

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 26 May 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by South African Qualification Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection Committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 16/01** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/357**
Directorate: Coordination of State and Land Reform Surveys
- SALARY** : R990 747 – R1 833 903 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
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 and 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.
- DUTIES** : 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 and 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.
- ENQUIRIES APPLICATIONS** : Mr S Maseko Tel No: (012) 337 3655
Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 16/02** : **DEPUTY DIRECTOR: NATIONAL PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/353**
Directorate: National Project Implementation
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in a possession of a Grade 12 Certificate and Advanced Diploma / Bachelor's Degree in Project Management / Youth Development / Development Studies / Community Development / Management / Public Administration / Social Sciences (NQF Level 7). Minimum of 3 years junior management experience in Project Management / Management in youth development. Job related knowledge: Ability to manage youth. Management, clients and other Departments. Ability to diffuse tension among project team, should it arise. Ability to bring project to successful completion through political

sensitivity. Ability to effectively prioritise and execute tasks in a high-pressure environment. Ability to negotiate and secure partnerships. Ability to write and analyse reports. Ability to manage finances. Job related skills: Persuasive, encouraging and motivational skills. Strong communication skills (verbal and written). Strong interpersonal skills. React to project adjustments and alterations promptly and efficiently. Strong familiarity with project related software. A valid driver's licence.

DUTIES : Plan the implementation of various projects related to National Rural Youth Service Corps (NARYSEC) Programme phases. Assist Provinces with the implementation of projects. Manage the recruitment of youth. Monitor attendance of Induction and leadership training. Monitor attendance of skills phase by all youth. Manage and coordinate the implementation of NARYSEC Programme. Monitor and ensure correct implementation of the Programme phases. Manage and coordinate structures for youth in the Programme. Prepare and submit reports and statistics on participation of youth in programme activities. Coordinate and submit reports on human resources and budget needs. Mobilise and manage stakeholders. Identify and engage stakeholders that the NARYSEC Programme can enter into partnership with. Identify strategic stakeholders. Secure partnerships for exit opportunities for youth. Facilitate the signing of partnership agreements. Manage exiting partnerships. Manage and coordinate the implementation of NARYSEC exit strategy. Manage database of all youth that are enrolled in the programme. Arrange exit opportunities that will expose the youth to opportunities related to further studies, establishing businesses and employment.

ENQUIRIES : Ms G Gantana Tel No: (012) 312 9288
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 16/03 : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/356**
Directorate: Coordination of State and Land Reform Surveys

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication skills (verbal and written). Computer literacy. Planning and organising. Conflict management skills. Problem solving and analysis skills. People management skills Change management skills and Innovation skills. A valid driver's licence.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and

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

- ENQUIRIES** : Mr S Maseko Tel No: (012) 337 3655
- APPLICATIONS** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply
- POST 16/04** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2023/360**
Directorate: Survey Services
- SALARY** : R499 275 – R1 197 978 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance

- standards and taking action to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr P Vorster Tel No: (021) 658 4312
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- FOR ATTENTION** : Human Resource Management
- NOTE** : African Males and African and Indian Females and Persons with disabilities are encouraged to apply
- POST 16/05** : **ASSISTANT DIRECTOR: TRANSFORMATION STRATEGIES REF NO: 3/2/1/2023/361**
 Directorate: Diversity Management and Transformation Strategies
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Management / Public Administration. Minimum of 3 years of experience at supervisory level in Transformation Management environment. Job related knowledge: Practical knowledge of transformation initiatives of government. Practical research skills. Practical implementation knowledge of relevant acts and policies. Ability to generate a statistical report. Job related skills: Computer literacy. Interpersonal skills. Communication skills (verbal and written). Organisational skills. Project management skills. Conflict management skills. Financial management skills. A valid driver's licence.
- DUTIES** : Monitor the implementation of the Employment Equity Plan. Monitor Employment Equity Plan quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders. Compile and submit quarterly and annual Employment Equity reports to all stakeholders (e.g. Management, Department of Labour etc.) Provide advice and administrative support to the Departmental Employment Equity Forums. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advise senior managers on implementation of Cabinet decision to improve representation of people with disabilities and females at Senior Management Services level. Support the implementation of Transformation Strategy. Support the implementation of Transformation Strategy and to achieve transformation goals, eg. Diversity Management Programme. Facilitate the alignment of employment policies and programmes to support the implementation of transformation imperatives. Facilitate and analyse the alignment of employment policies, practices, procedures, and programmes quarterly to support the implementation of transformation imperatives, e.g conduct employment and working environment analysis.
- ENQUIRIES** : Ms A Ferreira Tel No: (012) 312 8707
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 16/06** : **SENIOR AUXILIARY SERVICES OFFICER REF NO: 3/2/1/2023/355**
 Directorate: Information Services
- SALARY** : R241 485 per annum (Level 06)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in the cadastral information system. Job related knowledge: A thorough knowledge of the existing Cadastral Information System. Knowledge of the functioning of the Surveyor General's Office. Computer literacy in a Cadastral Survey environment. Job related skills: Computer skills. Archiving skills. Good inter-personal skills. Organisational skills. Supervisory skills. Ability to work under pressure.
- DUTIES** : Provide support services to technical and professional staff. Assist in retrieval and filing of documents. Report any errors on or damage of documents and

assist in the rectification process thereof. Report any errors in digital records and assist in the rectification process thereof. Provide basic administrative support to the section e.g. stores inventory, asset management, section notices. Assist in printing, copying and scanning of documents. Provide support in the training process of junior and new staff members. Supply maps and photographs to internal and external clients. Supply Topographical information such as Maps and Orthophotos to clients over the counter or by post. Provide cadastral documents and related information in hard copies and digital format. Provide hard copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Provide digital copies of diagrams, General Plans, Survey Records and Sectional Plans. Complete a proforma invoice for the collection of revenue. Check payment before releasing information. Provide property description updates to clients.

ENQUIRIES : Mr S Maseko Tel No: (012) 337 3655
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.

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

POST 16/07 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/358 (X3 POSTS)**
 Directorate: Cadastral Information, Maintenance and Supply Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R241 485 per annum (Level 06)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and knowledge of the functions of Surveyor General Offices. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Organising 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 withdrawal 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 Geospatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 16/08** : **REGISTRY CLERK REF NO: 3/2/1/2023/354**
Directorate: Animal Health
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment 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 all mails. 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 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 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** : Ms C Maluleke Tel No: (012) 319 7475
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 16/09** : **SECRETARY REF NO: 3/2/1/2023/359**
Directorate: National Rural Youth Service Corps (NARYSEC)
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Western Cape (Cape Town)
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 organisational 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 grooming and presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit on a word process. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit.

Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone 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 Director.

ENQUIRIES
APPLICATIONS

- : Mr N Mgoqi Tel No: (021) 409 0300
- : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001
- : African, Coloured, Indians and White Males and African, Coloured, Indians and White Females and Persons with disabilities are encouraged to apply.

NOTE