

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

- : 05 December 2022 at 16:00
- : 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 (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. 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. 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.

## MANAGEMENT ECHELON

<b><u>POST 44/01</u></b>	:	<b><u>DIRECTOR: FOOD IMPORT AND EXPORT STANDARDS REF NO: 3/2/1/2022/640</u></b> Directorate: Food Import and Export Standards: (1 Year Contract post)
<b><u>SALARY</u></b>	:	R1 105 383 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma (NQF Level 7) qualification in Agriculture, Food Science / Food Technology. Minimum of 5 years of experience at a middle / senior managerial level within the agricultural or food regulatory field. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Extensive knowledge of the regulatory environment i.e. World Trade Organisation (WTO) Agreements on the application of sanitary and phytosanitary measures (SPS) Agreements, International Agricultural Trade, SPS import and export regulatory systems, WTO - Technical Barriers to Trade (TBT), Cannabidiol (CBD) and other related agreements. Extensive knowledge of the following legislations e.g. Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984 (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Plant Improvement Act, 1976 (Act No. 53 of 1976), Liquor Products Act, 1989 (Act No. 60 of 1989), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as various relevant international guidelines and rules. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus skills. Communication skills. Honesty and integrity. A valid driver's licence. Willing to work extended hours and to travel extensively.
<b><u>DUTIES</u></b>	:	Provide support and guidance in the development of policies, norms, standards and strategies to reduce risks in the import and export of plant and animal products. Facilitate and co-ordinate the review, development and implementation of relevant cross-cutting policies for import and export standards (plant and animal product bio-security and safety). Facilitate and co-ordinate the development and implementation of SPS norms, standards and regulations pertaining to plant and animal biosecurity and safety. Facilitate the development of a framework to ensure the effective implementation of developed policies, norms, standards, regulations and strategies. Manage the development of broad systems to undertake the promotion and awareness of bio-security, safety, quality and risk management in communities and other areas. Manage SPS information to maximize stakeholder interest and involvement. Ensure impact analysis of SPS notifications. Lead and manage the SPS committee and interactions with the relevant stakeholders. Manage and promote cross cutting SPS information flow as well as information sharing between the public and the private sector. Facilitate inputs into proposed new international standards, country legislation and SPS actions. Facilitate the sourcing of further details from trading partners on SPS notifications. Represent DALRRD on the relevant SPS forums in developing SPS policies. Manage and coordinate all programmes / activities relating to awareness creation about the Branch. Coordinate risk awareness / information sessions with relevant stakeholders. Liaise with relevant stakeholders and obtain required technical inputs prior to compilation of materials. Manage and coordinate the development of material used for communicating food risk management measures. Manage and coordinate the development of material

used for communicating animal health and production and plant health and production matters. Develop and implement programmes for the creation of awareness of food safety risks. Develop and implement programmes for the creation of awareness relating to animal health and production and plant health and production matters. Create awareness of food safety (including zoonoses control), primary animal health and welfare through appropriate programmes. Ensure that issues relating to food safety are communicated to stakeholders such as the food industry, consumers and other departments dealing with food safety. Provide strategic advisory services to clients and other stakeholders in terms of import and export control standards. Provide scientific advice and support in the reduction of risks in import and export of products in compliance with health and safety obligations. Co-ordinate and manage the provision of policy advice and support to other countries. Provide information and support to departmental representatives on risk management of import and export products/plant and animal product security and safety. Provide strategic advice and input in conferences, meetings and negotiations of regional and international standard setting bodies. Promote a culture of reporting back to all the relevant stakeholders' meetings, conferences and negotiations. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate, and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES  
APPLICATIONS**

: Mr D Serage Tel No: (012) 319 6530  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

**POST 44/02**

: **DIRECTOR: PLANT PRODUCTION REF NO: 3/2/1/2022/641**  
 Directorate: Plant Production

**SALARY**

: R1 105 383 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) Gauteng (Pretoria)

**CENTRE  
REQUIREMENTS**

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Science Degree, Bachelor of Technology or Advanced Diploma with majors in either Plant Sciences, Plant Production, Agronomy or Horticulture (NQF Level 7). Minimum of 5 years relevant experience in a middle / senior managerial position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act, etc. Knowledge of Good Manufacturing Practices (GMP). Knowledge of the Plant Improvement Act, 1976. Knowledge of Plant Variety Protection and Plant Breeders Rights Act, 1976. Knowledge of the Fertilizers, Farm Feeds, Stock Remedies and Agricultural Remedies Act, 1947 (Act No. 36 of 1947). Knowledge of the relevant regional and international agreements and treaties. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills, Programme and project management skills, Financial management skills, Change management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and customer focus skills, Communication skills (verbal and written), Honesty and integrity. A valid driver's licence. Willingness to work extended hours and travel extensively.

**DUTIES**

: Manage plant production through the development and implementation of policies, strategies and programmes. Co-ordinate and manage the development of national policies, norms and standards for sustainable plant

production. Facilitate the development and implementation of a regulatory framework for policies and legislation. Facilitate and manage the development and implementation of strategies and guidelines for supporting sustainable production system and practices. Co-ordinate and manage the development of national commodity specific programmes for plant production practices in the sector. Facilitate the development and implementation of monitoring and evaluation system for programmes, projects, technologies, and other initiatives. Ensure effective administration of the Plant Improvement Act, compliance and accountability to government legislation and regulations. Manage the administration of the Plant Improvement Act. Manage the development and implementation of policies, regulations, strategies, norms and standards to support the administration of the Plant Improvement Act. Facilitate legislative and regulatory amendments for the Plant Improvement Act as applicable. Manage a knowledge and information system for the Plant Improvement Act (including a filing system, updating of relevant webpages, maintenance of registers and publication of variety lists etc). Provide leadership, guidance and advice on relevant and emerging matters within the scope of the Plant Improvement Act. Provide a management system for seed testing services, quality assurance systems and international accreditation. Manage and co-ordinate the provision of effective and efficient laboratory testing services for the regulation of seed exports. Manage the issuance of export certificates to seed companies. Manage and co-ordinate laboratory audits every three years and in order to issue certificates of accreditation by international seed testing associations. Co-ordinate and manage testing of imported seed for quality assurance. Management and co-ordination of effective knowledge and information management systems on plant production, including technical support, advisory services and technology development. Provide technical support on plant production matters to DALRRD priority programmes, value chain roundtables, provincial initiatives, etc. Render technical support on plant production matters to public-private partnerships between DALRRD and the private sector as well as other stakeholders. Manage and support research and technology development programmes on plant production. Co-ordinate education and awareness programmes on plant production and related matters. Liaise with national, regional and international stakeholders and partners on plant production and related matters. Respond to queries from clients, stakeholders, media, parliamentary committees and interest groups. Provide advice and support to senior management on plant production matters. Manage collaborations with relevant partner institutions, including entering into memorandum of understanding (MoU), Letter of Authorization (LOA) and Service Level Agreement (SLA). Represent the Department at appropriate stakeholder fora. Provide support and inputs to other government initiatives relating to plant production practices. Provide advice to African Countries, Southern African Development Community (SADC) on bilateral agreements in terms of developing the agriculture sector. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Interpret the Branch's business strategy and how priority actions should contribute to it from the perspective of the Directorate. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES**  
**APPLICATIONS**

- : Dr J Jaftha Tel No: (012) 319 6536
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

## OTHER POSTS

<b><u>POST 44/03</u></b>	:	<b><u>CHIEF TOWN AND REGIONAL PLANNER (GRADE A – B) REF NO: 3/2/1/2022/675</u></b> Directorate: Spatial Planning and Land Use Management Services
<b><u>SALARY</u></b>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Town and Regional planning / City and Regional planning / Urban and Regional Planning. Compulsory registration with the South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification Town and Regional Planning experience required. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills, Analytical skills, Creative skills, Self-management skills, Communication skills, Language proficiency, Computer literacy, Change management skills, Negotiation skills and Knowledge management skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide town and regional planning forecasting. Estimate the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Lead and manage the application of town and regional planning principles in land development. Ensure adherence to legal issues and requirements involving community development and changes in Spatial Planning and Land Use Management. Monitor the implementation of development in compliance with applicable legislations and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislations, guidelines, policies and regulations. Manage site clearance standards as agree with Project Managers. Plan and design sustainable human settlement. Compile Spatial Development Frameworks (SDFs) as part of the Integrated Development Plan (IDP) processes. Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide financial management. Ensure the availability and management of funds to meet Medium-Term Expenditure Framework (MTEF) objectives within the architectural environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value added to the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cashflow management. Provide people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage sub-ordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Mr KE Sebitiele Tel No: (018) 388 7115

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/04** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2022/682**  
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Survey / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key

- performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms M Kekana Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccarrd street, Polokwane, 0700.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/05** : **LAND INFORMATION SPECIALIST REF NO: 3/2/1/2022/664**  
Directorate: Directorate: Property Systems And Data Management
- SALARY** : R908 502 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 Bachelor's Degree in Property Valuations or Town and Regional Planning or Geographic Information Systems (GIS). Minimum of 3 years junior management experience in the relevant field. Experience in system development. Experience in compilation of training manuals, presentations and in leading / presenting training sessions. Experience in providing support to users. Extensive experience in Land / property data management. Extensive computer literacy in Microsoft Office and other relevant software (Access, Structured Query Language (SQL)). Job related knowledge: Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Sound knowledge of land information (Deeds, sub-divisions, vesting, disposals of Surveyor-General diagrams. Etc.). Job related skills: Technical aptitude skills, Training and presentation skills, System development skills, Good project management skills, Good human relation skills, Ability to read and interpret Surveyor-General diagrams, title deeds, map and aerial photographs. Excellent communication skills (written and verbal), Research skills, Accuracy and attention to detail. A valid driver's licence. Ability to work within a team and independently.
- DUTIES** : Develop and maintain existing land administrative systems. Continuous refinement, refine and maintenance of Land Administration Web (LAW) system and additional work related thereto. Development of new and refinement of existing functionality of LAW via enhancements. Compile change requests. Oversee compilation of system development life cycle documentation (e.g. user requirements and functional requirements specifications, user acceptance testing documents). Participate in joint applications design sessions. Render technical user support for system and application modification on LAW. Render technical support for system development and normalising data structures. Capacity building on property management systems. Develop training plan and schedule for Land Administrative Web (LAW). Review and update training manuals. Compile training manuals and training presentation. Coordinate logistical arrangements for training. Facilitate and present capacity building programme. Provide technical support to users on LAW and other property management systems. Compile property management systems related technical documentation and provide inputs on such documentation. Comment on documents e.g. audit findings, draft policies / procedures. Draft internal procedures. Research and motivate upgrades on equipment, software and software maintenance. Draft relevant memoranda / documents on continuous basis (e.g. approval documentation to supply chain management). Liaise with service providers / suppliers where necessary. Compile and update system user manual(s) applicable and obtain sign off. Maintain state and public database on Land Administration Web. Verify land Data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state and public land database continuously based on Surveyor-General Diagram and title deed information.
- ENQUIRIES** : Mr A Erasmus Tel No: (012) 312-9183
- 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, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 44/06** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/680**  
 Directorate: Human Resource Administration  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R766 584 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 Human Resource Management (NQF Level 6). Minimum of 3 years junior management experience in Recruitment and Selection environment. Job related knowledge: Knowledge of human resource strategy, planning and systems. Human resource transformation, monitoring and evaluation. Public Service Act. Public Service Regulations and Public Service and Departmental prescripts and policies. Basic knowledge of budgeting and financial management. Job related skills: Communication skills (verbal and written). Good Interpersonal skills. Good interpretation of relevant documents. Good telephone and email etiquette. Ability to communicate well with people at different levels. Strategic planning and leadership. Presentation and Facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Problem solving skills. Negotiation and conflict resolutions skills. Ability to act with tact and discretion. Customer focus. Computer literacy. A valid driver's licence and willing to working irregular hours.

**DUTIES** : Manage and monitor the recruitment, selection and placement processes in the Department. Facilitate the recruitment, selection and placement of all employees in the Department. Review and align recruitment selection policy and procedures. Ensure compliance and adherence to recruitment and selection policy, procedures and prescripts. Manage the vacancy rate, statistics and other related issues. Monitor vacancy progress in the Department. Provide secretarial services during shortlisting and interviews selection committee meetings. Report to management on all recruitment and selection statistics and progress. Facilitate media selection, advertisement design and response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Facilitate the filling of all vacancies in the Department. Communicate with line management to determine staff requirements. Provide support in developing job advertisements. Manage placement of advertisement in relevant media platforms (newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice board). Coordinate the receiving of job applications. Manage the verification processes of candidates (qualifications checks, employment confirmation, financial checks, citizen and criminal checks). Compile contracts of employment and offer letters. Manage the advertisement and response handling. Provide recruitment and selection advisory and administrative services. Respond to audit, cabinet or presidential hot lines. Provide advice, guidance and training to the Department's line functionaries and Senior Management Services (SMS) Members. Identify and advise line managers on critical and priority posts in the Department. Advise line management on Employment Equity and other legislative requirements. Conduct regular workshops and information sessions with regards to recruitment and selection. Ensure proper maintenance of recruitment and selection databases. Conduct regular guidance and training of trade union representatives and line management on recruitment and selection processes. Provide regular guidance and training to all Provincial and Regional offices on recruitment and selection processes. Manage the administration of recruitment and selection related information. Maintain and update a vacancy database on the progress on the filling of all vacancies. Maintain and update the Service Delivery Feedback Systems and provide a quarterly report in this regard. Avail monthly statistics on the vacancy rate in the Department per Branch. Provide recruitment and selection information to DPSA, Public Service Commission (PSC), Auditor-General etc. Maintain database on all outstanding verifications. Manage the resources of the sub-directorate (physical, human and financial). Ensure procurement of goods and services and proper utilization of the budget by monitoring and reporting expenditure. Compile tender for the appointment of advertisement and response handling service provider. Compile tender documents for the appointment of verification's services provider for the



financial and employment checks. Serve as a Project Manager for all recruitment and selection related tenders. Ensure compliance with the specifications in terms of the bid. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity development of staff. Manage discipline in the sub-directorate.

**ENQUIRIES** : Mr C Mathebula Tel No: (012) 319 6824  
**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 and Coloured Females and Persons with disabilities are encouraged to apply.

**POST 44/07** : **DEPUTY DIRECTOR: HUMAN RESOURCE COORDINATION REF NO: 3/2/1/2022/696**  
Chief Directorate: Human Resource Management and Development

**SALARY** : R766 584 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 Human Resource Management / Public Management / Public Administration. Minimum of 3 years junior management level working experience in Office Administration / Management at an operational and strategic level. Job related knowledge: Office administration and management. Job related skills: Communication (verbal and written), Report writing skills, People management skills, Financial management skills, Business management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus and Computer literacy. A valid driver's licence.

**DUTIES** : Manage the coordination and consolidation of the Chief Directorate: Human Resource Management and Development monthly reports for various stakeholders (Director-General Tasks, Auditor-General findings, Risks, Parliamentary Questions, Operational plan and any other report. Coordinate and consolidate Request for Information (RFIs) received from the Auditor-General office for the Chief Directorate: Human Resource Management and Development. Coordinate and consolidate all Risk Registers for the Chief Directorate: Human Resource Management and Development. Coordinate and consolidate monthly operational plans for the Chief Directorate: Human Resource Management and Development. Manage coordination of the Departmental Human Resource Forum and Human Resource strategy sessions. Coordinate and consolidate the Human Resource Forum meeting. Facilitate all logistical services, booking of venue, minutes taking. Draft action list and make follow ups with all stakeholders. Manage the control and quality assurance of submissions submitted to the Office of the Chief Director: Human Resource Management and Development. Quality assures all submissions. Inform the Chief Directorate: Human Resource Management and Development of any corrections on the submissions. Manage the capturing and maintenance of the documents control database. Manage the financial management and administration support for the Chief Directorate. Manage the compilation of Demand Management Plan, Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Manage and oversee the effective and efficient economical utilisation of the Chief Directorate's funds.

**ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

- POST 44/08** : **PROJECT MANAGER REF NO: 3/2/1/2022/666**  
 Directorate: Information Communication Technology (ICT) Planning and Governance
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria  
 Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT). Minimum of 3 years junior management experience in IT Project Management. Job related knowledge: Knowledge of Project Management (scope, time, cost, quality, resource, risk). Knowledge of Information Systems, hardware and software and Business Information. Project Management Body of Knowledge (PMBOK) / Projects IN Controlled Environments (Prince2). Job related skills: Management, Planning, Organising, Analysing, Interpersonal, Leadership, Report writing and Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage ICT projects. Coordinate internal resources and third parties for the execution of ICT projects. Ensure that all ICT projects are delivered on time within scope and within budget. Assist in the definition of project scope and objectives. Ensure resource availability and allocation. Develop a comprehensive project plan to monitor and track progress. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. Meet budgetary objectives and make adjustments to project constraints based on financial analysis. Perform risk management to minimize potential risks. Ensure alignment of ICT projects to business objectives. Review the ICT project and ensure alignment to the departmental strategy. Manage the relationship with the client and relevant stakeholders. Provide ICT project monitoring and reporting. Track project performance. Analyse the successful completion of project goals. Provide detailed project reports. Provide projects standards and frameworks. Assist in drafting project reporting templates. Create and maintain comprehensive project documentation. Establish project governance structures. Measure performance using appropriate project management tools and techniques. Ensure full compliance with the ICT governance policies, processes, standards and procedures.
- ENQUIRIES APPLICATIONS** : Ms N Jonas Tel No: (012) 407 4524  
 Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/09** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/694**  
 Directorate: District Office  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all- inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Kwazulu Natal (Richards Bay)  
 Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years experience at junior management level in relevant field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus. Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage the identification and facilitation of the development of cooperatives. Manage the advancement of primary cooperatives into secondary cooperatives. Coordinate liaison with commodity association and other

stakeholders for data collection. This in order to create and maintain cooperatives databases. Oversee engagement with organs of the state, private sector and building partnerships. Oversee the development of business plans for funding. Manage the development of a monitoring tool and strategy for cooperatives. Provide support in setting up of internal / cooperative governance and constitution, and facilitation of training in adherence and compliance with Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Provide training on governance issues of cooperatives and business management. Manage the identification and ensure support for the development of enterprise operational and compliance system. Oversee partnerships arrangements. Ensure that cooperatives comply with Cooperative Act. Among others by ensuring that holding Annual General Meeting (AGM) are held and financial records are submitted to South African Revenue Service (SARS). Provide support in the identification of market opportunities for cooperatives development in the Department. Manage the identification of local, national and international markets for cooperatives. Ensure that cooperatives get marking tools for their business through Small Enterprise Development Agency (SEDA). Ensure that cooperatives get export certificate to sell their products. Support cooperatives to produce good quality and quantity goods / produce at correct time. Oversee the development of co-operative Financing Institutions towards the formation of a Co-operative Bank. Coordinate workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Ensure that cooperatives develop the culture of saving. Manage linkage of cooperatives with relevant institutions towards establishment of banking facility. Manage the development of rural enterprise and industries. Manage identification of entrepreneurs and linkage with various entities to support them with development e.g. Financial and non-financial. Coordinate workshops for Small, Medium and Micro Enterprises (SMMEs). Oversee the development of small and medium scale Agro-processing programmes. Manage identification of business entities with potential for Agro-processing. Ensure that potential business entities are linked with relevant institutions for assistance and development. Manage skills development programmes with relevant institutions e.g. Sector Education and Training Authorities (SETAs). Ensure compliance with relevant legislation.

- ENQUIRIES** : Mr N S Myeza Tel No: (035) 789 1035
- APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/10** : **LAW LECTURER REF NO: 3/2/1/2022/700**  
Office of the Chief Registrar of Deeds
- SALARY** : R766 584 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 National Diploma in Deeds Registration / National Diploma Law / Estate Planning. Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills.
- DUTIES** : Facilitate functional training. Determine the training needs and requirements of the branch. Draft or Provide inputs and update study material. Present training. Assess all evaluations for training presented and compile report. Consolidate and analyse presenters report. Conduct research on training / legislation / case law / practice and procedures. Determine the purpose of research and the methodology to be used when conducting research. Research on topics. Analyse information gathered during research. Update study material / training manuals. Compile or quality assure research report. Provide inputs and advice on legal matters. Make inputs on case law/legislation / practices and

- procedures. Make inputs for Registrars conferences and amendments to Deeds Registries Act and Sectional Titles Act. Draft articles for publication. Consolidate inputs and distribute agenda for DTAC meetings. Provide opinion on enquiries received from both internal and external clients. Conduct monitoring and evaluation on uniformity in practices and procedures. Assess the standard of examination. Inspect the examination tools. Assets action plan.
- ENQUIRIES APPLICATIONS** : Mr R 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** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured, Indian and White Females, Coloured and Indian Males and Persons with disabilities are encouraged to apply.
- POST 44/11** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/701 (X4 POSTS)**  
 Office of the Registrar of Deeds  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE REQUIREMENTS** : western Cape (Cape Town)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds / Deputy Registrar of Deeds in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
- ENQUIRIES APPLICATIONS** : Mr T Clark Tel No: (021) 464 7623  
 : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure

to do this will result in the application being disqualified. African, Coloured and White Females, and Indian Males and Persons with disabilities are encouraged to apply

**POST 44/12** : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING, DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/2/1/2022/702**

Office of the Registrar of Deeds

Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

**CENTRE REQUIREMENTS** : Eastern Cape (King Williams Town)

Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law. Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.

**DUTIES** : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Compile and submit course/training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

**ENQUIRIES APPLICATIONS** : Ms D Looock Tel No: (043) 642 2741

Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

**NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Indian and White Males, African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/13** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2022/703**

Office of the Registrar of Deeds

Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

**CENTRE REQUIREMENTS** : Eastern Cape (King Williams Town)

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

- DUTIES** : Manage data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with Deeds Registration System (DRS) standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
- ENQUIRIES** : Ms D Looock Tel No: (043) 642 2741
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/14** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2022/681**  
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R646 854 – R982 326 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and

consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

**ENQUIRIES** : Ms M Kekana Tel No: (012) 326 8050  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.  
**NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/15** : **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/691**  
Directorate: District Office

**SALARY** : R491 403 per annum (Level 10)  
**CENTRE** : Limpopo (Vhembe)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business Management / Financial Management / Economics. Minimum of 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written), People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation. A valid driver's licence. Willingness to travel and work irregular hours.

**DUTIES** : Coordinate identification, establishment, and development support of Cooperatives. Conduct needs assessments as well as scoping and auditing of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Liaise with organs of the state, private sector where partnerships. Facilitate development of business plans and funding requests. Implement the monitoring tool and strategy for cooperatives. Coordinate the establishment cooperatives, setting up of internal / cooperative governance, drafting of constitution and facilitate training in adherence and compliance with the Co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (facilitate pre-establishment, constitution, registration, training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Identify training needs for the development of training plans for cooperatives. Coordination of the partnership arrangements and / or agreements. Facilitate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get marketing tools for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Coordinate the development and support of co-operative Financing Institutions towards the formation of a Co-operative Bank. Organise workshops for cooperatives on understanding functioning of the cooperatives Financial Institution. Facilitate savings and credit workshops for cooperatives to develop the culture of saving. Facilitate registration and compliance with the Cooperatives Financial Institution (CFI). Coordinate the development and support of agro-processing, rural enterprises and industries. Facilitate processes of business plans development in liaison with stakeholders including SEDA. Coordinate the development and support of Small and Medium scale Agro-processing projects. Conduct technical training needs assessments and engage training institutions. Facilitate provision of technical training on production, processing and mechanisation operations to Rural Enterprises and Industries.

**ENQUIRIES** : Mr LS Mahasha at 082 947 8491  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.

- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 44/16** : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT (X4 POSTS)**  
Directorate: Operational Management
- SALARY CENTRE** : R491 403 per annum (Level 10)  
: Limpopo: Polokwane Ref No: 3/2/1/2022/683 re-advertisement, applicants who applied previously are encouraged to re-apply. (X3 Posts)  
North West: Mmabatho Ref No: 3/2/1/2022/678 (X1 Post)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. Minimum of 3 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpretation of business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy skills, Communication skills, Ability to draft terms of reference for service providers and manage consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
- DUTIES** : Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
- ENQUIRIES** : Enquiries for Limpopo Province: Mr M Shai Tel: (015) 284 6303, Enquiries for North West Province: Mr KE Sebitlele Tel: (018) 388 7115
- APPLICATIONS** : Applications for Limpopo Province: can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard Street, Polokwane, 0700.  
North West Province: can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : For the position of Limpopo: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. For the position of North West: African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/17** : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/688**  
Directorate: Legal Support
- SALARY CENTRE** : R491 403 per annum (Level 10)  
: KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and



		very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
<b><u>DUTIES</u></b>	:	Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<b><u>ENQUIRIES</u></b>	:	Mr S Ndlovu Tel No: (033) 355 8400
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	Coloured and Indian Males and African Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/18</u></b>	:	<b><u>CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/677</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	:	R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Mpumalanga (Mbombela)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies

according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

- ENQUIRIES APPLICATIONS** : Ms M Kekana Tel No: (012) 326 8050  
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females  
 : Persons with disabilities are encouraged to apply.
- POST 44/19** : **PRINCIPAL LIBRARIAN REF NO: 3/2/1/2022/699**  
 : Directorate: Geo-Spatial Information and Professional Support
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : Western Cape (Mowbray)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Library Sciences or Information Management (NQF Level 6). Minimum of 3 years' experience at a supervisory level in library services environment. Job related knowledge: Knowledge of the interlibrary systems. Knowledge of internet searches. Knowledge of the electronic cataloguing, classification, and indexing. Job related skills: Computer skills. Interpersonal skills.
- DUTIES** : Acquire library materials (books, journals) for surveys and mapping library. Receive requests for book procurements daily. Process requests to procure new books as required. Subscribe to new journals for clients according to policy. Obtain approval from the library committee to procure the proposed books and journals. Provide information services. Provide information services continually. Perform the necessary research regarding the request for information received. Distribute notification regarding the journals to the organisation as required. Control issue and circulation of library materials. Receive request for information regarding surveys and mapping issues. Circulate journals on an ongoing basis. Control issue of books. Provide museum service for specialized surveying and mapping equipment and methods. Arrange museum display, with changes to items displayed when required. Update system with index. Update system with indexing, barcoding and packing of new books / journals on the shelves as required. Keep register of museum items.
- ENQUIRIES APPLICATIONS** : Mr G Chandler Tel No: (021) 685 4300  
 : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African and Indian Males and African Females and Persons with Disabilities  
 : are encouraged to apply.

- POST 44/20** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/690**  
Directorate: Corporate Services
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Management / Business Administration. Minimum of 3 years' supervisory experience in the relevant working environment. Job related knowledge: Knowledge of Human Resource prescripts. Knowledge of government systems and structure. Public Financial Management Act (PFMA). Archives Act. Minimum Information Security Standard (MISS). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Computer literacy, Planning and organising skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Communication skills (verbal and written), Project management skills and Resource planning skills. A valid driver's licence.
- DUTIES** : Manage resources of the Directorate: Support Services. Compile demand management plan for the Directorate. Manage capturing of requests on LOGIS. Compile requisition in line with the demand management plan. Manage procurement of goods and services for Directorate. Provide administration support services. Coordinate the submission of monthly reports from business units. Compile monthly, quarterly and annual reports. Coordinate quarterly submission of risk register progress reports. Compile and coordinate training requests submissions. Manage and maintain leave requests for all staff in the Directorate. Monitor compliance of attendance register. Receive and record leave plans for all officials in Support services. Circulate leave credits and manage applications for leave utilisation. Utilisation of Persal to generate leave reports to conduct leave audits. Facilitate and monitor compliance with legislative requirements. Keep abreast with changes in policy changes across Support Services. Draft and publicise policies in conjunction with Communication Services. Ensure all business units are familiar with changes. Provide general office administration services. Manage Logs of activities and completed work. Ensure that completed documents are kept in appropriate location. Ensure that all correspondence is referenced in accordance with file plan of the Department. Monitor the inflow of work and compile database to track workflow across all business units. Manage travel and accommodation requests across the Directorate. Compile submissions and response on behalf of the Directorate.
- ENQUIRIES** : Ms Y Ngubane Tel No: (033) 264 9500  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
- NOTE** : Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 44/21** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/662**  
Directorate: Corporate Services
- SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence.

**DUTIES**

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate Provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorize implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting's process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES  
APPLICATIONS**

: Mrs S Budhoo Tel No: (033) 264 9519  
: Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

**NOTE**

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

**POST 44/22**

: **SENIOR EXAMINER REF NO: 3/2/1/2022/704 (X5 POSTS)**  
Office of the Registrar of Deeds  
Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY  
CENTRE**

: R393 711 per annum (Level 09)  
: KwaZulu Natal (Pietermaritzburg)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse Deeds Office Tracking System (DOTS) reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- 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** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured and Indian Males and White Females and Persons with disabilities are encouraged to apply.
- POST 44/23** : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2022/705**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Mpumalanga (Mbombela)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting. Minimum of 3 years supervisory experience in a finance environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including A Complete and Comprehensive Program for Accounting Control (Accpac). Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.
- DUTIES** : Managing of budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Managing revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Managing of debtors. Monitor recovery of outstanding debt and collection progress report. Analyze comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Managing of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify Subsistence and Travel claims and advances.

- ENQUIRIES APPLICATIONS** : Ms T Makama Tel No: (013) 756 4065 / 4000  
 : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 44/24** : **DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2022/706**  
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
 : Mpumalanga (Mbombela)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in Information Technology (IT) technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication (written and verbal) skills. Interpersonal skills. Investigate, resolve, or escalate and monitor logged calls.
- DUTIES** : Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate the monitor logged calls. Provide network support. Assist end-users with Local Area Network (LAN) connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing Information Communication Technology (ICT) reports. Provide incident and system availability reports. Provide inputs to Service level Agreement (SLA) non-compliance report. Provide support in the procurement and disposal of IT assets.
- ENQUIRIES APPLICATIONS** : Ms T Makama Tel No: (013) 756 4065 / 4000  
 : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 44/25** : **SENIOR DEEDS REGISTRATION OFFICER: DEEDS TRACKING AND INFORMATION REF NO: 3/2/1/2022/707**  
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
 : Mpumalanga (Mbombela)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. Minimum of 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / Minimum of 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 T Makama Tel No: (013) 756 4065 / 4000
- NOTE** : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females, African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 44/26** : **SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2022/708**  
Office of the Registrar of Deeds  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Eastern Cape (King Williams Town)  
: Applicants must be in possession of a Grade 12 Certificate and A National Diploma / Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. Minimum of 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / Minimum of 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** : Coordinate the functioning of the image scanning section. Analyse workload, workflow and processes and take corrective measures. Analyse the statistics register, exception report and advise supervisor. Analyse status reports and quality assurance report and draft final report and submit to supervisor. Oversee control of archive. Attend to malfunctioning of system, response time and faulty equipment. Update procedure manuals. Coordinate the process of expedited deeds, Coordinate image scanning related queries. Attend to queries, errors and take corrective measures. Identify shortcomings on system and make recommendations. Facilitate approved request for expedited delivery. Facilitate rectification process and approved rescanning of deeds and documents. Quality control of image scanning processes. Identify system errors and implement corrective measures. Analyse non-verified deeds and documents and take corrective measures and report to management. Monitor the archiving of records. Ensure that the strong room is of appropriate room temperature for archiving. Ensure the environment of the storage for microfilm rolls is in accordance with required standards.
- ENQUIRIES** : Ms D Look Tel No: (043) 642 2741

- APPLICATIONS** : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.
- NOTE** : Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 44/27** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/697 (X2 POSTS)**  
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report on a word processor. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
- DUTIES** : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
- ENQUIRIES APPLICATIONS** : Ms N Duiker Tel No: (012) 337 3658  
: Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6<sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/28** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/685**  
Directorate: Quality Assurance and Administration  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management or Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy, analytical skills and telephone etiquette. Interpersonal and communication skills. A valid driver's licence and ability to work under pressure.



**DUTIES** : Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

**ENQUIRIES** : Mr NP Mdluli Tel No: (033) 341 2666  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

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

**POST 44/29** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/689**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 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 N Mokoena Tel No: (033) 264 9500  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

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

**POST 44/30** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/687**  
Directorate: Cooperatives and Enterprise Development

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 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** : Mr L Mahasha at 082 947 8491  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.

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

**POST 44/31** : **PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/692**  
Directorate: Examination, State and Land Reform Surveys Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral survey. Job related knowledge: Knowledge of Geomatical Information Systems

**DUTIES**

Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's licence.

: Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.

**ENQUIRIES**  
**APPLICATIONS**

: Mr JFM Erasmus Tel No: (051) 448 0955  
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

**NOTE**

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

**POST 44/32**

: **MARKETING OFFICER REF NO: 3/2/1/2022/693**  
Directorate: Marketing

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree / 3-year Bachelor's Degree plus Honours in Agricultural Economics with a subject / course in Agricultural Marketing and / or International Trade. Minimum of 2 years' experience in Agricultural Economics

environment. Job related knowledge: Understanding of the market linkage programme. Knowledge of international trade agreements. Knowledge and understanding of food safety standards. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Customs and Excise Act, Broad-based Black Economic Empowerment (BBBEE) Act, Marketing of Agricultural products Act and Agri-BEE Sector Code. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job related skills: Reporting procedures, Planning and organising skills, Coordinating, analytical and innovative thinking, Submission and report writing skills (develop memoranda, letters and submissions). Ability to work independently, with minimum supervision and under pressure. Extensive travelling. A valid driver's licence.

**DUTIES** : Render Market linkage program. Investigate market requirement and publish the information to facilitate access by Human Development Index (HDI). Promote compliance to food safety standards and requirements (South African good agricultural practices, Global good agricultural practice, Good manufacturing practice, Good hygiene practice and Hazard analysis critical control point) by producers and processors of agricultural, land reform and rural development products to enhance markets access. Render preferential market access program. Administration of certain World Trade Organisation (WTO), African Growth Opportunities Act (AGOA), Southern African Development Community - European Union (SADC-EU) Economic Partnership Agreement (EPA) commonly known as SADC-EU EPA, Southern African Customs Union and Mozambique (SACUM) and the United Kingdom (UK) EPA commonly known as SACUM-UK EPA market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Monitor the utilisation of permits and quotas. Ensure compliance to permit conditions. Administer, record and monitor payment fees for import and export permits. Enhance participation of new and Small and Medium Enterprise (ME) traders in the rebate schemes. Manage an awareness campaign on compliance to Black Economic Empowerment (BEE) sector codes by beneficiaries of the Department's preferential market access program. Render general administration services. Render a general office administrative service to management and the clients. Undertake ad hoc activities. Render support in the implementation of projects aimed at enhancing equitable participation in the key agricultural commodity marketing value chains. Facilitate the establishment and maintenance of market access linkages with various markets to enhance participation in the formal markets. Facilitate the implementation of projects aimed at enhancing equitable participation in markets particularly by agrarian reform beneficiaries.

**ENQUIRIES** : Ms K Tjale Tel No: (012) 319 8083  
**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 44/33** : **HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/709**  
 Western Cape (Cape Town)

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Office of the Registrar of Deeds  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. 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. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary

periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.

**ENQUIRIES  
APPLICATIONS**

: Mr T Clark Tel No: (021) 464 7623  
: Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

**NOTE**

: Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. Coloured, Indian and White Females, Coloured Indian and White Males and Persons with disabilities are encouraged to apply.

**POST 44/34**

: **PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2022/663**  
Directorate: Corporate Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills, Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours.

**DUTIES**

: Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure that regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipments and assets of the Department. Coordinate and ensure duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment (where applicable) in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.). Monitor working conditions of security equipments in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary

- investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.
- ENQUIRIES APPLICATIONS** : Ms YP Ngubane Tel No: (033) 264 9500  
 : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
- NOTE** : Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 44/35** : **OFFICE ASSISTANT REF NO: 3/2/1/2022/695**  
 Chief Directorate: Provincial Office  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : KwaZulu Natal (Pietermaritzburg)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Technology and Management / Public Administration / Public Management. Minimum of 1-year experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job related skills: Good interpersonal skills. Communication skills (verbal and written). Organisational and planning skills. Good reporting skills. Computer literacy. Good interpersonal relations skills. Ability to take initiative and work independently. Ability to maintain confidentiality.
- DUTIES** : Render the administration, secretarial and support services to the Chief Director. Receive and screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) are completed and approved. Compile and submit Subsistence and Transport and Senior Management Services claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director. Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (workshops, shortlisting's, Interviews, Monthly management and staff meetings). Circulation of invitation for the Chief Director meetings. Making appointments for internal and external clients. Receiving attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type / draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toner). Record minutes / decisions from meetings and communicates with relevant role-players. Use a tape recorder in recording minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the office of the Chief Director and track the implementation thereof.
- ENQUIRIES APPLICATIONS** : Mr N Mndaweni Tel No: (033) 355 4300  
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/36** : **WEB CONTENT OFFICER REF NO: 3/2/1/2022/667**  
 Directorate: Knowledge, Information and Records Management
- SALARY CENTRE** : R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Journalism or Information Technology. Minimum of 1 year relevant experience in Journalism / Media and / or Information Technology. Job Related knowledge: Hyper Text Markup Language (HTML) web tool. DotNetNuke (also referred to as DNN). Publishing processes. Planning. Public Finance Management Act (PFMA). Java script. Content Management Systems. Broad knowledge of IT products, services and terminology. Job related skills: Basic project management skills, User and client orientation skills, Problem solving and decision-making skills, Time management skills. Ability to communicate at all levels. Ability to work across organisational and professional boundaries. Excellent communication skills (verbal and written), High level of interpersonal skills, including active listening and understanding, Good organisational skills and ability to prioritise workloads. Able to work according to tight deadlines / service levels. Able to follow-up and follow-through on tasks. Ability to communicate well. Publishing skills, Analytical skills, Listening skills. Computer literacy. Proactive, Self-motivated, Patient, Innovative and Flexible. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Design webpages. Design / review the webpage based on the current website layout. Coordinate the layout and design of information on the web page. Implement content on designed webpages. Implement webpage concepts. Participate in departmental web projects. Liaise with clients. Provide advice, guidance, information on policies, legislation, procedures, etc to staff, colleagues and / or clients. Address user's requests. Provide technical support and advice on the use of internet / intranet. Maintain good working relations with the colleagues / clients. Maintain departmental website information and knowledge management system. Source out inputs from the various Directorates in the Department. Make changes / edit the existing content on the internet and intranet where necessary. Upload new content on the internet. Upload a dynamic content in the relevant database. Attend to website related queries. Modernize website. Maintain departmental website information and knowledge management system. Source out inputs from the various Directorates in the Department. Make changes / edit the existing content on the intranet where necessary. Upload new content on the intranet and meeting deadlines. Upload a dynamic content in the relevant database. Attend to intranet related queries.
<b><u>ENQUIRIES</u></b>	:	Mr G Mdhuli Tel No: (012) 319 7953
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/37</u></b>	:	<b><u>STATE ACCOUNTANT: LEASE MANAGEMENT REF NO: 3/2/1/2022/668</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	(Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Cost and Management Accounting / Commerce. Minimum of 1-year relevant experience in a Financial Environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and Salary Administration (Persal), Basic Accounting System (BAS). Job related skills: Supervision skills, Communication skills (written and verbal), Computer literacy (Microsoft Word and Excel), Financial management skills, Planning and organisation skills. Analytical skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate effective financial management in debt management. Authorize journals (all debtors journals). Analyse the age- analysis and discuss findings with the supervisor for review. Follow up on unapplied credit and pre-payment. Manage the dispatch of statements to debtors. Follow up on overdue accounts. Manage collection. Referral to legal service. Recommend for write offs. Reduction of account receivables (debt account). Improve collection of debtors managed by Collecting Agency. Use financial and other resources effectively, efficiently, economically and transparently. Control of Suspense Accounts. Check or scrutinize the suspense account on a regular basis. Submit difficult cases to supervisor. Monitor payment received and posted to the debt

suspense account. Ensure all revenue is allocated. Prepare Monthly Compliance, International Financial System and Annual Reporting. Develop a register of all debts. Ensure register is updated every two weeks. Prepare monthly, interim and annual reporting on account receivables and in year management (IYM). Ensure that letters and statements are sent to debtors. Render management of debtor's register. Ensure that letters and Statements are sent to debtors. Reconcile Land Administration Web (LAW) report with all operating leases. Ensure operating lease contracts reconcile with A Complete and Comprehensive Program for Accounting Control (ACCPAC). Supervise human / financial resources effectively. Monitor and evaluate the performance of staff in accordance with the Employee Performance Management and Development System (EPMDS). Identify the need to facilitate and monitor staff development and develop staff skills by giving follow up training in their line function. Provide in-service training on office functions. Keep and manage the leave register, control and verify all leave forms for correctness and approval.

**ENQUIRIES  
APPLICATIONS**

: Ms SH Sambo Tel No: 012 319 6780  
 : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.

**NOTE**

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

**POST 44/38**

: **ICT DESKOP SUPPORT TECHNICIAN REF NO: 3/2/1/2022/674 (X3 POSTS)**  
 Directorate: Information Communication Technology (ICT) Service Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Information Technology (IT). Minimum of 1 years' experience in IT Technical Support environment and ICT supporting hardware, software and network (2<sup>nd</sup> level support). Ability to differentiate between hardware and software operating platforms used in an organisation to enable appropriate analysis and support. Antivirus software experience. Job related knowledge: Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job related skills: Good interpersonal skills, Communication skills (verbal and written), Organisational and planning skills, Good reporting skills, Computer literacy and interpersonal skills. Ability to take initiative and work independently. Ability to maintain confidentiality. A valid driver's licence.

**DUTIES**

: Provide technical support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff on potential uses of existing technology. Train staff on new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security measures are



met and policies are adhered to and Workshop ICT Policies. Educate users on ICT Policies such as password policy, email policy, internet policy, desktop policy etc. Monitor and maintain technologies to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software. Test and rollout all projects that Office of the Chief information Officer (OCIO) is rolling out to the Department and serve as a point of contact to regional technical staff with regard to all projects undertaken by OCIO. Test new applications before implemented / installed in Departmental Network and advise accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technicians from other regions if there is a new application in the Department.

**ENQUIRIES** : Mr R Naidoo Tel No: (012) 407 4169  
**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** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/39** : **STATE ACCOUNTANT: PLAS MANAGEMENT ACCOUNTING REF NO: 3/2/1/2022/673**  
 Directorate: Proactive Land Acquisition Strategy (Plas) Trading Financial Management

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Commerce / Financial Management / Accounting. Minimum of 1-year relevant experience in a management accounting environment. Job related knowledge: Treasury or Financial Regulations or Public Finance Act. Basic Accounting System (BAS). Medium-Term Expenditure Framework (MTEF). Personal Finance South Africa (PFSA). Job related skills: Reporting skills, Planning and organising skills, Computer literacy, Communication skills (verbal and written) and Analytical skills.

**DUTIES** : Coordinate the development of the Trading Account and Chief Directorate budget: Assist in compiling budget for Agricultural Land Holding Account (ALHA) during the Medium-Term Expenditure Framework (MTEF) / Adjusted Estimates of National Expenditure (AENE) budget process by gathering information, consolidating and analysing Provincial budget inputs. Compile and submit consolidated Provincial report that clearly shows omissions, miscalculations and any exceptions identified during the analysis. Gather, coordinate, analyse and consolidate budget inputs for the Chief Directorate: PLAS budget during MTEF / AENE budget process. Consolidate inputs to the departmental database and submit for review together with approval memos containing summary of the budget per classification Compensation of Employees, Goods and Services as well as consolidated. Coordinate the capturing and subsequent alignment of the Demand Management Plans to the approved budget. Ensure sign off of the Demand Management Plans per responsibility. Coordinate and consolidate annual projections and quarterly cash requests and submit for review. Load approved budget on A Complete and Comprehensive Program for Accounting Control (ACCPAC) system and ensure it reconciles to approved budget. Monitor Budget performance and reporting. Compile financial performance reports for the Trading Entity and Chief Directorate and submit to all relevant stakeholders. Ensure that misallocations are cleared on regular basis. Ensure that all reports relating to expenditure and travel for the Chief Directorate is updated and signed off on a monthly basis. Prepare quarterly revision of the budget and coordinate the re-alignment. Compile and submit quarterly cash request from the Department. Compile financial and treasury reports. Compile and submit in year management (IYM) report monthly for review. Obtain quarterly budget and expenditure report, financial statements for the quarter as well as land redistribution (LRD) performance report for the quarter in order to capture the Quarterly Entity Report to Treasury on the prescribed template. Submit

completed template with all annexures and approval memos for review. Gather information on commitments, accruals and draft financial statements in preparation for annual declaration of surplus before sending it for review and analysis. Review and submit ad-hoc budget and expenditure reports as required. Keep accurate and complete projects and accounting information. Receive and record all project registration forms submitted and check for compliance. Check for duplicates before registering on the system. Send confirmations of registered projects to Provinces. Ensure that the report is requested on PJC and sent to assets section on a monthly basis for them to reconcile the asset register and PJC. Attend to queries issued where applicable. Keep accurate and complete record of all project registration documents. Keep accurate and complete record of all budget and expenditure information. Ensure that all information is updated on a regular basis and regular backups are performed to prevent loss of data.

**ENQUIRIES** : Mr T Lesele Tel No: (012) 312-8114  
**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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/40** : **PROPERTY SUPPORT ASSISTANT REF NO: 3/2/1/2022/671**  
 Directorate: Property Research and Support

**SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Geography, Law, Real Estate, Bachelor of Administration in Public Management or Property Management. Minimum of 2 years' experience in land administration, land research and property management environment. Job related knowledge: Good land research methodology. Land administration. Sound knowledge and understanding of land Information obtained from sources. Interpretation of relevant legislations. Job related skills: Computer literacy, Ability to interpret maps aerial photographs, Surveyor-General diagrams, Title Deeds and proclamations. Ability to understand and see land in a spatial context. Good project management skills, Creative and innovative skills, Good communication skills (written and verbal) and Good interpersonal skills. Ability to work in a team as well as independently. Ability to work under pressure and within tight deadlines. Accuracy and pay attention to detail. A valid driver's licence.

**DUTIES** : Property Research and Support. Provision of property research information on request in accordance with internal practices and procedures. Scan property research related documents on request in accordance with internal practices and procedures. Strong room organisation. Draw the title deed folders from the strong room on receipt of a valid request. Assist the conveyance section in tracking a title deed folder that they cannot find, only after they have exhausted all avenues in finding a title deed folder. Filing of title deed folders, numerical, alphabetical and per Province in the strong room. Organisation of title deed folders as well as combining of duplicate title deed folders when identified. Title Deed Folder Booking System. Perform check to establish validity and correctness of request against portfolio of evidence provided by requestor and obtain own portfolio of evidence to conclude final status of property for update of the Immovable Asset Register or the cancellation of the Request for Comments (RFC) with a comment. Booking out the title deed folders for verification and conveyancing RFC's and DALRRD RFC's purposes from the strong room on receipt of a valid request. Book the returned title deed folders back on the title deed folder booking system. Opening Title Deed Folder. Opening of new title deed folders on receipt of new information of properties added to the Immovable Asset Register and check the correctness of these properties against Land Administration Web (LAW). Liaise with Deeds Office and Surveyor-General Offices regarding property research related document. Verification on request of new title deed folders and file accordingly per unique new title deed folder. Scan and upload title deeds on Land Administration Web (LAW).

**ENQUIRIES** : Ms A Gibbs Tel No: (012) 312-9382

- 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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/41** : **SENIOR DATA CAPTURER REF NO: 3/2/1/2022/698**  
Directorate: Quality Assurance and Administration
- SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).
- DUTIES** : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
- ENQUIRIES** : Ms N Duiker Tel No: (012) 337 3658  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6<sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/42** : **SENIOR RECEPTIONIST / TELECOM OPERATOR REF NO: 3/2/1/2022/686**  
Directorate: Corporate Services
- SALARY** : R218 064 per annum (Level 06)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant experience in the reception / switchboard environment. Job related knowledge: Computer literacy (Microsoft Word, PowerPoint, Excel etc). Switchboard operations. Job related skills: People skills, Telephone etiquette, Organisational skills, Communication skills (verbal and written), Computer literacy and Good presentation skills. Ability to communicate well with people at different levels and from different backgrounds. Must be highly reliable. Ability to act with tact and discretion.
- DUTIES** : Supervise and render reception support services. Receive and welcome visitors and clients. Direct visitors to their destinations. Provide information to clients. Tidy and maintain reception area. Receive, sort and record all incoming and outgoing document. Provide information to the clients and answer all general enquiries. Supervise and render telephone services. Attend to incoming telephone calls. Screen and forward calls. Receive telephone messages. Record telephone and maintain messages. Develop and maintain a database of contact numbers for officials. Administration of attendance register. Administration of telephone accounts. Maintain switchboard service. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify, inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in goodworking condition at all times. Facilitate boardroom bookings. Manage

and update calendar for boardroom bookings. Perform general administration duties. Keep and maintain incoming and outgoing documents register of the component.

**ENQUIRIES** : Mr R.Z. Ndovela Tel No: (033) 392 0650  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

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

**POST 44/43** : **SECRETARY REF NO: 3/2/1/2022/665**  
Directorate: Budget Performance Management

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

**DUTIES** : Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as 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 the work environment to ensure efficient and effective support to the senior manager. 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 senior manager.

**ENQUIRIES** : Mr N Malisha Tel No: (012) 312 8525  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.

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

**POST 44/44** : **AUXILIARY SERVICE OFFICE REF NO: 3/2/1/2022/670**  
Directorate: Inspection Services

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Northern Cape (Vioolsdrift)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Public Services Regulation. Procurement procedures. Public Finance Management Act (PFMA). Planning and organising. Cultural diversity. Job related skills: Good communication skills (verbal and written), Planning skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Influencing skills, Listening skills, Computer literacy and Report writing skills. A valid driver's licence and the ability to drive. Willingness to work extended hours.

- DUTIES** : Implementation of import, export and national control measures of regulated articles. Assist technicians in the application of relevant legislation and protocols throughout the day. Assist technicians in respect of inspections and detection of authorized regulated goods imported by sea. Assist technicians in the exercising of import and export over agricultural products regulated by the Agricultural Pest Act, 1983 (Act No.36 of 1983). Assist technicians with sampling, preparation and posting of samples to approved labs. Assist technicians with the receipt of analytical results. Register premises / facilities in terms of the Plant Improvement Act, 1976 (Act No. 53 of 1976). Implementation of the Treasury Regulations and Departmental Financial Instructions in terms of assets and destruction of confiscated goods. Organising and planning. Assist technicians with compiling and maintaining the technical data systems / records related to Sanitary and Phytosanitary (SPS), cannabidiol (CBD) and Technical Barriers to Trade (TBT) matters. Assist technicians with solving problems on operational level. Application of standard operating procedures. Co-ordinate own activities with regard to day to day line functions. Resource management. Application of the Occupational Health and Safety Act, in administering day to day functions. Customer service (internal and external). Render professional customer services at the helpdesk. Assist technicians with the receipt of results, and delivery / collection of mail at the post office of imported plant material. Responsible for the maintenance of laboratory equipment.
- ENQUIRIES APPLICATIONS** : Mr NB Luvhimbini Tel No: (012) 309 8737  
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6<sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 44/45** : **REGISTRY CLERK REF NO: 3/2/1/2022/684**  
Directorate: Quality Assurance and Administration
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a 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. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Mr J Dayanand Tel No: (033) 341 2600  
: Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
- NOTE** : African, Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.

- POST 44/46** : **FINANCE CLERK REF NO: 3/2/1/2022/660**  
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- 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. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : Ms Y Macamba Tel No: (033) 264 9567  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
- NOTE** : African, Coloured and Indian Males and Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/47** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/661**  
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : KwaZulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Related Skills: Planning and organization skills, Computer literacy skills, Communications skills (verbal and written), Interpersonal relations and Flexibility. Ability to work within a team, work under pressure and meet deadlines.
- DUTIES** : Render demand management support. Provide administration support on functional planning and operations for demand management. Provide administration support on Terms of Reference (TORs) and specifications within the demand management. Administer requisitions and conduct market analysis. Provide effective document control, filing and administrative support. Render acquisition clerical support. Request and receive quotations. Compile draft documents as required. Compile and source requests for quotations for procurement of goods and services amounting up to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Open quotations and record on relevant systems / web sites. Arrange and facilitate evaluation process Compile comparative

schedules for request above R30 000. Draft minutes for all supply chain management related matters. Compile documentation for approval. Draft appointment and regret letters and update registers. Provide secretariat support services to Bid Committees. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Render bid clerical support. Issue bid documents upon receipts of proof of payment. Record Bidders on opening certificate. File proposals.

**ENQUIRIES** : Mr B Magudulela Tel No: (033) 264 9587  
**APPLICATIONS** : Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).  
**NOTE** : African, Coloured and Indian Males and Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/48** : **ADMINISTRATION CLERK REF NO: 3/2/1/2022/669**  
Directorate: Inspection Services  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : kwaZulu Natal (Durban)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

**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. Taking and drafting of minutes. 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 of 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** : Mr B Mgcoyi Tel No: (021) 431 7402  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

**POST 44/49** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/676**  
Directorate: Corporate Services

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a 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. Job related skills: Planning

- and organising skills, computer literacy, good communication skills (verbal and written) and interpersonal relations. Flexibility and ability to work within a team.
- 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, Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6<sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
- NOTE** : Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 44/50** : **DRIVER / MESSENGER REF NO: 3/2/1/2022/679**  
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city (ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.