

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 02 September 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.

MANAGEMENT ECHELON

- POST 31/01** : **DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/2/1/2022/505**
Directorate: Environmental Planning Services
Re-advertisement, applicants who applied previously are encouraged to re-apply
- 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 a possession of a Grade 12 Certificate and a Bachelor's Degree in Environmental Management or Sciences / Town and Regional Planning Development Studies (NQF Level 7). 5 years' experience at middle / senior managerial level in Environmental Planning Management, Integrated Environmental Management. Job Related Knowledge: Environmental Impact Assessments. Understanding of Environmental legislation. Geographic Information System (GIS). Policy Development. Understanding of Spatial Planning and Land Use Management policy environment research. Job Related Skills: Computer literacy. Good communication skills (written and verbal). A valid driver's licence.

DUTIES

: Provide environmental planning services to rural development and land reform project planning in line with environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects of all Provincial Shared Services Centres with relevant Component Authorities. Conduct Strategic Environmental Assessments (SEA) / Environmental Management Frameworks for identified strategically located lands / areas. Conduct Climate Change Risk and Vulnerability Assessment for relevant Development Plans. Ensure capacity building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environmental Implementation Management Plan (CEIMP). Oversee the development and implantation of the Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report on the CEIMP. Provide a two-way streamlining of environmental and spatial planning process in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools, and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structures respectively. Facilitate the development of responses / provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental structures in the environmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.

ENQUIRIES

: Ms N Ntshabele Tel No: (012) 312 9587 / 8680

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

: 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 31/02** : **DIRECTOR: SPATIAL DEVELOPMENT FRAMEWORK REF NO: 3/2/1/2022/506**
 Directorate: Spatial Development Framework
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- 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 a possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior managerial level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Project management skills. Strategic planning and management skills. Team management skills. Interpersonal skills. Financial management skills. Advanced computer skills. Planning and organising skills. Problem solving and decision-making skills. Time Management skills. Communication skills. Human resource management skills. Conflict management skills. A valid driver's licence.
- DUTIES** : Develop and manage the implementation of National Spatial Development Framework (NSDF). Manage the development of the NSDF. Develop tools and systems to manage the implementation of the NSDF. Support the development of provincial Spatial Development Frameworks, District Spatial Development Frameworks, local Municipality Spatial Development Frameworks and precinct plans. Develop tools to support the development of provincial Spatial Development Frameworks (SDFs). Develop tools to support the development of municipal SDFs. Provide mechanisms for the evaluation and implementation of SDFs. Develop tools to assess the different levels of SDFs. Develop tools to assess the implementation of different levels of SDFs. Develop and manage the implementation of Regional Spatial Development frameworks (RSDFs). Facilitate the development of RSDFs in line with the SPLUMA. Develop tools to assess the implementation of RSDFs.
- ENQUIRIES APPLICATIONS** : Mr R Makan Tel No: (012) 312 9548
 : 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 31/03** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/509**
Chief Directorate: Land Restitution Support
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. 3 years of experience at junior management level in administration environment. Job related knowledge: Knowledge of supply chain management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulation. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPFMA). Knowledge of Department transversal systems (Basic Accounting System (BAS) / Personnel and Salary Administration (PERSAL) / Logistical Information System (LOGIS). Job related skills: Planning and organising skills, Analytical skills, Documents management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving skills and Decision-making skills, Time management skills and Communication skills. A valid driver's licence. Willing to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Provide assistance to the Chief Director in the performance of his / her functions. Prepare and analyse documents and informative notes for decision-making by Chief Director. Manage staff and resources. Ensure compliance in terms of turnaround times, inform the Chief Director timeously of deadlines. Ensure effective co-ordination, management of staff and quality of work of all functional components, quality control and provision of comments/advice in terms of submissions. Liaise with clients, Government institutions and other stakeholders. Provide advanced advice to client in the absence of the Chief Director. Coordinate, track and monitor the flow of correspondence. Provide advice to the Chief Director on strategic issues, policy and operations. Compile and coordinate reports and presentations for the Chief Director. Compile submissions independently on behalf of the Chief Director. Manage the administrative support services. Coordinate the development / reviewal of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Track progress on planned activities, including annual performance plan targets and operational plan targets manage the project registers. Provide support in the management and control of strategic and operational targets. Provide support in terms of budget analysis and monitoring of expenditure. Manage project register and updating thereof monthly. Manage compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resource support services. Manage all training requirement and activities. Manage the component Employment Equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.
- ENQUIRIES** : Ms L Naran Tel No: (051) 400 4200

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 31/04** : **STATE VETERINARIAN (LABORATORIES) REF NO: 3/2/1/2022/518**
Directorate: Animal Health
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and BVSc / BVMCh Degree. Registration with the South African Veterinary Council. A valid driver's licence. 2 years appropriate experience (post-qualification experience). Job related knowledge: Public Service Regulation, International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements and Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels, Planning skills, Management and Organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Computer literacy and Report writing skills. The ability to drive. Willingness to work extended hours and to travel.
- DUTIES** : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standards. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Audit laboratory quality control systems in order to allow for the Director: Animal Health to do approvals. Evaluate biosafety and biosecurity of laboratories, biobanks and research facilities for the Director: Animal Health to do approvals. Evaluate diagnostic tests and reagents used in the diagnostics for controlled and notifiable disease to ensure that these are fit for purpose for the South African conditions. Design and implementation of programs to promote good laboratory management. Support the implementation of disease surveillance and other epidemiologic studies. Contribute to the development of emergency diseases control preparedness systems. Advise on the correct procedures and methods to packages and transport diagnostic samples. Evaluate and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research service is rendered. Provision of audits to laboratories, biobanks and research facilities with regards to Veterinary Services, which would include, inter alia, entail the following: Identify the non-conformances of laboratories, biobanks and research facilities to comply through audits. Recommend the interventions required to address the non-conformances. Coordinate the appropriate interventions. Perform administrative and related functions which would include, inter alia, the following. Provide inputs for the Operational Plan of the Veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an effective and effective Veterinary Service, through: Studying the Veterinary legal and policy frameworks continuously to enable optimum performance of the Veterinary functions according to the required standards and Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.
- ENQUIRIES** : Dr G De Klerk Tel No: (012) 319 7412
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare),

- corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured and Indian Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 31/05** : **STATE VETERINARIAN REF NO: 3/2/1/2022/519**
Directorate: Animal Health
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc / BVMCh. Registration with the South African Veterinary Council. A valid driver's licence. 2 years appropriate experience (post-qualification experience) in regulatory veterinary services. Job related knowledge: Public Service Regulation, International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters, Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements and Experience with policy formulation. Job related skills: Ability to communicate well and interact with people at different levels, Planning skills, Management and Organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, listening skills, Computer literacy and Report writing skills. The ability to drive. Willingness to work extended hours and to travel.
- DUTIES** : Ensure compliance with the Animal Diseases Act, 1984 (Act No 35 of 1984) and Animal Disease Regulations (R.2026 of 1986). Monitor and audit compliance in regard to the Act and Regulations. Follow up on cases of non-compliance. Advise on the implementation of the Act and Regulations. Provide inputs on strategies to align with legislation. Form part of Section 20 evaluation team – Section 20 applications and amendments are evaluated and discussed within the Directorate. Establishment of norms and standards for the prevention and control of animal diseases. Draft disease control policies, protocol and contingency plans. Revise, update and amend current policies, protocols and contingency plans. Facilitate circulation / publishing of new or amended documents for comment. Collate inputs provided on drafted documents. Provide inputs on disease control policies, protocols and contingency plans as requested. Prepare final policies, protocols and contingency plans for signature. Ensure circulation of final documents to relevant role players. Liaison with and assistance given to other sub-directorates, Province and industry bodies on disease control matters. Attend daily pre-authorization meetings of sample submissions for payments (of certain tests by DALRRD). Assist the Provinces with disease control matters and enquiries relating thereto. Liaise with industry National Animal Health Forum (NAHF) and others on disease control matters, including attending meeting and providing guidelines for enquiries. Assist colleagues from other sub-directorate with their enquiries regarding disease control matters. Liaise with Directorate: Food Import and Export Standards to develop information pamphlets, posters and articles related to Animal Diseases. Assistance with office management and administration. Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.
- ENQUIRIES** : Dr M Bronkhorst Tel No: (012) 319 7481
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured and Indian Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 31/06** : **ASSISTANT REGISTRAR OF DEEDS: DEED REGISTRATION REF NO: 3/2/1/2022/521**
Office of the Registrar of Deeds
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. 4 years' experience at Junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Knowledge on Deeds Registration processes and procedures. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills.

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

ENQUIRIES : Ms Z Mthembu Tel: (033) 355 6812

APPLICATIONS : Please ensure that you send your application to Private Bag X9028 Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.

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

POST 31/07 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/507**
Directorate: District Office
Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R321 543 per annum (Level 08)
CENTRE : Eastern Cape (Amathole)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Report writing skills.

DUTIES : Provide financial management services. Facilitate, 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 (AE) 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, auditing and financial functions. Verify Transport and Subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain 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 goods / services on Logistical Information System (LOGIS). 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 : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
APPLICATIONS : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 31/08 : **CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/512**
 Office of the Registrar of Deeds

SALARY : R261 372 per annum (Level 07)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. 5 years' experience at a level of Chief Deeds Registration Clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

DUTIES : Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transactions and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle Deeds Registration System (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 Information and Communications Technology (ICT) governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.

ENQUIRIES : Ms Z Mthembu Tel No: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.

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

POST 31/09 : **CHIEF DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/513**
Office of the Registrar of Deeds

SALARY : R211 713 per annum (Level 06)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a 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 Z Mthembu Tel No: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.

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

POST 31/10 : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/514 (X2 POSTS)**
Office of the Registrar of Deed

SALARY : R211 713 per annum (Level 06)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a 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) 45 words per minute. Communication skills (written and verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Teamwork.

DUTIES : Prepare deeds and documents. Scan, count deeds and documents. Link barcode to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out

of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.

- ENQUIRIES** : Ms Z Mthembu Tel No: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag X9028 Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Males and Coloured Females and Persons with disabilities are encouraged to apply.

POST 31/11 : **CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/515**
Office of the Registrar of Deeds

- SALARY** : R211 713 per annum (Level 06)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a 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 : Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the scanned deeds / documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.

- ENQUIRIES** : Ms Z Mthembu Tel No: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag X9028 Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.

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

POST 31/12 : **CHIEF DEEDS REGISTRATION CLERK: ARCHIVING REF NO: 3/2/1/2022/516 (X2 POSTS)**
Office of the Registrar of Deeds

- SALARY** : R211 713 per annum (Level 06)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in a possession of a 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 : Prepare deeds and documents. Count and balance the deeds and report discrepancies. Record the number of deeds on the recording register. Remove staples on the deeds and documents. Check if all the endorsements are signed, dated, sealed and numbered. Check for broken batches. Scan deeds and documents. Scan deeds / documents daily. Capture the title deeds / document and pack number on the Deeds Scan System. Preview the scanned images and delete blank pages. Save the document on deeds scan. Verify the

scanned deeds / documents. Captures the scanned pack number on deeds verify system. Compare the scanned deeds against the source documents. Check if the scanned documents are scanned correctly and complete. Scan the documents out of micro. Quality assurance of deeds and documents. Identify errors and report to supervisor. Check if the title deeds are indexed correctly and insert in the correct covers.

- ENQUIRIES 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 and Indian Males and White Females and Persons with disabilities are encouraged to apply.
- POST 31/13** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/517**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
: KwaZulu-Natal (Pietermaritzburg)
: Applicants must be in a possession of a Grade 10 Certificate. 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 APPLICATIONS** : Ms Z Mthembu Tel No: (033) 355 6812
: Please ensure that you send your application to Private Bag X9028 Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.