

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 17 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.
- ERRATUM:** The position of Assistant Registrar of Deeds: Examination and Sorting, Office of the Registrar of Deeds: Western Cape (Cape Town) with Ref No: 3/2/1/2022/701 that was advertised in Public Service Vacancy Circular 44

dated 18 November 2022 has reference: The post of Assistant Registrar of Deeds with Ref No: 3/2/1/2022/701 has been withdrawn. The Department apologises for any inconvenience caused.

OTHER POSTS

<u>POST 08/01</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/181 (X2 POSTS)</u> Directorate: Inspection Services
<u>SALARY</u>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Mowbray) Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.
<u>DUTIES</u>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key

performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

FOR ATTENTION : Human Resource Management

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

POST 08/02 : **DEPUTY DIRECTOR: NATIONAL PLANT HEALTH REF NO: 3/2/1/2023/180**
Directorate: Plant Health

SALARY : R908 502 per annum (Level 12), (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 BSc or BSc Agriculture in Plant Pathology, Nematology or Entomology or relevant qualification. Minimum of 3 years relevant experience at junior management level. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate and interact with people at different levels. Planning, Management and Organising skills. Creativity. Problem solving and interpersonal skills. Analytical, listening and interpretation skills. Computer literacy. Report writing skills. A valid driver's licence and the ability to drive. Willingness to work extended hours and to travel.

DUTIES : To draft policy as well as plant health legislation, norms and standards, to control regulated pests. Ensure Plant Health updated and revised legislation. Ensure the contractual agreements are developed maintained, followed up revised as determined by need and pest risk. To draft and maintain pest survey protocols and contingency plans as well as monitoring eradication programmes for regulated pests in an early warning system regarding plant health bio-security which includes the identification of research priorities regarding invasive pests. Ensure pest survey protocols are drafted and maintained for new and priority pests. Ensure eradication programs are designated, monitored and carried out. Ensure early warning systems are developed for emerging pests such as contingency plans, preparedness plans and pest outbreak response plans (action plans). Identify research priorities and serve on the Departmental Research Committee. To conduct policy and regulatory audits to ensure pest management is in compliance with plant health measures and standards. Ensure policy and regulatory audits are carried out at surveillance and eradication sites, chemical storage sites, ports of entry to enable plant health early warning systems. Ensure policy and regulatory audits are carried out in terms of the implementation of current standard operating procedures, the plant health policy and legislation. To manage information in support of a national data bank for plant health standards and norms. Ensure pest information regarding surveillance records are captured and managed in centralized database system. Ensure records for plant health legislation and policy amendments etc are kept. To manage the resources of the Sub-directorate: National Plant Health Matters (Physical, Human and Financial). Ensure proper utilization of the budget by managing and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Mr JH Venter Tel No: (012) 319 6384

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 08/03** : **AGRICULTURAL MANAGEMENT REF NO: 3/2/1/2023/173**
 Directorate: Agriculture Inputs Control
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R908 502 per annum (Level 12), (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 Veterinary Science (BVSc / BVMCH) Degree. Compulsory registered with South African Veterinary Council as a Veterinarian. Minimum of 3 years post qualification regulatory experience. Minimum of 3 years experience at junior management level. Job related knowledge: Expertise and experience in the evaluation of stock remedies. Expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guidelines. Job related skills: Knowledge of and experience in: Programme and project management. Scientific methodologies and models. Ability to research and develop independently. Computer applications (Microsoft office software – Word, Excel and PowerPoint). Legal compliance. Data analysis (high level analytical skills). Presentation skills. Technical report writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure. Willingness to work extended hours and overtime may be required.
- DUTIES** : Evaluate and review application for the registration of stock remedies. Conduct analysis of scientific data during the evaluation of applications to register stock remedies. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Development of new policies, programs and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Identify gaps and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and Standard Operating Procedures. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice.
- ENQUIRIES** : Mr MJ Mudzunga Tel No: (012) 319 7303
- 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 and Indian Females and Persons with disabilities are encouraged to apply.

- POST 08/04** : **STATE VETERINARIAN REF NO: 3/2/1/2023/178**
 Directorate: Inspection Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : BVSc Degree or relevant qualification recognised by the South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. A valid driver's licence. Minimum of 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing. The ability to drive. Extended working hours. Travelling.
- DUTIES** : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities

through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administrations. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: - Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: - Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

**ENQUIRIES
APPLICATIONS**

: Dr ME Machedi Tel No: (012) 309 8719
 : 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 White Males and African Females and Persons with disabilities are encouraged to apply

POST 08/05

: **DEPUTY DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION REF NPO: 3/2/1/2023/170**
 Directorate: National Rural Youth Service Crops (NARYSEC)

SALARY

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

**CENTRE
REQUIREMENTS**

: Mpumalanga (Mbombela)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management. Minimum of 3 years' experience at a junior management level in youth development environment. Job related knowledge: Project management life cycle. Skills Development Act. South African Qualification Act. Youth Development. Job related skills: Planning and organizing skills. Financial management skills. Decision-making skills. Communication skills (verbal and written). Interpersonal skills. Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet). Skills development. Youth development. A valid driver's licence.

DUTIES

: Manage recruitment and selection process for the NARYSEC Programme. Identification of areas for recruitment in consultation with relevant stakeholders. Develop the advertisement in line with NARYSEC recruitment guidelines in consultation with Human Resource Management. Develop and update the Provincial Recruitment Plan. Facilitate the finalization of the selection process and participate in the selection process (panel member). Consolidate recruitment and selection report. Maintain a consolidated recruitment database per year of intake. Manage the creation of individual personal files for new recruits. Conduct quality assurance on files for recruited participants. Facilitate the signing of contracts for all newly and extended NARYSEC participants. Manage the submission of recruited participants files to National / Provincial Human Resource for capturing on Personnel and Salary Administration (PERSAL). Facilitate the pre-orientation / induction and enrolment of youth into the programme as well as attendance of the National Youth Leadership Development Programme (NYLDP). Submit a consolidated list of all new recruits to National Office and Provincial Director. Manage and coordinate leadership training for NARYSEC participants. Coordinate information sharing including pre-health tests. Ensure travel logistics are coordinated for new recruits. Manage and coordinate Pre-Assembly at Thaba Nchu College as determined by the National Office. Consolidate and management of NARYSEC database reflecting the information of all the participants engaged in skills

development activities, community services and exit opportunities. Update and maintain the status NARYSEC programme. Report on status of NARYSEC programme information for monthly meetings. Consolidate NARYSEC monthly reports (utilisation, dashboard, Persal and narrative). Manage the creation and updating of NARYSEC files with skills development, community service, exit opportunities, exit letters and contracts. Manage and maintain provincial NARYSEC stakeholder partnerships. Identify and engage strategic partners for the implementation of the NARYSEC programme needs within the Province. Participate in stakeholder engagements meetings for the successful implementation of NARYSEC programme. Conduct quarterly meetings with relevant stakeholders with regard to the NARYSEC programme / community service being implemented. Conduct monthly meetings with District Coordinators and Senior Administrative Officer with a view to ensure the successful implementation of programme in the Province. Manage and coordinate participants in community services. Identify relevant stakeholders that can provide community service and sign partnership agreement / commitment letters. Participate in the stakeholder meetings with relevant stakeholders (DALRRD, Department of Agriculture and Rural Development (DARD), Municipalities, The Department of Cooperative Governance and Traditional Affairs (COGTA), other government Departments). Manage the placement process of participants in workplaces as determined by the standard visitation skills schedule. Coordinate community service for all NARYSEC participants. Manage the issuing and collection of community service logbooks during NARYSEC. Verification meetings and ensure that there is proper filing for easy reference and accountability. Develop and update monitoring and evaluation system for community service. Monitor the implementation of the NARYSEC programme. Conduct monthly visit to participants that are in leadership training and provide report. Conduct monitoring visits on a quarterly basis at training providers and workplaces, completing the skills development monitoring tools developed for this purpose. Coordinate attendance registers for institutional, workplace training on monthly basis. Compile and submit NARYSEC monthly reports as well as Provincial quarterly performance report with Portfolio of Evidence. Discuss NARYSEC challenges and ensure that remedial action is taken to address the challenges. Coordinate the collection and verify of top up allowance documentation in various institutions. Update NARYSEC database. Verify Persal list and submit monthly. Report community service for all NARYSEC participants. Report on fruitless and wasteful expenditure on monthly basis. Ensure that memorandums for freezing / unfreezing and termination are developed and submitted. Ensure filing management of information in each NARYSEC personal files. Develop Demand Management Plan in consultation with Finance and Supply Chain Management. Ensure that risk management register is developed and updated on monthly basis / quarterly basis. Manage human resources. Manage financial resources related to NARYSEC programme. Manage physical resources related to NARYSEC programme. Manage and coordinate exit strategy for NARYSEC participants. Consolidate database of NARYSEC participants in enterprise development. Coordinate engagement with various enterprise development stakeholder for opportunities. Ensure signing of memorandum of understanding with various stakeholders to submit NARYSEC exited participants. Consolidate referrals for NARYSEC participants for further assistance. Coordinate bursary opportunities for NARYSEC exited participants. Coordinate enterprise information sharing workshop. Coordinate registration of participants in various employment agencies. Consolidate and manage spreadsheet of NARYSEC participants for international study trips.

**ENQUIRIES
APPLICATIONS**

: Ms ZP Hadebe Tel No: (013) 754 8020
 : 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/06

: **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/186**
 Office of the Registrar of Deeds

SALARY

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

<u>CENTRE REQUIREMENTS</u>	: Eastern Cape (King Williams Town) : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	: Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to 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 therein. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	: Ms VC Bomela Tel No: (043) 642 2741 : Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	: Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/07</u>	: <u>PROJECT COORDINATOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/172</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R491 403 per annum (Level 10) : Directorate: District Office: Limpopo (Waterberg) : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate or Property Management / Law Property Law. Job Related Work Experience: Minimum of 3 years' supervisory experience in property management environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management ACT (PFMA). Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993 and any other law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	: Coordinate investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PLSVDC) support to all state land custodians. Coordinate state land periodic verification. Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land and facilitate the transfer of state land. Administer and manage property leases. Finalise and facilitate signing of leases and caretaker

agreements. Facilitate the capturing of newly acquired state properties on State Land Leasing System (SLLS), Develop lease schedule for all state properties, Coordinate and conduct inspection of state properties. Provide secretariat services to beneficiary selection committee. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to Districts. Ensure proper usage and maintenance of warehoused and leased assets. Maintain proper usage of movable assets. Manage assets verification pre and post transfer. Coordinate barcoding of assets. Secure and protect state properties against vandalism. Monitor lease or caretaker performance and duties as contractually specified.

- ENQUIRIES** : Mr LS Mahasha Tel No: (015) 495 1955
- APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/08** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2023/185**
Directorate: Mapping Services
- SALARY** : R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- 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.

ENQUIRIES : Ms TG Rambau Tel No: (021) 658 4303
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001, for the attention of Human Resource Management

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

POST 08/09 : **ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2023/179**
Directorate: Risk Services

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Financial Management / Law. Minimum of 3 years' supervisory experience working in risk management. Job related knowledge: Corporate governance issues, Enterprise risk management, Public Service environment, Public Financial Management Act and National Treasury Regulations. Public Sector Risk Management Framework. Job related skills: Dynamic leadership skills, Computer literacy, Project management skills, Communications (verbal and written) and Facilitation skills. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management skills.

DUTIES : Evaluate risk management programmes in all Branches. Facilitate and coordinate the operational risk assessment in the Department on an on-going basis. Assist to review and analyses policies to identify gaps in the implementation of risk management processes. Assist to conduct research in order to improve risk management processes. Assess the relevancy of the risk mitigation strategies on the Operational Risk Registers. Ensure and monitor consistency with enterprise risk management practices and reporting throughout the Department. Implement appropriate risk management methods. Implement the risk management frameworks to support the risk maturity of the Department. Facilitate the risk management awareness session. Support initiatives to strengthen the relationship with the assurance service providers within the Department e.g. legal services, monitoring and evaluation, strategic planning and internal audit on an ongoing basis. Provide reports on implementation of risk management plans. Report on the potential losses or accidents that may affect the Department negatively to the Enterprise Risk Management Committee whenever necessary. Report on progress regarding the elimination of risks against the operation plans of the Department. Compile the operational risk assessment reports. Provide assistance in risk report coordination and assist in any risk related information required by Risk and Compliance Committee. Provide assistance in risk champions. Assist to develop or review the terms of reference for the risk champions. Facilitate training initiatives for the risk champions. Implement systems that will enable effective functioning of the risk champions. Assist the risk champions to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.

ENQUIRIES : Ms N Lubisi Tel No: (012) 312 9676
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 08/10 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/2/1/2023/187**
Office of the Registrar of Deeds
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: KwaZulu Natal (Pietermaritzburg)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resources Management / Public Management / Administration / Public Administration. Minimum of 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. Drivers License.

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES APPLICATIONS : Ms Z Mthembu Tel No: (033) 355 6812
: Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.

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

POST 08/11 : **SENIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/188**
Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Eastern Cape (King Williams Town)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing.

- Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES APPLICATIONS** : Ms. VC Bomela Tel No: (043) 642 2741
: Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 08/12** : **SENIOR EXAMINER REF NO: 3/2/1/2023/196 (X4 POSTS)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Mpumalanga (Mbombela)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES APPLICATIONS** : Ms. T Makama Tel No: (013) 756 4000 / 65
: 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 Street Nelspruit 1200 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 08/13** : **VETERINARY PUBLIC HEALTH OFFICER REF NO: 3/2/1/2023/177**
Directorate: Inspection Services
- SALARY CENTRE** : R331 188 per annum (Level 08)
: KwaZulu Natal (Durban)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. Minimum of 2 years' appropriate post qualification experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Technical skills. Law enforcement skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing. A valid driver's licence and the ability to drive. Extended working hours. Travelling. Relief duties.
- DUTIES** : Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to ensure that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs and sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and international standards. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering and exemptions. Determine slaughtering needs of communities and make recommendations. Assist with departmental projects regarding slaughtering of animals (culling). Provide training, technical assistance and health education to communities on food safety. Recommendations regarding the registration, upgrading and repair of existing facilities. Training of meat inspection staff, abattoir personnel and Food Safety Managers. Serving of directives (reports, warnings, notices, directives). Investigate and control illegal slaughtering in collaboration with the relevant authorities. Liaison with internal and external stakeholders. Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides and skins, intermediate stores). Game harvesting-monitoring of harvesting procedures (compliance with local and international requirements). Collection of samples for surveillance projects of identified diseases in animal and animal product i.e. BSE Sampling (Brain stem samples), bacteriological sampling, (water, effluent, surfaces, carcasses), Residue sampling (hormones, pesticides, antibiotics). Perform administrative and related functions, which would, inter alia, entail the following: Collection of data. Populate database. Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for veterinary public health.
- ENQUIRIES** : Dr ME Machedi Tel No: (012) 309 8719
- 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** : Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 08/14** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/183**
Directorate: Quality Assurance and Administration
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management or Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy, analytical skills and telephone etiquette. Interpersonal and

- communication skills. A valid driver's license and ability to work under pressure.
- DUTIES** :
- Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms T Oliphant Tel No: (053) 830 4056
- Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** :
- African, Coloured, Indian and White Males and African, Indian and White Female and Persons with disabilities are encouraged to apply.
- POST 08/15** :
- SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/165**
Directorate: Operational Management
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R331 188 per annum (Level 08)
Limpopo (Polokwane)
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
- DUTIES** :
- Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Mr K Senosha Tel No: (015) 495 1904
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/16 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/166**
Directorate: National Rural Youth Service Crops (NARYSEC)

SALARY : R331 188 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
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 DT Machoga Tel No: (015) 495 1955
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and African Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/17 : **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/169**
Directorate: Quality Assurance and Administration

SALARY : R331 188 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Financial Accounting / Financial Management. Minimum of 2 years relevant financial experience. Job related knowledge: Knowledge and experience in Basic Accounting System (BAS) and Personnel and Salary Administration (PERSAL), Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Treasury Regulations, etc. Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.

DUTIES : Reconcile restitution payments and expenditure records. Compile project payments list and perform reconciliation. Facilitate payment instructions using

correct information of claimants, allocation and matching fields. Maintain BAS and PERSAL payments. Manage audit queries. Coordinate information requested by office of the Auditor-General, Internal Audit, Special Investigation Unit and Forensic Auditors. Coordinate audit findings. Assist in compiling financial reports on restitution projects. Prepare quarterly reports (expenditure, commitments, land purchase interests, bank accounts and contingencies) for input to the interim and Annual Financial Statement. Consolidate registers and payment records. Update commitment register and land purchase register on a monthly basis. Update summary sheets, XXX reports as needed. Update the suspense account. Update suspense account summaries. Compile suspense account reports on monthly basis. Maintain proper batch control. Maintain proper record keeping for all financial documents for reporting and audit purpose.

ENQUIRIES : Ms ML Tswale Tel No: (015) 495 1937
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/18 : **SENIOR STATE ACCOUNTANT: CREDITORS MANAGEMENT REF NO: 3/2/1/2023/142 (X2 POSTS)**
 Office of the Chief Registrar of Deeds

SALARY : R331 188 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and BCom or National Diploma majoring in Accounting / Financial Accounting / Management Accounting. Minimum of 2 years' experience in the accounts payable / creditors section. Comprehensive knowledge of the financial prescripts, systems and procedure. Knowledge of accrual accounting systems such as Accpac, Pastel, SAP, SAGE, BAS etc., Knowledge of suspense account. Knowledge of GRAP, PFMA, Treasury Regulations, Public Service Act and Regulations. Good verbal, written and interpersonal communication skills, Computer literacy with good MS Excel and MS Word Skills. Experience in Accpac will be an added advantage. Ability to work under pressure to meet strict deadlines.

DUTIES : Perform creditors reconciliations. Request outstanding suppliers' statements. Reconcile supplier's statements with vendor activity and process exceptions. Prepare accrual journals. Adjust misallocations. Prepare aged payables reports and provide comments. Provide support and guidance to clients. Prepare documents for audit queries/requests. Process complete creditors invoices within the prescribed period. Check payment source documents. Record Invoices on the financial system. Check allocation of transaction. Provide Support and guidance to clients. Prepare documents for audit queries / request. Prepare invoice adjustments and correct any misallocation identified on the financial system. Monitor accounts payables ledger account. Reallocate the incorrect posting to the correct responsibility and item. Perform annual sundry provision accruals. Prepare documents for audit queries / requests. Replenish petty cash and ensure that all institution collect cash within time frame. Check request for replenishment of petty cash and reconcile. Capture expense allocation on the financial system. Compile accounts payable reconciliation. Issue cheque to offices or instruction letter to banks. Provide support and guidance to clients. Prepare documents for audit queries / requests.

ENQUIRIES : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela 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 Bosman Street, Pretoria, 0001 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 08/19 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/167**
 Chief Directorate: Provincial Office

SALARY : R269 214 per annum (Level 07)
CENTRE : Limpopo (Polokwane)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year experience in rendering secretarial and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secret Security Clearance.

DUTIES

: Provide a secretarial / receptionist support service to the Chief Director. Receive telephone calls in an environment where in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept / decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitize / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the manager with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES APPLICATIONS

: Mr LS Mahasha Tel No: (015) 495 1956
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

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

<u>POST 08/20</u>	:	<u>SENIOR CADASTRAL OFFICER REF NO: 3/2/1/2023/171</u> Directorate: Examination Services
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years geomatics post qualification experience in a geomatics / cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems software and fundamentals. Knowledge of Surveyor-General's office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job Related skills: Analysing skills. Report writing skills. Interpersonal skills. Communication skills (verbal and written). Computer skills. Presentation skills. Good organising skills. A Valid driver's licence.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey database through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawals or cancelation of cadastral documents upon lawful instructions. Deduct, cancel and endorse cadastral documents with registered land parcel, lease or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designation of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geo-spatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and land reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any of spatial overlaps prior approval. Add data, update and maintain accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculations principles and other legitimate sources of data to improve the quality of land parcels boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.
<u>ENQUIRIES</u>	:	Mr S Maseko Tel No: (012) 337 3655
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered office hours to: Suncardia building, 6 th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
<u>NOTE</u>	:	African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/21</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/189</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of chief deeds registration clerk (data Section), ability to identify, classify and record a large variety of official documents, knowledge of records management, computer literacy, filing skills, archiving skills, verbal and written communication skills, good interpersonal skills, liaison skills, ability to supervise and manage people, strong prioritization skills.
- DUTIES** : Control workflow in data section distribute the work, allocate duties and control workflow, generate report for non-verified transactions and non-captured deeds, compile quality assurance reports on daily basis, compile production statistics and take corrective measure, report on sections performance. Handle Deeds Registration System (DRS) related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office, compile systems change requests, report malfunctioning of system (DRS) and equipment (Heavy duty printer, computers), monitor system (DRS) response times and report the delays. Update conveyancers register in terms of regulation 16. Handle data related queries. Compile credit and debit notes and keep register, attend overnight searches (long searches), attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for Information Communication Technology (ICT) governance, submit the inputs of the procedure manual on annual basis, compile production stats and take corrective measures.
- ENQUIRIES APPLICATIONS** : Ms VC Bomela Tel No: (043) 642 2741
: Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/22** : **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/190**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Eastern Cape (King Williams Town)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches endorse deeds and complete all the endorsements. Complete fee endorsement indicates exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts and record details thereof. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
- ENQUIRIES APPLICATIONS** : Ms VC Bomela Tel No: (043) 642 2741
: Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.

- NOTE** : African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 08/23** : **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/195 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Mpumalanga (Mbombela)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches endorse deeds and complete all the endorsements. Complete fee endorsement indicates exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts and record details thereof. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
- ENQUIRIES APPLICATIONS** : Ms. T Makama Tel No: (013) 756 4000 / 65
: 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 Street Nelspruit 1200 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/24** : **ADMINISTRATIVE CLERK (SUPERVISOR): DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2023/191**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Eastern Cape (King Williams Town)
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level

- 21 preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms VC Bomela Tel No: (043) 642 2741
- : Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/25** : **ADMINISTRATIVE CLERK (SUPERVISOR): DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2023/192**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Eastern Cape (Umtata)
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level 21 preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms N Socikwa Tel No: (047) 531 2151 / (047) 532 2869
- : Please ensure that you send your application to Private Bag X5040 Mthatha 5100 or Hand deliver it to the Office of the Registrar of Deeds: Mthatha at Ground Floor, Botha Sigcau Building, Corner Leeds and Owen Street, Mthatha, 5100 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/26** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/168**
Directorate: Cadastral Information Maintenance and Supply Services
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.
- DUTIES** : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral

documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms S Teffo at 073 432 0560
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/27 : **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/184**
 Directorate: Quality Assurance and Administration

SALARY : R218 064 per annum (Level 06)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, excellent typing skills and Communication skills (verbal and written).

DUTIES : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 08/28 : **CHIEF DEEDS REGISTRATION CLERK: DEEDS REGISTRATION REF NO: 3/2/1/2023/193**
 Office of the Registrar of Deeds

SALARY : R218 064 per annum (Level 06)
CENTRE : Eastern Cape (King Williams Town)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years' of experience in the Deeds Registry or administrative experience. Extensive knowledge of deeds registry registration procedures, knowledge of document tracking systems (DOTS), knowledge of deeds registration system (DRS). Computer literacy (typing), communication skills (written and verbal), good judgement and assertiveness skills, organisation and problem-solving abilities.
- DUTIES** : Lodge and scan deeds and documents and prepare deeds registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit, identify and refer non-simultaneous and inactive accounts deeds to supervisor, date stamp deeds and documents and check for rejected deeds, check if all notes have been removed from deeds. Scan and number registered deeds and documents. Sort deeds into distinctive categories and make packs, number, date and seal executed deeds and documents. Final check and scan deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered and sealed in all deeds and documents, check all notes are attended to and refer all open notes to the relevant sections for compliance, check if original deeds and documents are still in the correct covers and batches are complete. Scan and deliver deeds and documents. Check if original deeds and documents are still in the correct lodgement covers and take corrective measures, sort and deliver deeds and documents into accountholders pigeonholes. Record and update permanently filed titles. Allocate number, file authorisation together with indemnity letter and record, receive and record withdrawal and update register, deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles, complete number and date in endorsement of TR / Jackets / covers and submit to supervisor. Record and withdraw interdicts, acknowledge, sort, number, and record in register and submit to data for noting, endorse and submit withdrawal of attachment to supervisor, submit interdicts for scanning.
- ENQUIRIES** : Ms. VC Bomela Tel No: (043) 642 2741
- APPLICATIONS** : Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 08/29** : **CHIEF DEEDS REGISTRATION CLERK: DEEDS REGISTRATION REF NO: 3/2/1/2023/194 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY** : R218 064 per annum (Level 06)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years' of experience in the Deeds Registry or administrative experience. Extensive knowledge of deeds registry registration procedures, knowledge of document tracking systems (DOTS), knowledge of deeds registration system (DRS). Computer literacy (typing), communication skills (written and verbal), good judgement and assertiveness skills, organisation and problem-solving abilities.
- DUTIES** : Lodge and scan deeds and documents and prepare deeds registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit, identify and refer non-simultaneous and inactive accounts deeds to supervisor, date stamp deeds and documents and check for rejected deeds, check if all notes have been removed from deeds. Scan and number registered deeds and documents. Sort deeds into distinctive categories and make packs, number, date and seal executed deeds and documents. Final check and scan deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered and sealed in all deeds and documents, check all notes are attended to and refer all open notes to the relevant sections for compliance, check if original deeds and documents are still in the correct covers and batches are complete. Scan and deliver deeds and documents. Check if original deeds and documents are still in the correct lodgement covers and take corrective measures, sort and deliver deeds and documents into accountholders pigeonholes. Record and update permanently filed titles. Allocate number, file authorisation together with

indemnity letter and record, receive and record withdrawal and update register, deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles, complete number and date in endorsement of TR / JACKETS / covers and submit to supervisor. Record and withdraw interdicts, acknowledge, sort, number, and record in register and submit to data for noting, endorse and submit withdrawal of attachment to supervisor, submit interdicts for scanning.

ENQUIRIES : Ms. D Tshabalala Tel No: (051) 403 0300
APPLICATIONS : Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.

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

POST 08/30 : **SUPPLY CHAIN CLERK: ASSET MANAGEMENT REF NO: 3/2/1/2023/174 (X3 POSTS)**
Directorate: Logistics and Asset Management Services

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

DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logistical Information System (LOGIS) or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods registers. Update and maintain register of suppliers.

ENQUIRIES : Ms IM Molopyane Tel No: (012) 319 7323
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 08/31 : **FARM FOREMAN REF NO: 3/2/1/2023/176**
Directorate: Inspection Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant experience required. A valid driver's licence (Code B). Job related knowledge: Knowledge of applicable farming methods. Job related skills: Supervisory skills. Communication skills. Computer skills. Basic financial management skills. Management skills. Knowledge of project planning. Willingness to work extended hours.

DUTIES : Oversee the execution of routine activities in respect of crop production which would inter alia include the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, houghing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm

produce. Daily tending of crops / orchards / vineyards e.g. pruning, weeding etc. Oversee the execution of routine activities in respect of livestock which would inter alia include the following: Care for sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking, and cleaning of water troughs for livestock. Oversee the execution of general routine activities which would inter alia include the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Oversee the execution of general routine activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system. Perform all administrative and related functions which would include inter alia the following: Reports on activities as required. Secure storage of farm assets. Give inputs for operational planning. Supervise personnel. Assist at farmers days and comply with the Public Service prescripts and departmental policies.

- ENQUIRIES APPLICATIONS** : Mr T. Pongolo Tel No: (021) 809 1640
 : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001, for the attention of Human Resource Management.
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 08/32** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/182**
 Directorate: Financial and Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
 : Northern Cape (Kimberley)
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to Accounting 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: Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation 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. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel No: (053) 830 4056
 : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 08/33** : **FARM AID REF NO: 3/2/1/2023/175 (X2 POSTS)**
 Directorate: Inspection Services
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of NQF Level 1 or 2 (Adult Basic Education and Training Level 2 / 3 Certificate). No experience required. Basic numeracy skills. Basic literacy skills. Willingness to work extended hours.
- DUTIES** : Perform general activities in respect of crop production through Inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities in respect of livestock through Inter alia the following: Care of sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking and cleaning of water troughs for livestock. Perform general activities which would include inter alia the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Maintain equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Perform general activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system.
- ENQUIRIES** : Mr T. Pongolo Tel No: (021) 809 1640
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001, for the attention of Human Resource Management
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.