

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

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| <b><u>CLOSING DATE</u></b> | : | 11 April 2023 at 16:00  |
| <b><u>NOTE</u></b>         | : | <p>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: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a>. 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 reorganization 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.</p> |

**ERRATUM:** The position of Animal Health Technician with reference number 3/2/1/2023/026 in the Directorate: Animal Health (Hectorspruit) that was advertised in Public Service Vacancy Circular 03 dated 27 January 2023 and the position of Deputy Registrar of Deeds: Examination, and Deeds Training with Ref No: 3/2/1/2023/257 in the Office of the Registrar of Deeds: Limpopo has reference. The post of Animal Health Technician with Ref No: 3/2/1/2023/026 has been withdrawn. The position of Deputy Registrar of Deeds: Examination, and Deeds Training with Ref No: 3/2/1/2023/257, kindly note the reference number has been amended to 3/2/1/2023/258. The Department apologies for any inconvenience caused.

#### **OTHER POTS**

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| <b><u>POST 11/01</u></b>          | : | <b><u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/274</u></b><br>Directorate: Examination Services   |
| <b><u>SALARY</u></b>              | : | R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Western Cape (Mowbray / Cape Town)<br>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.   |
| <b><u>DUTIES</u></b>              | : | 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, 5<sup>th</sup> Floor, Cape Town, 8001  
**FOR ATTENTION** : Human Resource Management  
**NOTE** : African Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 11/02** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/261**  
 Directorate: Tenure Reform Implementation

**SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in the field of Humanities or Social Science or Law. Minimum of 3 years' experience at junior management level. Job related knowledge: Through knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. A valid driver's licence. Willingness to travel.

**DUTIES** : Provide support to communal land tenure programmes. Liaise with stakeholders, Department of Cooperative Governance and Traditional Affairs (COGTA), Congress of Traditional Leaders of South Africa (CONTRALESA), National House of Traditional Leaders (NHTL) to ensure dispute resolution between parties. Ensure rights holders on communal areas are not being violated. Monitor Agreements on communal. Liaise on the interim measures on an annual basis as governed by Interim Protection of Informal Land Rights Act (IPILRA). Assist the District in mediation between community members and traditional councils in land rights violation cases. Provide support to land rights programmes. Update and monitor database for land rights cases. Assist the District in mediation between the farm occupiers and farm owners in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, regarding land rights matters. Facilitate the relocation of farm occupiers. Refer the land rights violation cases to court through the Land Rights Management Facility (LRMF). Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of Upgrading of Land Tenure Rights Amendment (ULTRA). Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmers associations labour tenants Non-Governmental Organizations (NGOs), municipality, Department of Labour etc.). Establish, maintain and support communal property institutions. Facilitate the establishment of Communal Property Association (CPAs). Establish and maintain the CPA database. Conduct CPA workshops during and after registration of a CPA. Monitor the functionality of the CPAs. Intervene in the affairs of CPAs and serve as a conciliator during dispute resolution process. Attend to all CPA inquiries. Compile the CPA annual report on the functionality of CPAs to be tabled in Parliament. Establish and chair the district CPA forums. Conduct mediation, negotiations and round table conference for CPAs and Similar Entities. Assist the CPAs wherein their property is being

executed for non-payment of water irrigation bills. Refer non-compliant CPAs to the LRMF to intervene and mediate disputes and ensure regularisation. Monitor the panellist appointed by LRMF. Facilitate land dispute resolutions. Promote capacity building land dispute matters. Promote awareness on land rights. Facilitate the implementation of land rights policies, procedures and guidelines. Provide support to land tenure upgrading. Facilitate the involvement of Surveyor General Office in boundary dispute matters.

- ENQUIRIES** : Mr J Swart Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/03** : **CONTROL GEOGRAPHIC INFORMATION SCIENCE (GISc) TECHNOLOGIST (GRADE A – C) REF NO: 3/2/1/2023/277**  
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R785 700 – R1 425 303 per annum, (The salary will be determined in accordance with OSD)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technologist. Job related knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modeling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license.
- DUTIES** : Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customize to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new

- methods / technologies for solving spatial data problems. Research and implement new GIS standards.
- ENQUIRIES APPLICATIONS** : Mr W Mambana Tel No: (013) 754 8074 / Mr D Moffet Tel No: (013) 754 8098  
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/04** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/279**  
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)
- CENTRE REQUIREMENTS** : Gauteng (Johannesburg)  
: 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 (verbal and written). Project management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation and draft circulars. Report on examination team performance, standards and turnaround times. Update acts, manuals and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds (ARD) / Deputy Registrar of Deeds (DROD) in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts 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.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered
- NOTE** : Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/05** : **ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2023/280**  
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)

- CENTRE REQUIREMENTS** : Gauteng (Johannesburg)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Computer software skills. Communication skills (verbal and written). Good judgement and assertiveness skills. Project management skills. People management skills. Organise and planning skills.
- DUTIES** : Manage data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
 : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 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 11/06** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2023/266**  
 Directorate: Food Safety and Quality Assurance
- SALARY** : R646 854 – R982 326 per annum, (The salary will be determined in accordance with OSD)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and Science Degree (BSc) (Honours) or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years post qualification natural scientific experience. Knowledge of legal compliance. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act, Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Programme and project management skills. Scientific methodologies. Research and development skills. Data analysis skills. Technical report writing skills. Creating a high performance culture. Professional judgement skills. Presentation skills. Mentoring skills. Decision-making skills. Team leadership skills. Analytical skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Networking skills. Computer literacy. People management skills. Planning and organising skills. Conflict management skills. Change management skills. Problem solving and analysis skills. Extended working hours. Handling of hazardous chemicals.

**DUTIES**

: Develop and implement methodologies, policies, systems and procedures. Evaluate, compile and amend regulations, product standards, policies, procedures, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft / amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practice and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and / or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. To perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the interpretation of the Agricultural Products Act (APS ACT) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registration, etc. Obtain evaluate and disseminate information on international trends to local industries to keep them informed of new trends / requirements. Manage and maintain databases and information related to the following: Registration and / or cancellation of labels for the export of agricultural products. Maximum Residue Limits (MRL) for fresh fruit, processed fruit and vegetables, etc. destined for export. Newly published regulations, import and export standards. Notices and draft regulations and standards for gathering public comments. Standards Operating Procedures. Research and development. Liaise with national and international stakeholders, industry role players, other Departments and Department of Agriculture Land Reform and Rural Development officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends / requirements. Participate in the formulation of SA' s position in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard setting bodies (e.g. United Nations Economic Commission for Europe, Codex Alimentarius Commission, Organisation for Economic Co-operation and Development). Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human capital and development. Mentor, train and develop staff in order to promote skills / knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

**ENQUIRIES  
APPLICATIONS**

: Dr M.T. Mutengwe Tel No: (012) 319 6121  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

**NOTE**

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

**POST 11/07**

: **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2023/263**  
Directorate: Demand and Acquisition Management

**SALARY  
CENTRE**

: R393 711 per annum (Level 09)  
: Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management (SCM) / Purchasing Management / Public Management / Public Administration / Financial Management. Minimum of 3 years supervisory experience working in the Demand and Acquisition environment. Job related knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Treasury Regulations. Job related skills: Computer literacy. Problem solving skills. Communication skills (verbal and written). Organising skills. Interpersonal skills. A valid driver's licence. Ability to work under pressure. Teamwork.
- DUTIES** : Administer Demand Management Plan (DMP). Facilities and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated DMP. Facilitate approval of the clients DMP.S Submit verified consolidated DMP. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identifies. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of Reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms contracts, transversal contracts, bulk procurement and direct sourcing) (sourcing strategies). Coordinate (synergise), review, research, analyse and plan the procurement needs of the Department. Research the relevant identified needs, (in line with the supply chain strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and human resource administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- ENQUIRIES** : Mr B Lewele Tel No: (012) 312 8460
- 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 African, Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 11/08** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 3/2/1/2023/265 (X2 POSTS)**  
Directorate: Organisational Development and Service Delivery Improvement
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Organisational and Work Study / Operations Management / Production Management. Minimum of 3 years of experience at supervisory level in relevant working experience. Job related knowledge: People and project management. Business process. Management process. Job evaluation process. Change management process. Strategic planning / management. Total



quality management. Financial management. Operations management. Job related skills: Computer literacy. Client orientation skills. Problem solving skills. Communication skills (verbal and written). Interpersonal skills. Organisational design skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiating skills. Analytical skills. Project management skills. Operational planning skills. A valid driver's licence.

**DUTIES** : Provide organizational design and establishment services. Review, align and develop structure based on Departmental strategic objectives and mandates. Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Provide business process management services. Identify and update current processes. Develop new processes. Facilitate the development of job profiles / job descriptions. Identify job profiles to be developed and reviewed. Facilitate the development and the review of the identified job profiles. Obtain sign-off sheet. Maintain job profiles of database. Quality assure job profiles as completed by Senior Organisational Development Practitioner. Provide job evaluation services. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs. Preliminary quality assures evaluated jobs. Panel job evaluation results. Update job evaluation register in line with approved job evaluation results. Facilitate the implementation of organizational design. Maintain the organizational design and development database.

**ENQUIRIES** : Mr P Moopelwa at 071 500 8065  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.  
**NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 11/09** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 3/2/1/2023/270**  
Directorate: Human Resource Utilization and Development

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Human Resource Development / Public Administration. Minimum of 3 years supervisory experience in Human Resource Development. Job related knowledge: Public Service Code of Conduct. South African Qualifications Authority and related legislations. Understanding of government priority governing skills programs. Skills Development Legislation. Job related skills: Presentation and facilitation skills. Computer literacy. Analytical skills. Communication skills (verbal and written) Interpersonal skills. Problem solving skills. Planning and organising skills. Project management skills. A valid driver's licence. Ability to work within a team and under pressure.

**DUTIES** : Facilitate and present Training and Development interventions for all Departmental staff. Analyse the prioritised training from the Workplace Skills Plan (WSP). Develop and implement the Training Plan. Ensure Sourcing of nominations and name lists. Analyse quotations, profiles and course contents of planned training interventions against the required unit standards. Develop training request submission for approval. Ensure training venue booking(s). Packaging of training material, attendance registers and evaluation forms. Do research on current developments on the topic to be presented. Prepare training presentation. Present training. Ensure that attendance registers and evaluation forms are completed. Conduct departmental induction, compulsory and mandatory programmes. Confirm new appointment(s) with the sub-directorate: recruitment and selection. Verify new appointments with PERSAL Establishment, Provincial Training Coordinators / Branches and line function managers. Source quotations. Ensure the compilation of name lists. Ensure training venue (s) booking(s). Facilitate the preparation induction training material packaging and distribution. Present training on Induction programmes. Facilitate learner registration process. Facilitation of training. Conduct formative assessment for compulsory induction programmes. Facilitate policies and legislations awareness workshops. Source nominations and compile

name lists. Ensure training venue(s) booking(s). Packaging of training material, attendance registers and evaluation forms. Do research on current developments on the topic(s) to be presented. Prepare training presentation. Present training. Ensure that attendance registers and evaluation forms are completed. Facilitate the Implementation of Adult Education and Training (AET). Liaise with Branches and Provincial Training Coordinators to identify officials who should attend AET. Consultation with identified learners. Consolidation of AET learners master list. Identification of service providers. Sourcing of quotations. Compilation of submission for approval. Learner pre-assessment process. Confirmation of AET schedule with the approved service provider and notification of learners. Roll-out of the AET programme. Monitoring and evaluation of the programme. Facilitate the certification process / ceremony. Compilation of AET programme close-out report. Design and develop training material and manuals. Identify the need for development of training material. Research on the material subject(s). Appointment of service provider for accredited programme. Develop training manual for unaccredited programme. Review of training material and manuals as and when the need arises. Monitor and evaluate training delivered. Monitoring of training on the following aspects: Training venue and logistics, Delegates' attendance, Distribution and completion of administrative documents. The delivery of training. Evaluation of training on the following aspects: Facilitator, Learning material, Learning effectiveness, Venue and logistics, Overall %. Impact Assessment: Identify training programmes for impact assessment. Appoint service provider. Facilitate the development of impact analysis form. Facilitate the development of the Matrix. Facilitate the distribution of Impact Analysis form with ratings after 6 months. Consolidation of received Impact Analysis Results from delegates. Compilation of comprehensive report on the consolidated results. Compilation of reports: Weekly, monthly, quarterly and annual reports.

**ENQUIRIES  
APPLICATIONS**

: Ms T Ndabambi Tel No: (012) 312 8494  
 : 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 11/10**

: **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/2/1/2023/267**  
 Directorate: corporate services

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
 : western cape (cape town)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Technology (IT) / Computer Science. Minimum of 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations. Analytical skills. Problem solving skills. Ability to work under pressure and willingness to work irregular hours. Ability to travel extensively. Ability to work in a team. A valid driver's licence.

**DUTIES**

: Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form, from users and submit new novel forms for creation. Provide feedback on new creations. Compile reports. Maintain IT application. Update antivirus / facilitate an update of antivirus. Scan computers for antivirus. Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer and Network Systems (CNS), Process Automation Systems (PAS) and Annual reports are

|                            |   |   |
|----------------------------|---|---|
|                            |   | submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement (SLA) time frame. Manage subordinates and leave.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr A Arendse Tel No: (021) 409 0300   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.   |
| <b><u>NOTE</u></b>         | : | African and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.   |
| <b><u>POST 11/11</u></b>   | : | <b><u>SENIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/281 (X7 POSTS)</u></b><br>Office of the Registrar of Deeds  |
| <b><u>SALARY</u></b>       | : | R393 711 per annum (Level 09)   |
| <b><u>CENTRE</u></b>       | : | Gauteng (Johannesburg)  |
| <b><u>REQUIREMENTS</u></b> | : | 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 (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. People management skills. Interpretation skills. Analytical skills.  |
| <b><u>DUTIES</u></b>       | : | 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. |
| <b><u>ENQUIRIES</u></b>    | : | Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300  |
| <b><u>APPLICATIONS</u></b> | : | Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered   |
| <b><u>NOTE</u></b>         | : | African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.  |
| <b><u>POST 11/12</u></b>   | : | <b><u>SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: (BIDS) REF NO: 3/2/1/2023/262</u></b><br>Directorate: Demand and Acquisition Management  |
| <b><u>SALARY</u></b>       | : | R331 188 per annum (Level 08)   |
| <b><u>CENTRE</u></b>       | : | Gauteng (Pretoria)  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Purchasing Management / Supply Chain Management (SCM) / Public Administration (Management) / Logistics / Business Management (Administration). Minimum of 3 years' experience working in Demand and Acquisition Management environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPPFA) and its associated regulations. Departmental SCM procedures and policy. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure. A valid driver's licence.  |

**DUTIES** : Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on bids. Provide weekly reports on progress of projects. Update bid registers. Undertake all administration functions required with regard to financial and human resource administration. Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan.

**ENQUIRIES** : Mr B Lewele Tel No: (012) 312 8460  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 11/13** : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2023/273**  
Directorate: Imagery and Topographic Data

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Western Cape (Mowbray)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years post qualification experience in geomatics, geospatial or cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geospatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills, Decision-making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, Planning and organising skills, Conflict Management skills and Negotiation skills.

**DUTIES** : Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times.

Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

**ENQUIRIES** : Ms B Semoli Tel No: (021) 658 4300  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.  
**NOTE** : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

**POST 11/14** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/282**  
Office of The Registrar of Deeds

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Valid driver's licence. Minimum of 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-Based Economic Empowerment Act. Computer literacy. Interpersonal skills. Communication skills (verbal and written). Presentation skills. Supervisory skills. Time management skills.

**DUTIES** : Administer procurement of goods and services. Consolidate inputs and compile Demand Management Plan (DMP). Review specifications / Terms of Reference (TOR) for goods and services. Evaluate / review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide

comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards / keys on vehicle.

**ENQUIRIES** : Ms L Maloka / Mr H Nkwini Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered

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

**POST 11/15** : **DESKOP SUPPORT TECHNICIAN REF NO: 3/2/1/2023/269 (X2 POSTS)**  
Directorate: Information Communication Technology (ICT) Service Management

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Information Technology (IT) (NDP. BSc, B-tech). Technical certifications (A+, N+, MCSE). Minimum of 1 years' experience in IT Technical Support environment and ICT supporting hardware, software and network (2<sup>nd</sup> level support). Job related knowledge: Knowledge of Information Technology acts and policies. Knowledge of internal control and risk management. Knowledge of project management principles and tools. Knowledge of technical aspects of Information and Communications Technology goods and services. Job related skills: Planning and organising skills. Communication skills (verbal and written). Supervisory skills. Strong computer skills. Project management skills. Interpersonal skills. Problem solving and Analysis skills. Change and diversity management skills. Ability to offer lessons and practical training.

**DUTIES** : Provide technical support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff on potential uses of existing technology. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Ensure that policies are adhered and workshop ICT Policies. Educate users on ICT Policies such as password policy, email policy, internet policy, desktop policy etc. Provide orientation to new users of existing technology. Monitor and maintain technologies to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software.

**ENQUIRIES** : Ms K Kanyane Tel No: (012) 407 4031  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of

|                            |   |  |
|----------------------------|---|--|
|                            |   | Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.   |
| <b><u>NOTE</u></b>         | : | Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.  |
| <b><u>POST 11/16</u></b>   | : | <b><u>OFFICE ASSISTANT REF NO: 3/2/1/2023/283</u></b><br>Office of The Registrar of Deeds  |
| <b><u>SALARY</u></b>       | : | R269 214 per annum (Level 07)  |
| <b><u>CENTRE</u></b>       | : | Gauteng (Johannesburg)   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (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 situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.  |
| <b><u>DUTIES</u></b>       | : | Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts / policies and other documents and ensure that the |

application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES  
APPLICATIONS**

: Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 11/17**

: **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/284  
(X15 POSTS)**  
Office of The Registrar of Deeds

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
: Gauteng (Johannesburg)  
: 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 (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Time management skills. Interpretation skills. Numerical skills.

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

: Ms L Maloka / Mr H Nkwiniika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 11/18**

: **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/260**  
Directorate: Quality Assurance and Administration

**SALARY  
CENTRE  
REQUIREMENTS**

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



- DUTIES** : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
- ENQUIRIES APPLICATIONS** : Ms 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 Indian and White Female and Persons with disabilities are encouraged to apply.
- POST 11/19** : **CADASTRAL OFFICER REF NO: 3/2/1/2023/268**  
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Western Cape (Cape Town)  
: Applicants must be in possession of a Grade 12 Certificate and 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 APPLICATIONS** : Ms N Malinga Tel No: (021) 465 7358  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

- NOTE** : African, Indian and White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 11/20** : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/285 (X3 POSTS)**  
Office of The Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum (Level 06)  
: Gauteng (Johannesburg)  
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer literacy (Typing) 45 words per minute. Communication skills (verbal and written). Good judgement and assertiveness skills. Organising and problem-solving abilities.
- DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link barcode to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds into the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black booking. Check deeds and documents for interdicts. Endorse the final black booking. Verify prepared information and capture fees.
- ENQUIRIES APPLICATIONS** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
: Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered
- NOTE** : African, Coloured and White Males and Persons with disabilities are encouraged to apply.
- POST 11/21** : **REGISTRY CLERK REF NO: 3/2/1/2023/264**  
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: KwaZulu Natal (Port Shepstone)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of

number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES APPLICATIONS** : Ms NP Radebe Tel No: (039) 682 2295  
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

**POST 11/22** : **SENIOR LIBRARY ASSISTANT REF NO: 3/2/1/2023/271**  
Directorate: Knowledge, Information and Records Management

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Applicable computer software and databases. Knowledge of storage and retrieval procedures in terms of the working environment. Job related skills: Computer literacy. Analytical thinking skills. Interviewing skills. Interpersonal relations. Communication skills (verbal and written). Tact and diplomacy. Creativity.

**DUTIES** : Administer accessions and assets register. Contribute to the compilation of an electronic assets register that is required by supply chain management. Keep Kardex records of periodicals. Render client orientation and customer focus services. Deal with enquiries. Assist with interlibrary lending. Retrieve information from publications and / or electronic resources. Circulate periodicals and government gazette. Maintain lending records. Issue reminders for overdue items. Check liability forms of officials leaving the Department. Assist with publicizing and marketing of library events. Collect and preserve library materials. Organize information to international standards. Sort and evaluate new or donated periodicals. Check against current stock to substitute missing or damaged documents. Do technical preparation of new materials. Sort Library and Resource Centre materials. Collect and preserve agricultural and related information. Organize and maintain collections. Shelve new or returned items. Do shelf reading. Identify and consult librarian about weeding damaged materials. Repair damaged books if possible and when necessary.

**ENQUIRIES APPLICATIONS** : Ms A Remcken Tel No: (012) 312 8355  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 11/23** : **REGISTRY CLERK REF NO: 3/2/1/2023/275**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Directorate: District Office: Limpopo (Sekhukhune)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment and Understanding of the work in registry. Job related skills: Planning and organising skills, Computer literacy skills, Language skills, Communication skills (verbal and written), Interpersonal relations skills and Flexibility. Ability to work within a team.

**DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, register, sort and dispatch mail. Distribute notices on registry issues. Render an effective filing and record

management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and file. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archive and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303  
**APPLICATIONS** : Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.  
**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 11/24** : **SECRETARY REF NO: 3/2/1/2023/278**  
 Directorate: National Rural Youth Service Corps (Narysec)

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

**DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

**ENQUIRIES** : Mr L Mafonyolle Tel No: (051) 400 4200  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

- POST 11/25** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/286**  
Office of The Registrar of Deeds
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation skills. Computer literacy. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Procedure on Incapacity Leave and Ill-Health, Retirement (PILIR) or etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O BOX 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 11/26** : **PRINCIPAL DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/287 (X3 POSTS)**  
Office of the Registrar of Deeds
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience. Knowledge of Deeds Registry registration procedures. Ability to identify, classify and record a variety of official documents for printing. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Time management. Teamwork.
- DUTIES** : Operating photocopy machine. Make copies of deeds and documents, complete register, production sheet and submit to supervisor. Drawing and filing of microfilm rolls. Draw and files microfilm rolls. Search for unobtainable microfilm rolls and report to supervisor. Make deeds view copies. Obtain application form / list from the requester, search for deeds and documents and print. Operating digitizers. Obtain application form / list from the requester, search for deeds and documents and print. Maintenance of documents. Update leasehold / freehold list.
- ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured and White Males and Persons with disabilities are encouraged to apply.
- POST 11/27** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/276**  
Directorate: Policy Research and Analysis
- SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months

relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

**DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

**ENQUIRIES** : Mr P Ndzukula Tel No: (012) 312 8089 / 060 972 9480  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 11/28** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/288 (X3 POSTS)**  
Office of the Registrar of Deeds

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Gauteng (Johannesburg)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Time management and Client relations.

**DUTIES** : Archive deeds documents. Sort deeds, documents, interdicts, plans, diagrams and gazette. Bind deeds, documents, interdicts, plans, diagrams and gazette. Number volumes. Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds, documents and post between various sections and other institutions. Move furniture / office supplies and equipment. Maintain volumes, micro rolls and all other documents. Draw, deliver and file volumes / files / micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents and report. Check for missing numbers and report. Repair worn-out and damaged volumes. Maintain the strong rooms. Collect and return strong room keys. Open and lock strong rooms / shutters. Report unauthorised access to supervisor.

**ENQUIRIES** : Ms L Maloka / Mr H Nkwinika Tel No: (011) 843 8338 / 8300  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Johannesburg 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers, Street, Johannesburg, 2107 before the closing date as no late applications will be considered.

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

**POST 11/29** : **MESSENGER REF NO: 3/2/1/2023/272**  
Directorate: Knowledge, Information and Records Management

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good

- people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** :
- Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute, and circulate correspondence (mail, parcels, documents, and files). Record and control correspondences register. Sort mail, files, documents, and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents, and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** :
- Ms N Dlodlongwana Tel No: (012) 312 8232
- APPLICATIONS** :
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** :
- Coloured, Indian and White Males and African, Coloured and Indian Female and Persons with disabilities are encouraged to apply.