions. Coordinate and manage activities with regards to the implementation of the Compulsory Community Service programmes as prescribed under the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) as amended. Ensure procurement of items and materials for the programmes managed. Approve, audit and register compulsory community service facilities in line with the applicable policies. Monitor the performance of CCS veterinarians at their allocated CCS facilities. Conduct audits on CCS facilities to ensure compliance with the management systems and norms and standards. Develop guidelines, procedures, norm and standards relating to primary animal health care. Approve and register mentors for the performance of the compulsory community service. Conduct cost benefit analysis in relation to veterinary intervention strategy. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Manage activities with regard to animal welfare. Coordinate the implementation of the operational framework for animal welfare. Participate in the review of animal welfare legislation. Participate and represent the Department in animal welfare forums such as Livestock Welfare Coordinating Committee (LWCC), etc. Attend to legal matters pertaining to the Department with respect to animal welfare legislations. Coordinate and manage the delivery of extension service related to Primary Animal Health Care, Veterinary Hygiene and Animal Identification to stakeholders and communities. Conduct training for and audit the compulsory community service mentors. Determine information / training needs of stakeholders (communities, farmers, DALRRD officials, Provincial officials, etc.). Develop and conduct awareness campaigns on matters of primary animal health care, veterinary public health and animal identification and traceability of animals. Provide technical inputs and / or training to other regulatory and non-regulatory stakeholders. Represent the Department in various fora, inter-departmental, international technical meetings, committees, council and working

groups. Identify and assist in the selection of primary animal health care project sites in the Provinces. Manage the resources (Physical, Human and Financial) of the unit. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Attend to human resource related issues for the CCS veterinarians in the region. Ensure capacity and development of staff. Manage discipline. Coordinate and / or implement DALRRD Veterinary Services activities in the region. Perform technical veterinary functions necessary to implement national programmes and directives. Liaise with stakeholders on behalf of the Department. Collect, collate and consolidates data necessary for national programmes. Represent the DALRRD Veterinary Services as may be required.

**ENQUIRIES
APPLICATIONS**

: Dr MSM Molefe Tel No: (012) 319 7688
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POST 27/04

: **STATE VETERINARIAN REF NO: 3/2/1/2022/449**
 Directorate: Veterinary Public Health

SALARY

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

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration with the South African Veterinary Council as a Veterinarian. At least 2 year of experience, 1 of which must be as a State Veterinarian (including compulsory community service where applicable). Experience in primary animal health care, veterinary regulatory control or animal welfare. Job related knowledge: Sound application, experience and knowledge of veterinary services legislation especially the Veterinary and Para-veterinary Professions Act, 1982 (Act No 19 of 1982) as amended, the Animal Identification Act, 2002 (Act No 6 of 2002), the Animal Protection Act, 1962 (Act No 71 of 1962) as amended and the Performing Animals Protection Act, 1935 (Act No 24 of 1935) as amended. Knowledge and understanding of the Animal Diseases Act, 1984 (Act No 35 of 1984) and the Meat Safety Act, 2000 (Act No 40 of 2000). Job related skills: Auditing and problem-solving skills. Analytical skills, report writing and planning skills, communication and administrative skills and interpersonal skills.

DUTIES

: Development and implementation of legislation and related matters. Development and review policies, standards and guidelines. Monitor / audit the application of the relevant risk management systems. Monitor / audit the application of the legislation, policies, guidelines, norms and standards. Coordinate the implementation of the Animal Identification and Traceability Systems in accordance with the relevant legislation and standards. Implementation of relevant national veterinary services mandates at regional level. Coordination and implementation of Compulsory Community Service (CCS) and Primary Animal Health Care (PAHC) programmes. Implement administrative matters related to CCS and PAHC programmes. Develop and implement management systems for CCS and PAHC. Conduct regular audits on the performance of CCS and PAHC to ensure compliance with the management systems and applicable policies. Procurement of items and materials for CCS and PAHC. Audit and register compulsory community service facilities. Register mentors for the performance of the compulsory community service. Coordinate and consolidate regional CCS reports. Coordinate and consolidate regional animal health reports and deliverables. Coordinate and consolidate regional veterinary public health reports and deliverables. Coordination and implementation of the animal welfare legislation. Develop policies and standards for animal welfare. Implement the operational framework for animal welfare. Monitor the implementation of animal welfare legislation across the country. Attend to legal matters pertaining to the Department with respect to animal welfare legislation. Coordination of animal identification and traceability programme. Develop and implement policies related to animal identification and traceability. Coordinate the marking of animals in the country. Manage the animal identification and traceability database. Implement remedial actions as and where necessary. To establish and manage the delivery of an extension service related to Primary Animal Health Care (PAHC), Animal Welfare and Animal Identification and Traceability to stakeholders and communities. Develop training and awareness material related to areas managed. Implement campaign on matters of PAHC, Animal

Welfare and Animal Identification and Traceability to the communities and farmers. Liaise and provide technical input and / or training to regulatory and non-regulatory stakeholders (e.g. South African Police Services, Provincial Departments of Agriculture, etc.).

**ENQUIRIES
APPLICATIONS**

: Dr MSM Molefe Tel No: (012) 319 7688
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NOTE

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POST 27/05

: **STATE VETERINARIAN REF NO: 3/2/1/2022/450 (X2 POSTS)**
Directorate: Veterinary Public Health

SALARY

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

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Veterinary Science Degree (BVSc / BVMCh). Registration with the South African Veterinary Council as a Veterinarian. At least 2 year of experience, 1 of which must be as a State Veterinarian (including compulsory community service where applicable). Experience in the usage and monitoring of veterinary medicinal product, chemicals and other relevant regulated substances used in animals and food of animal origin. Experience in monitoring abattoirs, processing plants and / or cold stores registered under the Meat Safety Act. Job related knowledge: Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No 40 of 2000). Applications of the Animal Diseases Act, 1984 (Act No 35 of 1984). Knowledge and practical experience of import and export facilitations. Knowledge of relevant Codex, The World Organization for Animal Health (formerly the Office International des Epizooties (OIE), Food and Agriculture Organization (FAO) and other international standards and guidelines related to food of animal origin. Knowledge of principles of chemical residues monitoring. Job related skills: Analytical and research skills. Ability to communicate clearly (both verbally and written). Administration and organization skills. Ability to function efficiently under various types of pressure with professionalism and integrity. Complex problem-solving skills. Ability to think logically and adapt to changes. Ability to maintain good interpersonal relationships and work in a team. Extended working hours and traveling.

DUTIES

: Develop, implement or monitor policies, standards, guidelines and programmes for safe production of meat and other animal products. Develop and formulate policies, norms, standards and legislation for the production of animals and animal products. Implement and enforce the relevant Acts and accompanying regulations. Audit the implementation of applicable legislation and standards. Monitor the implementation of the Meat Safety Act at abattoirs, cutting and processing plants, hides and skins and sterilization plants. Execute law enforcement in accordance with the Act. Draft and implement national microbiological monitoring and control policies. Draft and implement national parasitology monitoring and control policies. Develop and coordinate awareness programmes related to relevant policies and standards. Contribute to an efficient and comprehensive risk analysis service in relation to the local production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans or animals in South Africa in relation to local production of meat and animal products. Identify possible measures to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conduction certain relevant line function risk assessments relating to animals and animal products. Facilitation of imports and exports of animals and animal products. Manage and coordinate the importation of animals and animal products according to the provisions of the Meat Safety Act and related legislations. Draft, evaluate and complete import and export questionnaires. Auditing and registration of veterinary approved import / export facilities. Processing of queries and appeals from stakeholders. Coordinate the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programmes, National Parasitology Monitoring Programme). Draft and implement programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conducted. Manage the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in the programmes have a sufficient supply

of sampling equipments and packaging materials. Analysis and responding to reports. Coordinate of the One Health portfolio. Draft policies related to one health. Draft necessary policies on combatting of Antimicrobial Resistance (AMR). Draft and implement antimicrobial usage and antimicrobial resistance surveillance plans for animals and animal products. Draft and implement awareness plans for one health, AMR and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Conduct risk analysis in relation to the production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of human and / or animals in South Africa in relation to production of meat and animal products. Identify all possible means to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conduction of certain relevant line function risk assessments relating to animals and animal products. Draft, evaluate and submit import and export facilitation questionnaires. Perform administrative and related functions. Provide inputs on Operational Plans of the Veterinary unit. Comply with the Public Service prescripts. Comply with financial management prescripts. Contribute to the maintenance of relevant databases. Compile and submit reports as required. Supervise and manage performance of relevant staff i.e. para-veterinary and administration.

**ENQUIRIES
APPLICATIONS**

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NOTE

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POST 27/06

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SUPPORT REF NO:
3/2/1/2022/453**
 Branch: Economic Development Trade and Marketing

SALARY

: R744 225 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 years' junior management experience in a financial environment. Job related knowledge: The Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Generally Recognised Accounting Practice (GRAP), Preferential Procurement Policy Framework Act (PPPFA). Knowledge on Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL) and Logistical Information System (LOGIS)). Job related skills: Accounting skills, Analytical skills, Computer literacy (Microsoft Word, Excel and PowerPoint), Communication skills (verbal and written). Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership capability, Training and development skills, Interpersonal relations skills. Ability to work under pressure and work irregular hours. Willingness to travel. A valid driver's licence.

DUTIES

: Manage the financial functions and systems. Manage expenditure daily. Ensure the implementation of the internal control and the safekeeping of all the financial records. Ensure compliance to policy and prescripts. Compile monthly, quarterly and annual expenditure reports. Submit inputs for preliminary and annual financial statements. Manage payments on daily basis. Ensure that invoices are paid within 30 days. Ensure financial management control and compliance with delegation regularly. Provide reports statistics as well as recommendations for improvement quarterly. Manage the implementation of service level agreements. Oversee general financial management including inputs into policy formulation on an on-going basis. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Manage the provision of salaries and payroll. Manage salaries and payroll on a daily basis. Monitor budget and setting targets. Prepare and consolidate Medium-Term Expenditure Framework (MTEF) and Adjusted Estimates of National Expenditure (AENE) inputs for the Branch. Compile, monitor and manage annual and monthly cash flow projections. Ensure alignment of Demand Management Plan and Procurement Plan to the budget correct expenditure misallocation. Ensure

budget shifts are captured on BAS. Forecast, set targets and monitor budget quarterly. Monitor and advise on efficient allocation of budget for the Branch. Identify area of over / under expenditure and misallocation. Facilitate and manage shifting of funds and pass journals. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate the compilation of process and fraud risk register. Submit progress report in terms of process and risk registers. Render financial business support and risk management. Undertake revenue and expenditure management. Revenue management: Ensure that cashier, banking debt management, monitoring and reporting services are rendered. Facilitate execution of payment and reporting compensation of employees, goods and services, transfer and subsidies. Provide financial administration and accounting services (legers / journals, accounting and reporting (interim and annual financial statements)).

ENQUIRIES : Dr N Vutula Tel No: (012) 319 6000
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, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 27/07 : **ASSISTANT REGISTRAR OF DEEDS: LITIGATION SERVICES REF NO: 3/2/1/2022/459 (X3 POSTS)**
 Office of the Chief Registrar of Deeds

SALARY : R744 225 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma in Deeds Registration Law / B Uris / B Proc / LLB. 4 years' experience as Senior Examiner / Deeds Registration Assistant Law Lecturer. Litigation processes. Contingency liabilities. Drafting of legal opinions. Examination and registration of deeds. Document Tracking Systems (DOTS). Interpretation of statutes. Human Resource prescripts. Project Management. Computer skills. Communication skills. Organising. Problem solving. Interpersonal skill. Supervisory. Policy analysis and development. Report writing. A valid code B driver's licence.

DUTIES : Manage and report on litigation in the Entity Deeds Registration. Opening of a file for each litigation matter. Drafting and submitting of memoranda to the State Attorney. Coordinating consultations with the State Attorney and Counsel. Provisioning of legal opinions on litigation matters when requested. Manage and monitor the litigation life cycle from cradle to grave. Manage the provisioning of legal advice / opinions in the Entity Deeds Registration. Assess instructions. Perform research. Draft legal opinion and submit to client. Manage and report on contingency liabilities in the Entity Deeds Registration. Obtain information related to contingency liabilities and assets. Verify correctness of information. Draft contingency liability report. Manage the effective implementation of operational, audit, and risk management plan in the Entity Deeds Registration. Compile and implement management action plan on audit findings. Implement operational plan targets.

ENQUIRIES : Mr RS Salla Tel No: (012) 338 7296
APPLICATIONS : Please ensure that you send your application to Private Bag X183 Pretoria 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Corner Bosman and Pretorius Street Pretoria 0002 before the closing date as no late applications will be considered.

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

POST 27/08 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2022/454 (X4 POSTS)**
 Directorate: Forensic Investigations
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R382 245 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Forensic Investigations / Auditing / Police Administration / Law / Criminology / Forensic Accounting / Criminal Justice. 3 years credible and applicable experience in the Forensic Investigation field. Project management or supervisory

experience. Membership of Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Project Management best practice. The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations methodologies, procedures and software. Job related skills: Communication skills (written and verbal), Interviewing skills, Analytical and problem-solving ability, Staff and Interpersonal skills, Project management skills, Computer skills and Investigation skills. A valid driver's licence.

DUTIES

: Perform and supervise the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's projects, in line with the methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Investigation Phase Deliverables of the Forensic Investigation Directorate's projects in line with quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilations on the electronic software Reporting Phase Deliverables of the Forensic Investigations Directorate's projects in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the Closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Manage the Forensic Investigations Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

**ENQUIRIES
APPLICATIONS**

: Mr M Rammutla Tel No: (012) 312 8168
 : 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, White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.

POST 27/09

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/2/1/2022/249**
 Directorate: Budget Performance 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 / Commerce. 3 years supervisory experience in the budget management environment. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in Excel (spreadsheets), analytical and numerical abilities, project management skills, accuracy and an eye for detail, interpersonal skills, problem solving and decision-making skills, time management skills, communication skills (verbal and written) and basic numeracy skills. A valid driver's licence. Ability to work under pressure and in a team.

DUTIES

: Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and roll-overs. Manage Branches' budget process as per the action plan. Attend information sessions for Budget Programme Managers. Consolidate budget inputs from Branches. Monitor budget in accordance with the vote. Monitor budget implementation for programme in accordance with the appropriation bill.

Monitor the implementation for capturing of the original budget ENE and adjusted budget AENE on Basic Accounting System (BAS) annually. Monitor Standard Chart of Accounts (SCOA) segment alignment to the vote. Monitor the implementation of BAS budget structures. Monitor economic reporting format allocation combinations. Monitor budget maintenance. Monitor and advise responsibility managers to reallocate budget to items with a negative balance. Monitor balancing report at the end of the month. Monitor and advise on the preparation of budget realignment documents on a quarterly basis.

ENQUIRIES : Mr N Malisha Tel No: (012) 312 8525
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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 27/10 : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/250**
 Directorate: Budget Performance 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 Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Services Policies and Regulations, Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting Systems (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy, communication skills (verbal and written), organising skills, supervisory skills and liaison skills. A valid driver's licence.

DUTIES : Confirm that budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programmes (Shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month-end closures occur effectively and efficiently in accordance to policy and procedures. Rectify incorrect expenses (Journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payments with statements. Maintain the departmental budget. Analyse and report on expenditure trends of the Department budget. Align departmental budget with the Demand Management Plan (DMP). Ensure that Quarterly budget alignment is done.

ENQUIRIES : Mr N Malisha Tel No: (012) 312 8525
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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 27/11 : **SENIOR DEEDS REGISTRATION OFFICER: DEEDS TRACKING AND INFORMATION REF NO: 3/2/1/2022/468**
 Office of the Registrar of Deed

SALARY : R321 543 per annum (Level 08)
CENTRE : Gauteng (Johannesburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and 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, Filing 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 Service Delivery Improvement Plan 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 APPLICATIONS : Ms L Maloka Tel No: (011) 843 8338
: Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Corner of Pritchard and Von Weilligh Streets, Johannesburg, 2107 before the closing date as no late applications will be considered.

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

POST 27/12 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/467**
Office of the Chief Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. 2 years' experience in administration environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS) system. Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (Written and Verbal). Analytical skills. Problem solving skills. Financial Management skills. Report writing skills.

DUTIES : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Subsistence and Transport and sundry and overtime payment. Administer the procurements of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management services. Facilitate monthly, quarterly and annual reporting on Supply Chain Management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on Logistical Information System (LOGIS) system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES APPLICATIONS : Mr RS Saila Tel No: (012) 338 7296
: 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 27/13** : **CONTROL DEEDS REGISTRATION CLERK: DEEDS REGISTRATION REF NO: 3/2/1/2022/466)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a 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. Open of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to Surveyor-General Office 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 APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
: Please ensure that you send your application to Private Bag X183 Pretoria 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Corner Bosman and Pretorius Street Pretoria 0002 before the closing date as no late applications will be considered.
- NOTE** : Coloured and Indian Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 27/14** : **CHIEF DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/465 (X3 POSTS)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06)
: Western Cape (Cape Town)
: Applicants must be in possession of Grade 12 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** : Lodging and scanning of deeds and documents and preparing deeds for registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit. Identify and refer non-simultaneous and inactive accounts deeds to supervisor. Date stamp deeds and documents and check for rejected deeds. Check if all notes have been removed from deeds. Scanning and numbering registered deeds and documents. Sort deeds into distinctive categories and make packs. Number, date, and seal executed deeds and documents. Final checking and scanning of deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered, and sealed in all deeds and documents. Check all notes are attended to and refer all open notes to the relevant sections for

compliance. Check if original deeds and documents are still in the correct covers and batches are complete. Scanning and delivering of deeds and documents. Check if all deeds and documents are still in the correct lodgement covers and take corrective measures. Sort and deliver deeds and documents into accountholders pigeonholes. Recording and updating of permanently filed titles. Allocate number, file authorization together with indemnity letter and record. Receive and record withdrawal and update register. Deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles. Complete number and date in endorsement of TR / JACKETS / Covers and submit to supervisor. Recording and withdrawal of interdicts. Acknowledge, sort, number, and record in register and submit to data for noting. Endorse and submit withdrawal of attachment to supervisor. Submit interdicts for scanning.

ENQUIRIES APPLICATIONS : Mr T Clark Tel No: (021) 464 7601
 : 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 Females and African, Indian and White Males and Persons with disabilities are encouraged to apply.

POST 27/15 : **CHIEF DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/464 (X3 POSTS)**
 Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R211 713 per annum (Level 06)
 : Free State (Bloemfontein)
 : Applicants must be in possession of Grade 12 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 : Lodging and scanning of deeds and documents and preparing deeds for registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit. Identify and refer non-simultaneous and inactive accounts deeds to supervisor. Date stamp deeds and documents and check for rejected deeds. Check if all notes have been removed from deeds. Scanning and numbering registered deeds and documents. Sort deeds into distinctive categories and make packs. Number, date, and seal executed deeds and documents. Final checking and scanning of deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered, and sealed in all deeds and documents. Check all notes are attended to and refer all open notes to the relevant sections for compliance. Check if original deeds and documents are still in the correct covers and batches are complete. Scanning and delivering of deeds and documents. Check if all deeds and documents are still in the correct lodgement covers and take corrective measures. Sort and deliver deeds and documents into accountholders pigeonholes. Recording and updating of permanently filed titles. Allocate number, file authorization together with indemnity letter and record. Receive and record withdrawal and update register. Deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles. Complete number and date in endorsement of TR / JACKETS / Covers and submit to supervisor. Recording and withdrawal of interdicts. Acknowledge, sort, number, and record in register and submit to data for noting. Endorse and submit withdrawal of attachment to supervisor. Submit interdicts for scanning.

ENQUIRIES APPLICATIONS : Mr I Khanyile Tel No: (051) 403 0300
 : Please ensure that you send your application to Private Bag X20613 Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New government Building, Corner Aliwal and Nelson Mandela Drive, 9301 before the closing date as no late applications will be considered.

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

POST 27/16 : **CHIEF DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/463 (X9 POSTS)**
 Office of the Registrar of Deeds

SALARY CENTRE : R211 713 per annum (Level 06)
 : Gauteng: (Johannesburg)

- REQUIREMENTS** : Applicants must be in possession of Grade 12 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** : Lodging and scanning of deeds and documents and preparing deeds for registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit. Identify and refer non-simultaneous and inactive accounts deeds to supervisor. Date stamp deeds and documents and check for rejected deeds. Check if all notes have been removed from deeds. Scanning and numbering registered deeds and documents. Sort deeds into distinctive categories and make packs. Number, date, and seal executed deeds and documents. Final checking and scanning of deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered, and sealed in all deeds and documents. Check all notes are attended to and refer all open notes to the relevant sections for compliance. Check if original deeds and documents are still in the correct covers and batches are complete. Scanning and delivering of deeds and documents. Check if all deeds and documents are still in the correct lodgement covers and take corrective measures. Sort and deliver deeds and documents into accountholders pigeonholes. Recording and updating of permanently filed titles. Allocate number, file authorization together with indemnity letter and record. Receive and record withdrawal and update register. Deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles. Complete number and date in endorsement of TR / JACKETS / Covers and submit to supervisor. Recording and withdrawal of interdicts. Acknowledge, sort, number, and record in register and submit to data for noting. Endorse and submit withdrawal of attachment to supervisor. Submit interdicts for scanning.
- ENQUIRIES** : Ms L Maloka Tel No: (011) 848 8338
- APPLICATIONS** : Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : White Males and African Females and Persons with disabilities are encouraged to apply
- POST 27/17** : **CHIEF DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/472 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R211 713 per annum (Level 06)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of Grade 12 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** : Lodging and scanning of deeds and documents and preparing deeds for registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit. Identify and refer non-simultaneous and inactive accounts deeds to supervisor. Date stamp deeds and documents and check for rejected deeds. Check if all notes have been removed from deeds. Scanning and numbering registered deeds and documents. Sort deeds into distinctive categories and make packs. Number, date, and seal executed deeds and documents. Final checking and scanning of deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered, and sealed in all deeds and documents. Check all notes are attended to and refer all open notes to the relevant sections for compliance. Check if original deeds and documents are still in the correct covers and batches are complete. Scanning and delivering of deeds and documents. Check if all deeds and documents are still in the correct lodgement covers and take corrective measures. Sort and deliver deeds and documents into accountholders pigeonholes. Recording and updating of permanently filed titles. Allocate number, file authorization together with indemnity letter and record. Receive and record withdrawal and update register. Deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles. Complete number and date in endorsement of TR / JACKETS / Covers and submit to supervisor. Recording and withdrawal of

- interdicts. Acknowledge, sort, number, and record in register and submit to data for noting. Endorse and submit withdrawal of attachment to supervisor. Submit interdicts for scanning.
- ENQUIRIES APPLICATIONS** : Mr E Nyamandi Tel No: (015) 283 2359
 : Please ensure that you send your application to Private Bag X9717 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.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disability are encouraged to apply.
- POST 27/18** : **PRINCIPAL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/462 (X2 POSTS)**
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Western Cape: (Cape Town)
 : Applicants must be in possession of Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of micro film rolls. Draw and files micro film rolls. Search for unobtainable micro film rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES APPLICATIONS** : Mr T Clark Tel No: (021) 464 7601
 : 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 and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 27/19** : **PRINCIPAL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/461**
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Eastern Cape (King Williams Town)
 : Applicants must be in possession of Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of micro film rolls. Draw and files micro film rolls. Search for unobtainable micro film rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES APPLICATIONS** : Ms D Looock Tel No: (043) 642 2741 or Ms M Mobe Tel No: (043) 642 2741
 : 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 27/20** : **FINANCE CLERK REF NO: 3/2/1/2022/460**
 Office of the Registrar of Deeds
- SALARY CENTRE** : R176 310 per annum (Level 05)
 : Free State (Bloemfontein)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. 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 (Public Finance Management Act (PFMA), Divisions of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (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 APPLICATIONS** : Mr I Khanyile Tel No: (051) 403 0300
: Please ensure that you send your application to Private Bag X20613, Bloemfontein, 3900 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301 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.
- POST 27/21** : **ADMINISTRATION CLERK REF NO: 3/2/1/2022/458**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Gauteng (Johannesburg)
: Applicants must be in possession of a Grade 12 Certificate. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Language. Good verbal and written communication skills. Planning and organisation skills. Computer literacy. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms L Maloka Tel No: (011) 843 8338
: Please ensure that you send your application to P.O Box 61873, Johannesburg, 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Corner of Pritchard and Von Willigh Streets, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and Coloured, Indian and White Females and Persons with disability are encouraged to apply.

- POST 27/22** : **PRINCIPAL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/457 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of micro film rolls. Draw and files micro film rolls. Search for unobtainable micro film rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
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 and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 27/23** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/456**
Office of the Chief Registrar of Deeds
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES APPLICATIONS** : Mr RS Saila Tel No: (012) 338 7296
Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds: Pretoria at Rentmeester Building, Cnr Bosman and Pretorius Street, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured and Indian Males and Persons with disabilities are encouraged to apply.
- POST 27/24** : **SECRETARY REF NO: 3/2/1/2022/455**
Office of the Chief Registrar of Deeds
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Relevant experience in a secretarial environment. Job related knowledge: Advanced computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette. Sound organisational skills, Good people skills, Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Good grooming and presentation. Ability to work under pressure. Willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion. High level of confidentiality.

DUTIES

: Provide a secretarial / receptionist support services to the Director. Receive telephonic calls and refer them to the relevant role players if not meant for the Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipments e.g. fax machines, scanners and photocopiers. Provide a clerical support services to the Director. Liaise with travel agencies to make travel arrangements for the Director. Check the arrangements when relevant documents are received. Arrange meetings and events for the Director and other staff in the unit. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Process the travel and subsistence claims for the Director. Process all invoices that emanates from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondences and reports. Do filing of documents for the Director. Administer matters like leave registers and telephonic accounts for the Director. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to his / her work environment to ensure efficient and effective support to the Director. Study the relevant Public Service and the Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Maintain an electronic document tracking system. Capture and update register (requests, action list). Distribute the documents to relevant officials. Monitor compliance in terms of time frame determined by the Director by sending reminders. Inform the Director of delays or non-compliance to due dates.

ENQUIRIES

: Mr RS Saila Tel No: (012) 338 7296

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.