

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 17 February 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website 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 the South African Qualifications Authority (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 committee 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

- POST 04/01** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION AND SORTING AND DEEDS TRAINING REF NO: 3/2/1/2023/050**
Office of the Registrar of Deeds
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Free State (Bloefontein)
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 B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.
- DUTIES** : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
- ENQUIRIES APPLICATIONS** : Mr I Khanyile and Ms D Tshabalala Tel No: (051) 403 0300
Please ensure that you send your application to Private Bag X20613, Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at 85 Nelson Mandela Drive, Bloemfontein Central, Bloemfontein, 9301 before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/02** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2023/051**
Office of the Registrar of Deeds
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Limpopo (Polokwane)
Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances,

<u>DUTIES</u>	:	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. 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 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
<u>NOTE</u>	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. The closing date as no late applications will be considered Coloured, Indian, White Males, and Coloured, Indian, White Females, and Persons with disabilities are encouraged to apply.
<u>POST 04/03</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/052</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane) Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle 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.
<u>DUTIES</u>	:	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 ARD / DROD 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 their 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.
<u>ENQUIRIES</u>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. The closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 04/04</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/053</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at middle 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.
<u>DUTIES</u>	:	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 ARD / DROD 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.
<u>ENQUIRIES</u>	:	Ms. Z Mthembu Tel No: (033) 355 6812
<u>APPLICATIONS</u>	:	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. The closing date as no late applications will be considered
<u>NOTE</u>	:	African, Coloured Males and African, Coloured, White Females and Persons with disabilities are encouraged to apply.
<u>POST 04/05</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE AND ADMINISTRATION REF NO: 3/2/1/2023/012</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management / Development Studies / Financial Management / Internal Auditing. Minimum of 3 years' experience in a quality management environment. Job related knowledge: Extensive knowledge of the Restitution process. Advanced knowledge of applicable financial acts and regulations. Job related skills: Proven managerial and project management skills. Good planning, organising and problem-solving skills. Communication skills (verbal and written). Computer literacy. Attention to detail and compliance checking in line with legislation. A valid driver's licence.
- DUTIES** : Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Know and apply legislation, policies and procedures. Quality assure submissions in terms of compliance. Send queries to Provinces and manage responses. Coordinate logistical arrangements for Quality Control Committee (QCC) in liaison with the office of the Chief Financial Officer by ensuring the following: Obtain National Director: Quality Assurance (NDQA) and Regional Land Claims Commissioner (RLCC) supporting signatures. Scan files. Deliver both electronic and physical files to QCC members on time. Submit QCC presentation to QCC secretariat on time. Prepare agenda. Quality assure QCC minutes. Respond to auditors. Vet compliance in line with the business process. Vet claimant verification and conduct duplicates testing. Compile project analysis summary. Implement project management methodology for management of land claims. Align activities to achieve operational targets. Align settlement to allocated budget. Align monthly and annual spending plan. Manage functions for the release of restitution awards to beneficiaries. Ensure effective and efficient risk management and implementation of internal legal and financial controls. Review existing operational control and development of improved controls. Coordinate risk and fraud management functions. Prevent unauthorised, irregular and fruitless expenditure. Identify new risks on submissions or the restitution processes and communicate these to the National Director: Quality Assurance within 3 days of identification. Review / create systems and controls on submissions within a month of need analysis. Develop risk mitigation measures. Manage allocated resources efficiently and effectively. Allocate sufficient resources to functions. Monitor performance, providing support to ensure maximum utilization of resources. Advise and assist the office on all issues of compliance regarding policy and legislation. Distribute circulars and process guidelines. Monitor implementation of processes and ensuring compliance. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery, providing financial and operational reports. Provide solutions to challenges. Facilitate processes that are responsive to Batho Pele principles. Produce monthly financial and operational reports.
- ENQUIRIES** : Ms V Nemalili Tel No: (012) 337 3656
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 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 04/06** : **SYSTEM SUPPORT CONTROLLER REF NO: 3/2/1/2023/054**
Office of the Registrar of Deeds
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Information Technology / Computer Science (NDP, BSc, BTech) and an appropriate technical IT qualification: A+ / N+ / MCSE / Linux+. Minimum of 3 years working experience in system support, enterprise service management and technical support. Experience in operations of hardware, software, Security and Controls. Technology Lifecycle. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Knowledge of Deeds Registration System will be an added advantage. 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. Managerial skills. Interpersonal skills. Project Management skills.
- DUTIES** : Provide desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Supervise desktop support to end users. 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 server 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. Implement 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. Provide Information Communication Technology (ICT) reports. Provide incident and system availability reports. Provide inputs to Service Level Agreement (SLA) non-compliance report. Compile ICT governance report. Provide support in the procurement and disposal of IT assets.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
- : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered
- NOTE** : African, Coloured, Indian Males and Coloured and Persons with disabilities are encouraged to apply.
- POST 04/07** : **SENIOR EXAMINER REF NO: 3/2/1/2023/055 (X3 POSTS)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in 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 DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
- : Please ensure that you send your application to Private Bag x183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with disabilities are encouraged to apply.

- POST 04/08** : **SENIOR EXAMINER REF NO: 3/2/1/2023/056 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R393 711 per annum (Level 09)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in 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 DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
APPLICATIONS : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
- NOTE** : Coloured, Indian, White Males and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 04/09** : **SENIOR EXAMINER REF NO: 3/2/1/2023/057 (X7 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R393 711 per annum (Level 09)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in 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 DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms Z Mthembu Tel No: (033) 355 6812

- APPLICATIONS** : Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered,
- NOTE** : African, Coloured, Indian, Males and African Females and Persons with disabilities are encouraged to apply.
- POST 04/10** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 3/2/1/2023/058**
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. Minimum of 2 years' experience in an accounting and reporting environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice (GAAP). Knowledge of ACCPAC. Computer Literacy. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Resource planning skills. Problem Solving and Decision-making skills. Time Management skills. Business skills. Analytical skills. Valid Driver's License. Willingness to travel.
- DUTIES** : Prepare and compile the Month-end reporting file. Perform monthly reconciliations of general ledger accounts as per Trial Balance. Reconcile suspense and clearing accounts on monthly basis (Account payables, Peral, Account receivables and Assets management) and follow up with responsible managers. Analyse completeness and accuracy of comments on outstanding balances of sub-ledger accounts submitted for month-end reporting. Investigate long outstanding general ledger accounts and provide recommendation. Prepare monthly statement of cash flow movement. Prepare the month-end reporting file with supporting. Supervise bank reconciliation and petty cash. Review daily cash book reconciliation and submit to supervisor for verification. Confirm that the bank statement balances with cash book on daily basis. Supervise issuing, replenishment, and proper usage of petty cash in line with petty cash policy. Prepare documents for audit request / queries. Providing support and guidance to clients in relation to Financial accounting processes and procedure. Compile general journals and reconcile general ledger accounts. Investigate and identify discrepancies to capture journals including supporting documents to correct misallocations and misstatements. Prepare and process journals to clear suspense and clearing accounts before month-end. Prepare accruals and provisions journals as per Interim and year-end financial statement preparation plan. Analyse and reconcile general ledger accounts as per Trial Balance. Investigate misallocations, adjust errors on general ledger accounts. Prepare monthly accrued interest journals and finance lease related journals. Prepare documents for audit request / queries. Provide support and guidance to clients. Investigate theft and losses. Identify new cases / transactions related to Thefts and losses within all Deeds Registries. Maintain Thefts and loss register and provide comments of outstanding cases monthly. Compile memorandums of Thefts and loss cases to be presented to Loss Control Committee and submit to supervisor. Prepare and process documentation to implement a debt or write off based on Loss Control recommendation.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
: Please ensure that you send your application to Private Bag x183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured Males, Indian Males, African Females, Coloured Females, White Females and Persons with disabilities are encouraged to apply.
- POST 04/11** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/059**
Office of the Registrar of Deeds
- SALARY CENTRE** : R331 188 per annum (Level 08)
: Western Cape (Cape Town)

- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
- DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications/terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / Terms of Reference (TOR). Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.
- ENQUIRIES** : Mr T Clark Tel No: (021) 464 7624
- 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** : Coloured, Indian, White Male and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 04/12** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/060**
Office of the Registrar Of Deeds
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.
- DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications/terms of reference for goods and services Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide

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

- ENQUIRIES** : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
- NOTE** : African, Coloured, Indian, White Males, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 04/13** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/046 (X2 POSTS)**
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R326 031 – R495 099 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (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, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206, for the attention of Human Resource Management.
- NOTE** : African, Coloured, Indian, White Males and Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 04/14** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/049**
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY** : R326 031 – R495 099 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (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, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms H.C. Poseka Tel No: (033) 355 2900
- 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** : Coloured, Indian, White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 04/15** : **PERSONAL ASSISTANT REF NO: 3/2/1/2023/039**
Chief Directorate: Legal Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- 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 Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to Senior Management. Classified secret security clearance. Job related knowledge: Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills, computer literacy (Microsoft Office), good interpersonal relations, high level of reliability, communication skills (written and verbal) and language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and

DUTIES

presentation. Self-management and motivation and Willingness to work extended hours.

: Provides a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded to. In the process of the job the incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record the engagements of the Senior Manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the Manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the Manager and the unit where required. Collects analyses and collates information requested by the Manager. Clarifies instruction and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standards items like stationary, refreshment etc. for the activities of the Manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine action / information / other documents required for meetings. Collects and compile all necessary documents for the Manager to inform him / her on the contents. Records minutes / decisions and communicated to relevant role-players, follow-up on the progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meeting when required. Supports the Manager with the administration for the Manager's budget. Collects and coordinates all the documents that relate to the Manager's budget. Assist Manager in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts the Manager of possible over-and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Manager and compiles draft memorandums for this purpose. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Studies the relevant Public Service and Departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

**ENQUIRIES
APPLICATIONS**

: Ms N Rossouw Tel No: (012) 319 7227
: 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 04/16

: **OFFICE ASSISTANT REF NO: 3/2/1/2023/048**
Office of the Deputy Chief Land Claims Commissioner
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE**

: R269 214 per annum (Level 07)
: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation, policies, prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication skills (written and verbal). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secrete Security Clearance.

DUTIES

: Provide a secretarial / receptionist support service to the Manager. Receives telephone calls in an environment where in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded in the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operates and ensures that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitize / advise the manager regarding engagements. Compile realistic schedules for appointments. Render administrative support service. Ensure the effective flow of information and documents to and from the office of the Manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the manager regarding meetings. Scrutinizes documents to determine actions / information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates Basic Accounting Software (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

: Ms N Mfeka Tel No: (012) 407 4416

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 Batrix) 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 04/17 : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 3/2/1/2023/061**
Office of the Registrar Of Deeds

SALARY : R269 214 per annum (Level 07)
CENTRE : Eastern Cape (Umtata)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Supply Chain Management environment. Basic knowledge of supply chain duties, practices as well as the ability to collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organise skills. Computer literacy (SCM Systems). Interpersonal relations. Communication skills (verbal and written). Time Management. Numerical skills. Customer relations. Ability to supervise and people management.

DUTIES : Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. N Socikwa Tel No: (047) 531 2151 / (047) 532 2869
APPLICATIONS : Please ensure that you send your application to The Registrar of Deeds Mthatha Private Bag X5040, Mthatha, 5099 or Hand deliver it to the Office of the Registrar of Deeds: Umtata at Conner Owen & Leeds Street Botha Sigcau Building, Mthatha, 5099, before the closing date as no late applications will be considered

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

POST 04/18 : **JUNIOR EXAMINER REF NO: 3/2/1/2023/062**
Office of the Registrar of Deeds

SALARY : R269 214 per annum (Level 07)
CENTRE : Eastern Cape (Umtata)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and

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

ENQUIRIES APPLICATIONS : Ms. N Socikwa Tel No: (047) 531 2151 / (047) 532 2869
 : Please ensure that you send your application to The Registrar of Deeds Mthatha Private Bag X5040, Mthatha, 5099 or Hand deliver it to the Office of the Registrar of Deeds: Umtata at Conner Owen & Leeds Street Botha Sigcau Building, Mthatha, 5099, before the closing date as no late applications will be considered.

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

POST 04/19 : **JUNIOR EXAMINER REF NO: 3/2/1/2023/063 (X2 POSTS)**
 Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma in Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

ENQUIRIES APPLICATIONS : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
 : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered.

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

POST 04/20 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/047 (X3 POSTS)**
 Directorate: Cadastral Information, Maintenance and Supply Services

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06)
 : Eastern Cape (East London)
 : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations,

		Communication skills (verbal and written), Organisational skills and Computer software skills.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancellation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Re-file returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NO Ngcaba Tel No: (043) 783 1400
	:	Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
<u>POST 04/21</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/064</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R218 064 per annum (Level 06)
	:	Limpopo (Polokwane)
	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' appropriate Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Knowledge of legislation framework governing the Public Service. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability.
<u>DUTIES</u>	:	Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Update document tracking systems (DOTS) when new module is required. Link barcode to the name of the person and the property on deeds as per request. Assist Land Right with legislation monthly and as when required. Monitor that deeds tracing system can handle all legislation by maintaining the system. Facilitate consistency of DRS data at all time. Make sure that the barcodes are allocated accordingly. Keep records of all allocated barcodes. Check if there is no duplication.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
	:	Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered
<u>NOTE</u>	:	Coloured, Indian, White Males and African, Indian, White Females and Persons with disabilities are encouraged to apply.

POST 04/22 : **CHIEF DEEDS REGISTRATION CLERK: RESISTRATION REF NO: 3/2/1/2023/065**
Office of the registrar of deeds

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06)
: Limpopo (Polokwane)
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' appropriate Deeds Registry / Administrative experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Knowledge of legislation framework governing the Public Service. Proficiency in English. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Supervisory skills. People management. Time management. Strong prioritization skills. Accountability.

DUTIES : Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Update document tracking systems (DOTS) when new module is required. Link barcode to the name of the person and the property on deeds as per request. Assist Land Right with legislation monthly and as when required. Monitor that deeds tracing system can handle all legislation by maintaining the system. Facilitate consistency of DRS data at all time. Make sure that the barcodes are allocated accordingly. Keep records of all allocated barcodes. Check if there is no duplication.

ENQUIRIES APPLICATIONS : Mr E Nyamandi Tel No: (015) 283 2359 or M Mobe Tel No: (015) 283 2359
: Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700 before the closing date as no late applications will be considered.

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

POST 04/23 : **SECRETARY REF NO: 3/2/1/2023/027**
Directorate: Property Management

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Free State (Bloemfontein)
: 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, Computer literacy, 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 secretariat / receptionist support service to the Director. Receive telephonic calls and refers 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 photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting 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 like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, 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 her / his 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** : Ms D Kgomo Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females are encouraged to apply.
- POST 04/24** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/043**
Directorate: Food Safety and Quality Assurance
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No previous experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public 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 skills. Interpersonal relations, flexibility and teamwork.
- DUTIES** : Render general clerical support services. Record, organize, 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 documents 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 attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Dr M.T. Mutengwe Tel No: (012) 319 6121
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, Indian, White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 04/25** : **FINANCE CLERK REF NO: 3/2/1/2023/044**
Directorate: Financial and Supply Chain Management Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Mpumalanga (Mbombela)
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 legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (Personnel and Salary Administration System, Basic Accounting System, Logistical Information System etc) Job related skills: Planning and organisation skills, Computer literacy skills, Flexibility skills, Communication skills (verbal and written), Interpersonal relations skills, Basic numeracy skills. A valid driver's

- licence. Ability to work in a team and operate office equipment. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoice for correctness, verification and approval (internal control). Check invoice (e.g. captured 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 adjustment, capture all deduction). Fill all documents. Perform bookkeeping support services. Capture all financial transaction. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments. Scan official documents. Operate scanning machine and other office equipment's.
- ENQUIRIES APPLICATIONS** : Ms P Muchanga Tel No: (013) 754 8072
- APPLICATIONS** : 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 African, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 04/26** : **FINANCE CLERK REF NO: 3/2/1/2023/066**
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (Public Finance Management Act (PFMA), Divisions of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial Manual). Planning and organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions. Check invoices for correctness, verification, and approval (internal control). Process invoices (e.g., capture payments) Filing of all documents. Process advice (e.g., check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms DP Sambo Tel No: (012) 338 7230
- APPLICATIONS** : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001.
- NOTE** : African, Coloured, Indian, White Males, Coloured, Indian Females and Persons with disabilities are encouraged to apply.
- POST 04/27** : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 3/2/1/2023/067**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Free State (Bloemfontein)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Team work.

- 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 all mails. Sort, register and dispatch 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 daily basis. Undertake spot checks on post to ensure no private post is included. 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. I Khanyile or Ms D Tshabalala Tel No: (051) 403 0300
Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : African, Indian Male and African, White Females and Persons with disabilities are encouraged to apply.
- POST 04/28** : **PRINCIPAL DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/068**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
Free State (Bloemfontein)
Applicants must be in possession of a Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of micro film rolls. Draw and files micro film rolls. Search for unobtainable micro film rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES APPLICATIONS** : Mr. I Khanyile or Ms D Tshabalala Tel No: (051) 403 0300
Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : African, Indian Male and African, White Females and Persons with disabilities are encouraged to apply.
- POST 04/29** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/069**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)
Western Cape (Cape Town)
Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and Valid Code 8 Drivers licence. Minimum of 7 months relevant experience. Knowledge of the city(ies) in which the function will be performed. Organising skills. Well organised. Good communication and interpersonal skills. 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 (mails, documents, office equipment). Collect, distribute, and control movement of documents. Do routine maintenance on the allocated vehicle and

report defects timely. Perform daily trip 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 department 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 T Clark Tel No: (021) 464 7624
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.

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

POST 04/30 : **MESSANGER REF NO: 3/2/1/2023/042**
Directorate: Food Safety and Quality Assurance

SALARY : R107 196 per annum (Level 02)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate. No previous experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Basic written communication skills. Client orientation and customer focus.

DUTIES : Perform messenger functions. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in the delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.

ENQUIRIES : Dr M.T. Mutengwe Tel No: (012) 319 6121
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 : Coloured, Indian, White Males and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.