

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 03 March 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

<b><u>POST 06/01</u></b>	:	<b><u>CHIEF DIRECTOR: PROVINCIAL COORDINATION REF NO: 3/2/1/2023/112</u></b> Chief Directorate: Provincial Coordination
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), (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)
<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 Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration (NQF Level 7). Minimum of 5 years' experience at senior managerial level. Job related knowledge: Planning, resource allocation and performance management of outcomes department-wide. Develop and implement a consistent corporate performance monitoring to focus on the delivery of Provincial Shared Service outcomes. Initiate and coordinate the implementation of strategic corporate projects to improve Provincial Shared Service Centres' ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Develop and implement a Corporate Governance Framework and Corporate Activity process including planning, monitoring and reporting and ensuring that strategic priorities are assessed for risk and value through the application of governance principles and processes. Maintain, develop and implement a Corporate Governance Framework (CGF) to ensure high standards of accountability and the effective delivery of the Department's objectives and community value. Job related skills: Financial management skills. Communication (verbal and written). Interpersonal skills. Business management and development skills. Leadership qualities. Facilitation and presentation skills. Conflict management skills. Computer literacy. Problem solving skills. Analytical skills. A valid driver's licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Oversee Corporate Governance and Performance Management of Outcomes of the Provincial Offices (PSSCs) through the implementation of effective corporate governance frameworks. Provide strategic advice to the Deputy Director General: Provincial Operations on all matters pertaining to coordination and management of Provincial Shared Service Centres (PSSCs). Oversee the compilation of status report in terms of Provincial Shared Service Centres performance progress. Contribute to short, medium and long-term business planning, analysing the external environment and identifying opportunities that will support the overall business direction of the Provincial Shared Service Centres. Manage interface between the Provincial Shared Service Centres Chief Directors and Deputy Director General: Provincial Operations. Provide guidance and leadership in the implementation of decisions / directives from Deputy Director General to Chief Director: Provincial Shared Service Centre. Manage and oversee the development of standardised integrated Provincial Operational Plans and ensure the coordination of accurate reporting on outcomes and Provincial Performance. Ensure the development of standardised performance indicators for Provincial Shared Services Centres. Contribute to the corporate management of the Provincial Shared Services Centres including the development of the targets / objectives. Provide co-ordination support to Branches in relation to service delivery at Provincial Shared Services Centres (PSSCs). Ensure coordination and integration of delivery of the Departmental Programs. Coordinate the drafting of Annual Integrated Operational Plans to facilitate integrated delivery of the departmental programs at Provincial Shared Service Centres level. Ensure that designated duties are executed at all times in accordance with corporate policies and procedures. Oversee the implementation of provincial support services and develop service improvement plans and implement a service improvement programme in support of the Provincial Shared Service Centres Operational planning objectives. Manage research on corporate support services to improve service delivery at the Provincial Shared Service Centres. Oversee the development and maintain performance dashboard. Oversee the development and maintenance of performance dashboard for the Provincial Shared Service Centres, ensure regular performance monitoring.
<b><u>ENQUIRIES</u></b>	:	Ms B Letompa Tel No: (012) 312 8191

**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.

#### **OTHER POSTS**

**POST 06/02** : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2023/113**  
Branch: Provincial Operations

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

**CENTRE** : Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Public Administration / Office Management and Technology / Public Management / Management Assistant. Minimum of 3 years' experience at junior management level in support services. Job related knowledge: Strategic and operational planning. Financial management. Human Resource Legislation. Supply Chain Management Legislation. Risk Management. Job related skills: Communication skills (verbal and written). Computer literacy. Interpersonal skills. Attention to detail and quality control. Problem solving skills. Planning and organising skills. Management skills. Facilitation skills. Administrative skills. A valid driver's licence. Ability to work proactively and under pressure and willing to work extended hours.

**DUTIES** : Prepare and analyse documents for decision making by Director-General / Deputy Director-General. Create, maintain and enter information into database. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other materials. Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Open, read, route and distribute incoming mail or other materials and answer routine letters. Locate and attach appropriate files to incoming correspondence requiring replies. Prepare and check emails. Make copies of correspondence or other printed material. Ensure compliance in terms of turnaround times, inform the manager timeously of deadlines. Maintain scheduling and events calendars. Arrange conference, meeting or travel reservations for office personnel. Establish work procedures or schedules and keep track of the daily work of clerical staff. Ensure effective co-ordination, management and quality of work of all functional components. Schedule and confirm appointments for clients, customers or supervisors. Liaise with clients, government institutions and other stakeholders. Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals. Operate office equipment such as fax machines, copiers or phone systems and arrange for repairs when equipment malfunctions. Provide services to customers such as order placement or account information. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed and recommend revisions. Conduct searches to find needed information using such resources as the internet. Operate electronic mail system and coordinate the flow of information internally or with other organizations. Coordinate conferences, meetings or special events. Provide support in the management of strategic and operational targets. Manage projects or contribute to committee or teamwork. Provide support in terms of the budget analysis and monitoring of expenditure. Facilitate, plan, oversee, drive the timely and accurate preparation of the office's annual budget in line with Public Finance Management Act, Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan, Medium Term Expenditure Framework, Adjustment Estimates and Estimates of National Expenditure. Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economic utilisation of the Chief Financial Officer's funds.

**ENQUIRIES** : Ms B Letompa Tel No: (012) 312 8191

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- 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 06/03** : **DEPUTY DIRECTOR: LAND RIGHTS MANAGEMENT FACILITY REF NO: 3/2/1/2023/105**  
Directorate: Logistics and Asset Management
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration 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 Bachelor of Laws or LLB Degree. Minimum of 3 years' experience at junior management level in the relevant field. Job related knowledge: Project management. Content development. Interpretation of statutes relative to land rights. Land Rights policy, legislation and procedures. Land rights procedures, products and guidelines. Public Service training and development framework. Job related skills: Planning and organising skills. Training and development skills. Analytical and research skills. Report writing skills. Presentation and facilitation skills. Computer literacy. A valid driver's licence. An initiative, self-driven individual willing to travel and / or work irregular hours.
- DUTIES** : Create and maintain Land Rights Management panel of experts for Attorneys, Mediators, Judicial Administrators, Bookkeepers and Auditors. Compile and ensure approval for business case for each panel of experts for Land Rights Management Forum (LRMF). Compile and ensure approval for Bid Specification and Evaluation for each panel expert. Compile and ensure advertisement for selection and appointment of each expert to the LRMF panel. Ensure selection and appointment of experts to the panel following all supply chain processes. Manage panellists' members. Receives instructions for appointment of a panellist from 3 Provinces. In conjunction with Supply Chain Management allocate instructions to an identified panellist. Ensure submission of preliminary report on prospect of success of the case. Ensure submission of project execution plan from panellist. Ensure compliance of Service Level Agreement between panellist and DALRRD. Ensure submission of monthly progress reports to monitor compliance and progress. Review performance of panellist members. Create LRMF case review panel. Design Terms of Reference for the review of LRMF cases panel. Obtain approval of Terms of Reference for the panel. Conduct quarterly reviews of all cases allocated to panellists. Assess performance of panellist during review. Monitor progress of cases during reviews. Establish case trends, gaps and discrepancies in performance of panellist in a case. Submit case review reports to LRMF Executive Committee. Identify policy, legislation review or gaps and training needs. Train panellist members. Develop capacity building programmes. Design capacity building programmes based on the training needs analysis. Consult with relevant stakeholders. Package capacity building programmes. Obtain approval. Develop training plan and schedule. Identify internal or external facilitators. Coordinate logistical arrangements. Facilitate and present capacity building and awareness programmes. Compile capacity building and awareness programmes report. Train panellist members on programmes, court processes and LRMF policies, procedures and systems.
- ENQUIRIES** : Ms N Mehlohlakulu Tel No: (012) 312 9379 / Ms K Madibana Tel No: (012) 312 8856
- 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/04** : **DEPUTY DIRECTOR: GRIEVANCE AND DISPUTES REF NO: 3/2/1/2023/110**  
Directorate: Employee Relations
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration 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 National Diploma in Labour Relations / Labour Law / Human Resource Management. Minimum of 3 years' experience at junior management level in Labour Relations / Labour Law environment. Job related knowledge: Knowledge of human resource strategy, planning and systems. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Personnel and Salary Administration (PERSAL) control. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolutions skills. Customer focus. Computer literacy. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** :
- Manage the expeditious finalisation and resolution of grievances. Investigate all grievances, submit recommendations for mandate to the line manager and make recommendations to the Accounting Officer. Monitor implementation and adherence of prescripts governing grievances. Ensure effective advice towards the resolution of grievances. Manage and ensure prompt referral of grievance to the Executing Authority and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of the outcome of grievances. Provide efficient and effective advice on grievance matters and complaints. Communicate the outcomes of the grievance to the aggrieved employee. Manage and ensure to update PERSAL on the outcome of the grievance process. Supervise subordinates (Assistant Directors, Human Resource Practitioners, Interns). Manage and provide support for the effective resolution of resolution of disputes. Represent the Department at conciliation and arbitration set downs. Obtain mandate and / or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need be dealt with by Legal Services / external service provider / counsel. Ensure proper preparation and presentation of cases by team. Manage the prompt finalisation and resolution of misconduct cases. Opening and filling of Misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Supervise Human Resource Practitioners and Interns. Draft quarterly reports and memorandums to Department of Public Service and Administration, PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Attend to any urgent managerial matters. Manage capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Manage collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** :
- Ms M Sebela Tel No: (012) 319 6891
- 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** :
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- POST 06/05** :
- DEPUTY DIRECTOR: CADASTRAL SURVEY TRAINING AND DEVELOPMENT REF NO: 3/2/1/2023/114 (X2 POSTS)**  
Directorate: Cadastral Survey Training and Development
- SALARY** :
- R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** :
- Gauteng (Pretoria)
- Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Geomatics / Cartography / Surveying (NQF Level 6). Minimum of 3

years' experience at junior management level in Cadastral Survey environment. Job related knowledge: Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Town and Regional planning knowledge. Information Technology knowledge. Latest survey technology and methods. Legal principles and presumptions. Servitudes and Real Rights. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget management skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Creative skills. Legislation and policy making skills. Time management skills. Business skills. Communication skills (verbal and written). Empowerment skills. Information technology skills. The ability to work efficiently and effectively at all times. A valid driver's licence.

**DUTIES**

: Prepare and conduct various training. Use training policies to compile manuals. Develop assessment policy and present to students. Develop assessment quality standards and procedure. Develop examination policy. Assist in developing of training policies and standards. Develop assessment quality standards and procedure. Develop examination policy. Develop training and development policies and programmes. Develop the Recognition of Prior Learning tools to assist employees. Identify the training that is required for National Geomatics Management Services (NGMS) components. Recommend training required in particular with the improvement of turnaround time at the Surveyor General and line with new technologies. Provide necessary support to improve employee's performance. Based on needs analysis, compile training material. Compile presentations in alignment with relevant legislation. Compile portfolio of evidence for assessment during training. Conduct the research on new development and relevant to current needs. Review and update study material. Research, consults from different resources. Consult Surveyor-General's training manuals. Consultation with institution of higher education for alignment of learning objectives. Compile the training material / training manual. Produce training manual. Prepare for lecturing. Monitor and maintain training. Compile and provide reports to Quality Council for Trade Occupation in line with accreditation. Keep all the records pertaining to student results for both Pupil Geomatics Officer (PGO) and Bursary holders. Produce attendance registers and training schedules for PGOs. Keep record of all training needs of PGOs and internal staff. Keep spreadsheet for bursary payment made. Compile and maintain bursary files. Keep a record of all stipends paid for in-service students. Compile and submit monthly reports to the unit supervisor. Facilitate and administrate the specialised bursary scheme. Provide support to the bursary holders. Assist during recruitment process (panel member). Monitor day to day administration of bursaries. Compile payment parcels for processing of payments to institutions and to bursary holders. Monitor the performance of all bursary holders. Render advice where it is necessary and make recommendations for counselling where it required. Communicate with finance departments of the various institutions. Keep contact with all the bursary holders. Conduct in-service training for South African Geomatics Council registration purposes. Provide technical training (in-service training) that is aligned with the requirements of the South African Geomatics Council for registration purposes. Prepare equipment and vehicles for conducting training. Ensure safety precautions are adhered to. Identify sites where training will be conducted. Demonstrate various surveying techniques. Assess competency of students. Evaluate logbooks and reports. Facilitate site visits from institutions.

**ENQUIRIES**

**APPLICATIONS**

: Ms M Kekana Tel No: (012) 326 8050  
 : 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.

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- POST 06/06** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2023/116**  
Directorate: Disaster Technical Tools and Systems
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration 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 Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at junior management level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act. Knowledge on Departmental transversal system (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical skill. Document management skills. Office management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Manage the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administration support services. Coordinate the development / reviewal of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly, and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administration policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resources support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.
- ENQUIRIES** : Ms A Ntsala Tel No: (012) 312 8507
- 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 and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/07** : **PROJECT MANAGER REF NO: 3/2/1/2023/118**  
Directorate: Information Communication Technology (ICT) Planning and Governance  
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** : (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT) / Advanced

Diploma in Project Management. Minimum of 3 years' experience at junior management level 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 skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. 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** : Ms N Jonas Tel No: (012) 407 4524  
**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.

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**POST 06/08** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: 3/2/1/2023/119**  
 Chief Directorate: Restitution Management Support

**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 Bachelor's Degree / National Diploma in Communications / Journalism / Media Studies. Minimum of 3 years' experience at junior management level in the communication environment. Job related knowledge: A broad knowledge of Provincial and Government communication environment including Government policies and key priorities. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Excellent proven research, writing and editing skills. Project management methodologies and techniques. Development and execution of communication strategies, including monitoring and evaluation. Event management, including conceptualisation and management and coordination. Financial and human resource management skills. Sound computer literacy. A valid driver's licence.

**DUTIES** : Render corporate and development communication services. Manage the profiling of restitution through articles in the internal publications and the mass media platforms. Profile the restitution projects to showcase work done by the Commission through articles in the internal and external publications including the media. Raise awareness on projects, policies and other services rendered by the Commission. Oversee the updating of quality content on the Departmental and Commission's webpage. Coordinate the development of fact sheets and frequently asked questions and answers for restitution programme activities. Coordinate the production of the monthly electronic newsletter for the Commission. Render marketing services. Coordinate the promotion of the Commission's image through the management of content for the website, publications, the publication of branding material and exhibition events.



Manage media production services. Coordinate interaction with the media including media interviews, media briefing sessions and issuing of media statements for the Chief Land Claims Commissioner (CLCC) on the re-opening of the lodgement of land claims across national media platforms. Manage media services. Manage the reputation of the Commission on Restitution of Land Rights as a brand online by responding to inquiries, posts and comments on various social media outlets / platforms. Build social media audience through an integrated marketing campaign. Render language services. Coordinate translation services for various promotional material of the Commission on Restitution of Land Rights such as brochures etc. Coordinate interpreting services for the stakeholders and beneficiaries of the Commission on Restitution of Land Rights.

**ENQUIRIES** : Ms Z Phakedi Tel No: (012) 407 4449  
**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

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**POST 06/09** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND MONITORING**  
**REF NO: 3/2/1/2023/140**  
 Office of the Registrar of Deeds

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

**CENTRE** : Mpumalanga (Mbombela)  
**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 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** : Ms. T Makama Tel No: (013) 756 4000  
**APPLICATIONS** : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.

- NOTE** : African, Coloured Males and African, Coloured, White Females and Persons with disabilities are encouraged to apply.
- POST 06/10** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: 3/2/1/2023/141**  
Office of the Chief Registrar of Deeds
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
Applicants must be in possession of a Grade 12 Certificate and Three-year tertiary qualification (NQF 6 SAQA recognised) in Build Environment / Property Management/ Facilities Management. Minimum of 3 years junior management experience in facilities management. Knowledge of financial systems (ACCPAC, D-Bitt, PERSAL), Accrual Basis Accounting (GRAP, IFRS), Treasury Regulations and PFMA. Provision of Land and Assistance Act and Deeds Registration Act, Building Regulation Act, Occupational Health and Safety Act. Knowledge of project management, team management, budget forecasting skills, computer literacy (MS Office package), resource planning skills, problem solving and decision-making skills, time management skills, business skills, communication skills, analytical skills, ability to always work efficiently and effectively, a valid driver's licence.
- DUTIES** : Manage provision of office accommodation, maintenance services, projects and soft services. Manage the procurement of office accommodation and parking facilities, ensure proper administration of leases (office building and parking facilities), manage office allocation and space planning and ensure optimal utilization of office buildings, Facilitate the determination of needs for Capital Projects, process registration and provide projects support, Oversee the implementation and management of proper day-to-day maintenance services in the building, Analyse pace reports for capital works projects and liaise with finance regarding claims, Ensure quality control of workmanship, Provide support with procurement of facilities soft services (cleaning, hygiene, watercoolers, etc), Oversee the management of cleaning and hygiene services at CRD. Develop norms and standards for the maintenance of the Branch's physical infrastructure needs. Develop Facilities procedure manuals for office and parking space and utilization in line with GIAMA and standards space planning and norms, develop procedure manual for maintenance services in state owned and lease building, Draft policy for office accommodation, parking space and maintenance, Monitor the implementation of the concerned procedures, Approve Specifications/ Terms of References for maintenance services and projects. Render telecom services (Telephone and mobile communications services). Manage procurement of mobile communication services, provide day-to-day administration of mobile communications, Facilitate and provide support for the procurement of telephone systems, handle all queries relating to cell-phone and telephones, Draft telecommunication policies and procedure manuals. Manage occupational health and safety compliance. Ensure compliance in line all Regulations, Legislations, Standards, Procedures and Processes at the Workplace, Conduct OHS Workplace Awareness, Risk Assessment in line new amended legislations, Address all Contravention Notices, Prohibition Notices, Development of OHS Committees and Conduct Introduction training to Cleaning and Hygiene newly appointed Service Provider, to emphasize Compliance in line the awarded contracts, Identify OHS Trainings for OHS Committees, Conduct Emergency Evacuation Drills, Conduct audits, provide reports and assist in the execution of recommendations, Coordinate safety and security services within the Branch, Ensure payment of physical security services contract. Ensure compliance and application with legislation, policies and procedures.
- ENQUIRIES APPLICATIONS** : Mr S Ratema Tel No: (012) 338 7102  
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 501 Rentmeester Building, Bosman street, Pretoria, 0002 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 06/11** : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2023/144**  
Office of the Chief Registrar of Deeds
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Office Management and Technology / Public Management / Management Assistant. Minimum of 3 years' experience at junior management level in support services. Knowledge of strategic and operational planning, financial management, human resource management, SCM legislation and risk management. Know and apply legislation, policies, and procedures. Competencies: communication skills (verbal and written), computer literacy, interpersonal skills, attention to detail, quality control, problem solving skills, planning, and organising skills, management skills, facilitation skills, administrative skills. A valid driver's licence, ability to work proactively and under pressure as well as working extra hours.
- DUTIES** : Manage operations to achieve planned outcomes. Prepare and analyse documents for decision making by DDG. Create, maintain, and enter information into databases, setup and manage paper or electronic filing systems recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material, compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports, open, read, route, and distribute incoming mail or other materials and answer routine letters, locate and attach appropriate files to incoming correspondence requiring replies, prepare and mail checks, make copies of correspondence or other printed materials. Ensure compliance in terms of turnaround times, inform the manager timeously of deadlines. Maintain scheduling and event calendars, arrange conference, meeting, or travel reservations for office personnel, establish work procedures or schedules and keep track of the daily work of clerical staff, ensure effective coordination, management, and quality of work of all functional components. Schedule and confirm appointments for clients, customers, or supervisor, liaise with clients, government institutions and other stakeholders, answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals, operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions, provide services to customers, such as order placement or account information, review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommended revisions, conduct searches to find needed information, using such as sources as the internet, operate electronic mail systems and coordinate the flow of information, internally or with other organisations, coordinate conferences, meetings, or special events. Provide support in the management of strategic and operational targets. Manage projects or contribute to committee or teamwork. Provide support in terms of budget analysis and monitoring of expenditure. Facilitates, plan, oversee, drive the timely and accurate preparation of the office's annual budget in line with PFMA, Treasury regulations strategic priorities weekly / monthly / quarterly, compile DMP, MTEF, adjustment estimates and ENE, compile various submissions / memoranda and responses in relation to the disbursement function, oversee effective, efficient and economical utilisation of the funds.
- ENQUIRIES** : Mr R Saila Tel No: (012) 338 7296 / Mr LM Tshivhase Tel No: (012) 338 7211
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 501 Rentmeester Building, Bosman Street, Pretoria, 0002 before the closing date as no late applications will be considered
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/12** : **PROJECT COORDINATOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/127**  
Directorate: District Office
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience in a related field. Job related knowledge: Good knowledge and understanding and interpretation of budget management. Good knowledge of the 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 skills. A valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Monitor the identification of projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager. Make arrangements with the farmer / landowner for farm assessment. Conduct farm assessment in conjunction with DALRRD, Provincial Department of Agriculture and Rural Development (PDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Monitor the implementation of land acquisition projects procedures within relevant policy and programme guidelines (Recapitalization and Development Program and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players / Stakeholders with regards to land acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and provide a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Ministerial Tasks and queries. Consult with the office of the Public Protector to investigate and respond to queries within 7 – 14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on Electricity related matters. Coordinate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of reference for procurement of service providers. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Ledwaba Tel No: (012) 337 3657
<b><u>NOTE</u></b>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered during office hours 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
<b><u>POST 06/13</u></b>	:	<b><u>PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/128</u></b> Directorate: Operational Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R491 403 per annum (Level 10) Mpumalanga (Nelspruit) (Mbombela)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and 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, Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management, Leadership skills, Computer literacy and Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate the lodgement of land claims. Categorize 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 photograph 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 option 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 submission.

**ENQUIRIES  
APPLICATIONS**

: Ms P Muchanga Tel No: (013) 754 8000  
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours 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 and Persons with disabilities are encouraged to apply.

**POST 06/14**

: **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/130**  
 Directorate: Corporate Services  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R491 403 per annum (Level 10)  
 : KwaZulu Natal (Richards Bay)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Management / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory in the cooperatives and enterprise development. 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 skills. A valid driver's licence. Willingness to travel and work irregular hours.

**DUTIES**

: Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organize workshops for Small Medium and Micro

Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

- ENQUIRIES** : Mr N.S Myeza Tel No: (035) 789 1037
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/15** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2023/125**  
Directorate: Information Services
- SALARY** : R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
<b><u>ENQUIRIES</u></b>	:	Ms M Kekana Tel No: (012) 326 8050
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X09, Hatfield, 0028 or hand delivered during office hours to: Suncardia building, 6 <sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management
<b><u>NOTE</u></b>	:	African, Coloured and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 06/16</u></b>	:	<b><u>CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2023/126</u></b> Directorate: Provincial Operations Support
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Social Science / Development Studies / Public Administration / Public Management. Minimum of 3 years experience in monitoring, evaluation and research. Job related knowledge: Knowledge of State Information Act. Knowledge of monitoring and evaluation system, tools, indicator development, research methodology, legislation and policies administered by the Department. Knowledge and understanding of government wide monitoring and evaluation framework. Knowledge of research methodology. Project and programme management. Job related skills: Computer literacy. Statistical analysis skills. Data warehouse management skills. Analytical and research skills. Communication skills (verbal and written). Ability to customize and target information to user requirements. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct monitoring of projects in various Districts in the Province. Monitor and evaluate performance of land reform and rural development projects. Produce reports on performance of projects to provide early warning. Collect data and compile project database. Compile performance reports and present reports to management. Conduct data verifications on reports submitted by Branches. Analyse the reports to ensure compliance. Analyse and interpret research statistical data. Upload projects on project management system. Update statistical information on provincial project database. Monitor and update project database. Produce statistical information on project and programme performance. Develop monitoring and evaluation systems, tools and procedures for effective and efficient departmental / organisational performance and project monitoring and evaluation. Provide support to provincial monitoring and evaluation officers and programme managers. Record submission of reports by Branches.
<b><u>ENQUIRIES</u></b>	:	Ms V Nemalili Tel No: (012) 337 3656
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered during office hours 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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 06/17</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/103</u></b> Directorate: Land Rights Policy and Systems Development
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.Com: Accounting. Minimum of 3 year's supervisory experience in finance environment. Job related knowledge: Knowledge of Supply Chain Management Process, Knowledge of government systems structure, Public Service Finance Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFMA), Knowledge on Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical skills. Documents management skills. Office

management skills. Financial management skills. Interpersonal skills. Computer skills. Resources planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

**DUTIES** : Administer budget and control expenditure of the Branch. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium Term Expenditure Framework processes are adhered to. Manage cash flow projections. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply chain management policies and procedure. Comply with Public Finance Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Provide Financial reports. Compile budget report. Compile budget report. Compile weekly and monthly expenditure reports. Compile and reports on cash flow. Asses invoices of the panellist members and recommended payment. Receive invoices from panellist. Vet invoices to ensure that items claimed are aligned with the mandate of the panellist or Deputy Director's final Decision. Check whether the tariff used is correct for Deputy Director's final decision. Check the items claimed against duplicate and or misrepresentation for Deputy Director's final attention. Check if they don't appear on the previous claims for Deputy Director's final attention. Check the legitimacy of every item claimed for Deputy Director's final attention. Verify Portfolio of Evidence for Deputy Director's final attention.

**ENQUIRIES APPLICATIONS** : Ms N Mehlomakulu Tel No: (012) 312 9379  
: 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 06/18** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2023/108**  
Directorate: Human Resource Utilisation and Development

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Development / Public Management. Minimum of 3 years' supervisory experience in Human Resource Management Performance Management. Job related knowledge: Employment Equity Act. Public Service Regulations. Job related skills: Computer skills. Report writing skills. Communication skills (verbal and written). Interpersonal skills. Problem solving skills. Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave Administration. Certificate. Knowledge and experience in pension administration.

**DUTIES** : Monitor the process of the Performance Management and Development Systems (PMDS) in the Department. Maintain and review the approved Employee Performance Management and Development Systems. Ensure compliance to Senior Management Services (SMS) PMDS policy and regulations. Ensure compliance to policy for payment of incentives payments and implementation of notch progression. Ensure compliance to the stipulated performance incentives budget. Coordinate and facilitate timeous submission of employees' performance agreements, mid-terms reviews and annual performance assessments. Follow up on the submission of performance agreements, mid-term reviews and annual performance assessments. Identify trends in the application of the Employee Performance Management and Development System and render an advisory to the Department. Ensure that the departmental performance management is in line with Human Resources practices. Ensure Implementation of the qualitative assessment methodology for the SMS members. Benchmark performance management system with other Departments. Render the administration support of employee performance management and development system. Manage and updating of



the database on employee performance management statistics. Consolidate the DALRRD Personal Development Plans and submit to the Training and Development unit. Co-ordinate the moderating committee meeting. Provide secretariat services to the moderating committee. Quality assurance of the performance evaluation forms. Facilitate the appointment of the moderation committees. Approve / authorized PERSAL transactions in the section. Review and report on implementation of performance management strategies, policies, guidelines and procedures. Develop and implement the action plan to ensure that employees submit performance reviews and assessments. Conduct research to improve performance management processes. Identify trends and assist with performance management implementation improvement strategies. Identify gaps in implementing performance management development system and develop support programmes for the Department. Analyse trends and assist with performance management strategies. Extract performance reports quarterly and annually for the Department. Extract relevant compliance reports. Compile statistical and financial reports quarterly and annually for the Department. Provide capacity building to employees on performance management. Provide guidance in improving employee performance, including training service performance interventions. Organise the performance management and development briefing sessions / workshops. Facilitate training of staff on Employee Performance Management and Development System. Assess the impact of seminars / workshops on performance management. Coordinate the administration of probations. Provide advice and guidance to employees regarding probations. Monitor the submission of probation reports. Monitor the capturing of probations reports on PERSAL system. Oversee the probation database. Oversee probation related correspondences. Supervise sub-ordinates. Identify training needs. Develop job description, work-plans and performance agreements for sub-ordinates. Provide guidance, assistance and support to sub-ordinates. Conduct performance reviews and assessments.

- ENQUIRIES** : Mr B Bilankulu Tel No: (012) 319 8094
- 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 and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/19** : **ASSISTANT DIRECTOR: OPERATIONAL CLUSTER REF NO: 3/2/1/2023/115**  
Directorate: Operational Cluster
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree in Public Management / Development Studies / Political Studies. Minimum of 3 years of experience in programme monitoring and analysis and intergovernmental relations. Job related knowledge: Understanding of the outcomes-based monitoring and evaluation approach. Medium Term Strategic Framework. National Development Plan. Understanding of government and government programme of action. Knowledge of the planning and reporting cycle of government. Understanding of the spheres of government and its powers and functions and intergovernmental relations. Understanding of integrated planning and implementation. Understanding of the mandate of DALRRD. Events management. Job related skills: Computer literacy. Communication skills (verbal and written). Interpersonal skills. Presentation skills. Conflict management skills. Relation management skills. Analytical and report writing skills. Monitoring and reporting skills. Programme management skills. A valid driver's licence. Meeting deadlines and working under pressure. Willingness to work long and irregular hours. Initiative and persistence. Ability to communicate at all levels and to work within a team.
- DUTIES** : Support the facilitation of bottom-up integrated planning towards the development of the Programme of Action in line with the Minister Performance Agreement. Support the process of developing the Programme of Action (Collecting information from stakeholders identified). Assist in mobilising stakeholders to contribute towards implementation. Develop database of

identified stakeholders to contribute to the implementation of Programme of Action. Analyse plans of stakeholders to identify potential contributions. Assist in consolidating the Programme of Action. Support and contribute to the development and implantation of the plans in line with the district development model. Assist in coordinating and facilitating the contribution of the three spheres of government and the sector departments towards the implementation of the programme of action. Develop the schedule of Technical Implementation Forum meetings. Provide logistical and secretariat support services for Technical Implementation Forum and Task Team meetings. Prepare meeting / forum packages in line with the agenda. Assist in taking notes and compilation of action issues arising from the implementation forum and task team meetings. Collect information and develop a consolidated schedule of Provincial Technical Implementation. Assist in providing support in managing the coordination of task teams of the programme of action per output. Develop schedule of task teams reporting. Develop / update database of task team and Technical Implementation Forum Members. Collect quarterly reports from stakeholders. Provide support in monitoring and reporting progress made in the implementation of the programme of action through relevant structure and provide an information management service. Collect information in preparation for compiling quarterly progress reports according to reporting guidelines and schedule. Keep records of the signed quarterly reports as submitted (electronic and hardcopy). Compile Directorate monthly plans (financial and non-financial). Compile Directorate monthly reports (financial and non-financial).

- ENQUIRIES APPLICATIONS** : Mr K Moremi Tel No: (012) 312 8256  
 : 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 and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/20** : **ASSISTANT DIRECTOR: RESTITUTION RESEARCH REF NO: 3/2/1/2023/121**  
 Directorate: Restitution Research
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Economics / Law / Development Studies / Social Studies. Minimum of 3 years working experience in the relevant field. Job related knowledge: Knowledge of restitution and land related matters. Policy development. Research methodology. Project management principles. Ability to draw up business plans and terms of reference. Job related skills: Report writing skills. Communication skills (written and verbal). Interpersonal skills. Project management skills. Computer literacy. Negotiation skills. Facilitation and conflict resolution skills. A valid driver's licence.
- DUTIES** : Monitor Restitution Research Compliance. Provide quality assurance and vetting services for all rules 3 and 5 reports, non-compliance memorandums and gazette notices. Follow court's precedents in the vetting of reports. Develop new and review existing procedures. Draft new procedures. Circulate the draft procedures for inputs. Consolidate and finalize the procedures. Review and amend existing procedures. Coordinate and facilitate implementation of procedures. Coordinate meetings of tasks teams. Coordinate and consolidate reports of task teams. Coordinate and provide research training and support. Provide training in respect of research policy, methodologies, procedures, best practices etc. Render advise and support to all Land Restitution Support Offices. Provide technical and strategic support on research to all Provinces.
- ENQUIRIES APPLICATIONS** : Ms C Van der Merwe Tel No: (012) 407 4400  
 : 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 06/21** : **SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2023/109 (X2 POSTS)**  
Directorate: Human Resource Utilisation and Development

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Development / Public Management. Minimum of 2 years' relevant experience in Human Resource Management Performance Management. Job related knowledge: Public Service Regulations. Public Service Act. National Minimum Information Requirements. Department of Public Service and Administration Incentive Policy Frameworks. Relevant Human Resource Management Policies and Procedures. Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Technical skills. Presentation skills. Problem solving skills. A valid driver's licence.

**DUTIES** : Administer the submission of performance agreements / mid-term and annual assessments for members of the Senior Management Services (SMS) and employees other than members of the SMS. Monitor submission of performance documents to ensure compliance. Monitoring the receiving and capturing of performance agreements, mid-term review and annual assessments documents of database and the Personnel and Salary Administration (PERSAL) system. Monitor performance documents and keep updated database. Quality assure performance management documents. Monitor the receiving and capturing of mid-term reviews and annual assessment. Monitor the database and provide accurate and reliable statistics. Implement the policy framework for performance management and participate in the reviewing thereof. Implement performance management prescripts / circulars / frameworks / regulations. Advise employees on the implementation of performance management. Input on the review of the Employee Performance Management and Development System (EPMDS) Policy. Monitor the implementation of performance awards in line with the component's expenditure. Approve PERSAL transactions. Monitor the approved capturing of performance outcomes and issue outcomes letters. Monitor packaging of performance documents for moderation meetings. Logistical arrangement in preparations of moderations. Provide performance management expertise and advise to Human Resource Practitioners both in National Office and Provincial Offices. Provide advice to staff members and Practitioners. Consolidate DALRRD Personal Development Plan (PDP) and submit to the training and development unit. Manage performance management meetings and take minutes thereof. Monitor and provide assistance in dealing with under-performing employees in the Department. Compile quality assurance report including all findings and recommendations. Administration of the probations. Provide advice and guidance to employees regarding probations. Monitor the submission of probation reports. Monitor the capturing of probations reports on PERSAL system. Train employees on performance management system and identify gaps in the implementation of the policy. Conduct workshops regarding performance management to employees. Keep attendance registers for record purposes.

**ENQUIRIES** : Mr B Bilankulu Tel No: (012) 319 8094  
**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 and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 06/22** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/131**  
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 National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years working experience in logistics and transport environment. Job related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to account officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical information System (LOGIS). Job related skills: Communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Organizing and office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Computer literacy in Microsoft Office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's license.

**DUTIES** : Administer payments on Logistics system. Authorise payment in LOGIS. Ensure payment are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangement. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcels. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly report inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of logistics system as a system controller. Facilitate registration of new users. Coordinate LOGIS training to Users. Monitor profile for LOGIS users. Liaise with National treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are place as per the request.

**ENQUIRIES** : Ms NP Mokoena Tel No: (033) 264 9500

**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

**POST 06/23** : **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/134**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Eastern Cape (East London)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 2 years' experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS) and Logistical information System (LOGIS). Knowledge of Public Service Regulations. Job related skills: Supervisory skills. Communication skills (verbal and written). A valid driver's licence.

**DUTIES** : Process BAS, PERSAL and LOGIS transactions. Check and verify BAS and PERSAL advices. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash.

Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash court and reporting. Request for petty cash facilities and increase.

**ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100

**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 06/24** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/137**  
Directorate: District Office

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Eastern Cape (Chris Hani District)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Developmental Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. 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. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation. A valid driver's licence and willingness to travel and work irregular hours.

**DUTIES** : Support rural enterprises and industries supported in areas with economic opportunities. Conduct needs assessment. Compile memorandums for support. Compile specifications. Liaise with other relevant stakeholders. Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprises comply with legal entity registration policies and governance. Monitor supported enterprises. Submit portfolio of evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database and submit portfolio of evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit portfolio of evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of contracts / letters of intent. Submit portfolio of evidence. Render farmer mobilisation. Organise and mobilise communities for participatory development linked to commodity value chains and the Agri-parks program. Ensure invitations to meetings. Arrange all logistics for the meetings. Report and provide portfolio of evidence.

**ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100

**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 06/25** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/139**  
Directorate: District Office

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Eastern Cape (Chris Hani District)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.

- DUTIES** : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify transport, subsistence, sundry and overtime payment. 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 of 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. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/26** : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLES AND PAYROLL MANAGEMENT REF NO: 3/2/1/2023/142 (X2 POSTS)**  
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Financial Accounting / Financial Management / Management Accounting. Minimum of 2 years' experience in salary administration. Knowledge of Public Finance Management Act, Treasury Regulations, PERSAL (Salary Administration), expenditure management, BAS, ACCPAC etc, knowledge of policies, procedures and prescripts, good written and verbal communication skills, finance management skills, computer software skills (Good Excel skills), resource planning skills, problem solving and decision making skills, time management skills, business skills, analytical skills, ability to work under pressure to meet strict deadlines, driver's licence.
- DUTIES** : Administer Payroll. Collecting, reconciling of payroll reports and pay slips, distribution of payrolls and payslips to various directorates and regional offices, coordination of salary advices and ensure that payrolls reports are returned timeously within the allocated time frames, compile reports on rectified payrolls runs, clearing of payroll suspense account and attend to comments made on the payroll report, maintain filing storage of payroll report and handle queries relate to payroll. Administer tax. Reconcile tax monthly and ensure that all amount owed t SARS are paid before month-end, ensure EMP201 and 501 are reconcile and submitted timeously to avoid penalties, request of tax directives, calculation of tax on manual payment. Administer salary transactions. Implementation of deduction and processing of salary allowances, amending of official information on PERSAL as pe employee request such as tax method, bonus date, banking details etc, preparing of recall and reversal for official not terminated timeously o PERSAL, compiling of last pay certificate for transfers, circulation of debt route form to other section such as bursary, salary overpayment. Provide reports and inputs for financial statements. Prepare monthly, annually accrual journals for salary administration, monitor, investigate and clear salary administration suspense accounts, preparing of interdepartmental claims for official transfers, assist on clearing audit queries,

- implement audit action plans, and risk management, inputs for an update risk register.
- ENQUIRIES APPLICATIONS** : Ms F Mudau Tel No: (012) 401 9327 / Mr E Senamela Tel No: (012) 401 9306  
 : 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 501 Rentmeester Building, Bosman Street, Pretoria, 0002 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/27** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/104**  
 Directorate: Land Rights Policy and Systems Development
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1-year experience in administration environment. Job related knowledge: Public Service Regulation. Financial Procedures. Treasury Regulations. 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.
- DUTIES** : Render administrative support services. Provide administrative functional support to the Head of the Component. Prepare submission and correspondence. Process subsistence and travel claims. Administer post-incoming and outgoing. Provide secretariat services. Provide provisioning and logistical services. Render logistics for workshop, meetings and seminars. Provide goods and services. Maintain supply of stationery, furniture and office equipments. Make travel and accommodation arrangements. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain record management. Maintain records keeping and filing systems. Administer leave registry. Record flow of correspondence. Make photocopies and faxing.
- ENQUIRIES APPLICATIONS** : Ms N Mehlomakulu Tel No: (012) 312 9379  
 : 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 06/28** : **ADMINISTRATIVE OFFICER: BURSARIES REF NO: 3/2/1/2023/106**  
 Directorate: Human Resource Utilisation and Development
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1-year experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting Systems (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills and financial management skills.
- DUTIES** : Coordinate administrative support for the bursary programme. Check bursary application for compliance. Verify status of applicants and capture applications on Excel. Prepare bursary packs according to qualifications for bursary committee meeting. Perform secretarial functions for the bursary committee. Communicate the bursary committee recommendations \ decisions to bursary holders. Open files for approved bursaries. Perform supervisory duties. Process bursary payments for bursary holders. Request proof of registration \ statement of account from officials. Reconcile previous payments with received statement of accounts \ invoices. Compile payment for bursary holders. Submit payments to management for approval. Submit payments for finance for processing. Provide proof of payments to institutions and bursary holders.

Report on payments processed weekly and monthly basis. Ensure that information \ records are properly managed. Update bursary database on Excel on the shared drive. Instate bursary contracts on PERSAL. Instate bursary expenditure, extensions, resignation, suspensions, transfers and withdrawals on PERSAL. Approve bursary transactions on PERSAL for subordinates. Report on bursary information system to management. Monitor and evaluate student's progress. Audit bursary files. Liaise with bursary holders to submit copies of results \ qualifications. Liaise with employees and the Directorate: Human Resource Administration regarding Departmental liability route form. Compile memorandum for requests for extensions, withdrawals, transfers, suspensions and resignations. Implement decisions of management. Inform the official about decision of management. Raise bursary debt with Debtors' Section. Report on student's progress on weekly and monthly basis. Coordinate marketing services for the bursary programme. Liaise with tertiary institutions on bursary matters. Nominate bursary holders for bursary information sessions. Coordinate booking of venues for the sessions. Inform bursary holders on the dates and venues for sessions. Conduct bursary information session and career advice to bursary. Report on bursary information sessions.

**ENQUIRIES** : Mr J Mabitsela Tel No: (012) 312 9325  
**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 and Indian Males and Coloured, Indian and Whites Females and Persons with disabilities are encouraged to apply.

**POST 06/29** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/120**  
 Directorate: Cooperatives

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

**DUTIES** : Render 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, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile 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 goods and services on the system (LOGIS, etc). 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 development and / or review of the 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. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset



- verification. Manage outgoing and on-going assets. Allocate equipment to officials.
- ENQUIRIES** : Mr MA Malomane Tel No: (012) 319 7850
- 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/30** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/111**  
Directorate: Provincial Performance Monitoring
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1-year experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. 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.
- DUTIES** : Render administrative support services. Provide administrative functional support to the Head of Division. Prepare submissions and correspondence. Process subsistence and travel claims. Administer post-incoming and outgoing. Provide provisioning and logistical services. Render logistics for workshop and seminars. Produce goods and services for meetings. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangements. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain records management. Maintain record keeping and filing system. Administer leave registry. Record flow of correspondence. Make photocopies and send faxes.
- ENQUIRIES** : Dr FR Munyai Tel No: (012) 319 9990
- 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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/31** : **SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/129**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 1 year of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industrial Business Development (CIBD) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts, Knowledge of the Logistical Information System (LOGIS), Accounts Package (ACCPAC) and Basic Accounting System (BAS) transversal systems will be an added advantage. Job related skills: Communication skills (verbal and written), Computer literacy skills, Interpersonal relations, Analytical skills. Teamwork, working under pressure, meeting deadlines.
- DUTIES** : Implement demand and procurement management requests. Provide secretariat support to the Bids specifications. Compile minutes. Implement the quotation process. Compile and source requests for quotations for

procurement of goods and services amounting up to R 1000 000,00 using the electronic department data base, Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Conduct and facilitate briefing sessions. Open quotations and recording on relevant systems/ web sites. Arrange and facilitate evaluation process. Compile comparative schedules for request above R30 000. Compile and check minutes. Compile documentation for approval. Draft appointment and regret letter and update registers. Implement the Bidding process Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems/ web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the PBAC (Provincial Bid Adjudication committee). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Implement contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 & 7.2) for sign off. Facilitate service level agreement.

**ENQUIRIES** : Mr B Magudulela Tel No: (033) 264 9500  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.  
**NOTE** : White Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.

**POST 06/32** : **STATE ACCOUNTANT REF NO: 3/2/1/2023/135**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.

**DUTIES** : Process BAS. PERSAL and LOGIS transactions. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture and approve journals. Reconcile Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform day end and deposit confirmation.

**ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100  
**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 06/33** : **PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/136**  
 Directorate: District Office

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Eastern Cape (Or Tambo District)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate / Property Management / Law (property law). Minimum of 1-year experience in property management field or environment. Job related

knowledge: Knowledge of Public Finance Management Act (PFMA), Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Land Reform prescripts, policies and Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management skills, Research skills, Analytical skills and Interpersonal skills. A valid driver's license. An initiative self-driven individual, willing to travel and / or work irregular hours.

**DUTIES** : Administer and provide property leases and administration support. Receive request for conversion. Facilitate the signing of the contract by the leasee / caretaker. Prepare and finalise leases and caretaker agreement. Administer and provide property holdings and disposals. Identify and facilitate assets for disposals. Provide supporting documents for the disposal of assets. Render support services to district regarding contract administrations. Notify the leasee of the expiry of the lease contracts. Obtain written confirmation from the leasee of intention to renew or terminate contract. Upload approved lease / caretaker agreement on Land Administration Web (LAW). Safeguard contracts and inspection reports. Conduct site inspections and verify movable and immovable assets. Compile report on loss and damage within 5 days. File documents at Provincial registry within 3 days of receipt. Administer electronic lease management and information system. Capture beneficiary detail on LAW. Upload approval documents on the system. Generates contracts and reports on systems.

**ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100

**APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 06/34** : **CONTROL DEEDS REGISTRATION CLERK: INTERDICTS REF NO: 3/2/1/2023/143**  
Office of the Registrar of Deeds

**SALARY** : R269 214 per annum (Level 07)

**CENTRE** : Mpumalanga (Mbombela)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of Chief Deeds Registration clerk. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

**DUTIES** : Supervise the lodgement of deeds and preparations of deeds for registration / execution. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed lodgement and execution form and statistics register. Submit inputs for updating of procedure manual. Report malfunctioning of system and faulty equipment. Supervise the numbering / registration of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed numbering register and control form. Report malfunctioning of system and faulty equipment. Supervise final checking of deeds and delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep a register of all errors and submit. Report malfunctioning of system and faulty equipment. Opening of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to SGO and local authorities. File documents /plans in the scheme file. Supervise the recording of permanently filed titles. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check office notes regarding purging of interdicts.

- ENQUIRIES** : Ms. T Makama Tel No: (013) 756 4000
- APPLICATIONS** : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian, White Males and Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 06/35** : **OFFICE ASSISTANT REF NO: 3/2/1/2023/145**  
Office of the Chief Registrar of Deeds
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. 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. Extended working hours. Classified Secret Security Clearance.
- DUTIES** : 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. In the process the job 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. Compiles 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 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. Provides support to 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 MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates 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 APPLICATIONS** : Mr L Rashango Tel No: (012) 338 7208  
: 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 501 Rentmeester Building, Bosman Street, Pretoria, 0002 before the closing date as no late applications will be considered.

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

**POST 06/36** : **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/133**  
Directorate: Quality Assurance and Administration:

**SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Eastern Cape (East London)  
: 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 APPLICATIONS** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100  
: Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Couatts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

**POST 06/37** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/107**  
Directorate: Human Resource Utilisation and Development

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Gauteng (Pretoria)  
: 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. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.

**DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.

**ENQUIRIES** : Mr B Bilankulu Tel No: (012) 319 8094

- 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 and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 06/38** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/117 (X2 POSTS)**  
Directorate: Human Resource Administration
- 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 organisation skills. Computer literacy. Language skills. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Policy and 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 N Sebothoma / Ms I Khoury Tel No: (012) 312 8235 / 9380  
**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 Indian Females and Persons with disabilities are encouraged to apply.
- POST 06/39** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/122**  
Directorate: 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** : Ms M Selowa Tel No: (012) 407 4439
- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 06/40** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/132**  
Directorate: Corporate 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: 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. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Mr S Manqele Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 06/41** : **FINANCE CLERK REF NO: 3/2/1/2023/138**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Eastern Cape (East London)
- 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**  
**APPLICATIONS**

: Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100  
: Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

**NOTE**

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