

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 19 June 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 19/01</u>	:	<u>CHIEF DIRECTOR: DEEDS ICT REF NO: 3/2/1/2023/376</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and Bachelor's Degree in Science / Commerce with specialisation in Information Systems or Computer Science (NQF Level 7) in Computer Science / Information Technology. Minimum of Five (5) years experience at a senior management level with ICT experience. Knowledge of COBIT and TOGAT, ITIL. Knowledge of ICT strategy development. Knowledge of corporate governance of ICT Understanding of GWEA (Government Wide Enterprise Architecture). Knowledge of Deeds Registration Systems. Extensive Knowledge of Network Architecture and / or topology. Extensive knowledge of CISCO Technology. Extensive knowledge of Video and IP Telephony. Experienced in Systems Development Life Cycle (SDLC). Experienced in infrastructure management. Programme and project management skills. Strategic Planning and Leadership skills. User and client orientation. Communication skills. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer skills. Presentation skills. Problem Solving and Decision Making skills. Time Management skills. Analytical skills. Driver's license.
<u>DUTIES</u>	:	Provide strategic direction to the Branch Deeds Registration Information and Communication Technology (ICT) functions. Manage the formulation of strategic guidelines for best practice directives, standards departmental policies / procedures and governance, setting appropriate objectives/targets to meet the IT and DCS vision Manage the establishing, reviewing and measuring of benchmarks against leading competitors in order to identify new business opportunities which could translate into business value and optimise business processes. Manage the conceptualising of business goals and translating into an effective strategy based on analysis of business opportunities. Manage risks for infrastructure related matters. Contribute into the formulation of the Enterprise Architecture. Investigate new technologies and advise on current trends. Drive Deeds Digitization Transformation through IT Projects (Electronic Deeds Registration System and supporting projects) standards. Oversee and Manage ICT Risks. Audit Management – Oversee and Ensure Elimination of Audit Findings. Manage and maintain the security of Deeds Registration ICT systems Ensure establishment and maintenance IT security roles and responsibilities, policies, standards, and procedures. Manage the formulation of security and infrastructure architecture plans. Ensure development, maintenance and testing of Deeds Registration IT continuity plans by utilising offsite backup storage and providing periodic continuity plan training. Ensure performance of security monitoring and periodic testing and implement corrective actions for identified security weaknesses or incidents. Collaborate with Human Resource Training to educate and train users on Deeds Registration IT security and different technologies. Provide and manage service management processes for incidents and problems. Ensure the integrity of hardware and software configurations by establishing and maintaining an accurate and complete configuration repository. Manage the Deeds Registration Application systems and Deeds ICT Projects. Ensure development of future application systems in line with departmental policies, procedures and standards. Provide support and guidelines of system problem solving. Ensure implementation of new systems as per specifications. Ensuring quality of delivered solution. Oversee Application systems performance and provide performance reports. Liaise with all stakeholders of the programming team on program design and coding techniques and systems. Ensure maintenance and customization existing application systems. Ensure monitoring and evaluation of applications systems. Ensure successful development and implementation of all Deeds ICT Projects. Manage and Monitor Relationships with Registries and OCRD 5. Provide management reports on Deeds Info Systems and Database systems and bulk deeds information reports. Ascertain proper server backups of all the Deeds Registration Databases. Ascertain proper Tape -backups of all the Deeds

- Registration Databases. Ensure Restoration tests using server stored back-up files. Ensure Restoration tests using server stored back-up files. Oversee and Manage the overall Supply Information to clients via Deeds Web and Deeds View. Oversee and Manage the Provision of bulk Deeds related information. Oversee and Manage the Provision Document Copies for Downloading.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 or Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered
- POST 19/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2023/404**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Registrar of Deeds: Eastern Cape (Mthatha)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence. Ensure compliance and application with legislation, policies and procedures.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 or Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219

Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered

- POST 19/03** : **DIRECTOR: SURVEY SERVICES REF NO: 3/2/1/2023/409**
Directorate: Survey Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Minimum of 5 years experience at a middle / senior managerial level in a Surveying environment. Appropriate post registration experience in surveying. Job related knowledge: Geo-spatial Information Management. Geodesy and Geodetic surveying. Topographic surveying. Spatial Data infrastructures. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral, Geodetic, Photogrammetric, Topographic and Cartographic Survey Systems. Performance Management and Monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising skills. Collaboration partnership. Negotiation skills. Conflict management. Data and Information Management skills. Facilitation skills. Analytical skills. Contract management skills. The ability to work efficiently and effectively at all times. A valid driver's licence.
- DUTIES** : Manage the undertaking of field surveys. Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework (National Control Survey System) of South Africa. Provide strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including rural development and land reform programmes and other organs of state, as required, in accordance with the best practices for project management and user needs. Participate in geodetic surveying and geo-spatial information development projects in Africa. Participate in development projects in Africa as approved. Plan and execute projects in accordance with best practices for project management, as required.
- ENQUIRIES** : Ms M Kekana Tel No: (012) 312 8344

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

POST 19/04 : **DIRECTOR: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT REF NO: 3/2/1/2023/410**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Western Cape (Cape Town)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree in Geomatics / Surveying / Geographical Information Science / Geo-informatics. Registered as a Professional Land Surveyor or Geomatics Professional with the South African Geomatics Council. Minimum of 5 years experience at a middle / senior managerial level in the geomatics environment. Appropriate post registration experience in geo-spatial information. Job related knowledge: Land Surveying knowledge. Technical System knowledge. Geospatial Information knowledge. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). The ability to work efficiently and effectively at all times. A valid driver's licence.

DUTIES : Manage the provision of geo-spatial information products and services. Supply geo-spatial products and services. Maintain information on products and ensure availability. Manage established outlets for products and services to make information more accessible, including Service Level Agreements with District Municipalities. Provide photo-lithographic services. Provide aerial photographic reproduction services. Provide reproduction services. Print maps. Produce aerial photo mosaics. Manage the provision of provide professional advisory services and undertake relevant research and development. Oversee Professional Land Surveyors in the performance of their duties. Provide professional advisory and support services. Undertake relevant research and development. Plan and supervise special projects. Support implementation of new systems and equipment. Provide survey support to land reform programmes of the Department. Provide training for South African Geomatics Council (SAGC) registration in Professional and Technologist category (non-employees). Manage the provision of technical training. Assist with the geomatics officer certificate training. Provide experiential training for diploma students. Provide a specialised library and museum service. Develop and present technical training courses. Undertake development projects (Cross-cutting). Plan and execute projects in accordance with best practice for project management as required.

ENQUIRIES APPLICATIONS : Ms M Kekana Tel No: (012) 312 8344
: 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

OTHER POSTS

POST 19/05 : **SENIOR LAND REFORM ADVISOR REF NO: 3/2/1/2023/402**
Directorate: Strategic Institutional Partnerships

SALARY : R958 824 per annum (Level 12), all-inclusive remuneration package to be structured in accordance with the rules for MMS

CENTRE : Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Law. Minimum of 3 years junior management experience in litigations, provision of legal opinion and drafting of contracts. Job related knowledge: Relevant prescripts. Legal research methodology. Constitutional law. Legislation on state land and other relevant prescripts. Job related skills: Oral and written English. Report writing skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Consultation skills. Planning and organisational skills. Interpersonal relations. Financial management skills. Willingness to travel and work irregular hours. A valid driver's licence. Ability to work in a team as well as independently.
- DUTIES** : Manage, draft and edit institutional partnership and service level agreements. Receive instruction from the Province, strategic partner and clients and stakeholders. Conduct legal research to provide advice on the drafted agreement. Consult clients, stakeholders and strategic partners on drafting and editing agreements. Analyse and edit legal drafted agreements. Monitor and evaluate current standard legal agreements. Provide legal advice on joint venture agreements, land acquisition transactions. Receive legal instruction from internal clients and stakeholders. Conduct legal research to provide advice on the legal process, agreements. Consult clients, stakeholders and strategic partners on legal opinion to be provided. Analyse and formulate a legal opinion. Provide legal reports and submissions. Provide policy development and coordination services. Formulate and draft policy framework. Consult and liaise with stakeholder on proposed policy. Facilitate the process for approval of policy. Develop Standard operating procedures and ancillary toolkits for policy implementation. Conduct Policy training and workshop to provinces. Manage, analyse, investigate and report on enquiries relating to complaints and facilitate informal dispute resolution process. Receiving complaints and queries from clients or stakeholders. Manage analyze and compile a report on enquiries relating to complaints. Manage mediation processes for purposes of dispute resolution. Facilitate and liaise with internal and external stakeholders on referred investigations. Monitor and evaluate implementation of report recommendations and maintain database of complaints, queries and investigations. Refer unresolved complaints for litigation. Facilitate the implementation of court orders.
- ENQUIRIES APPLICATIONS** : Ms G Mosito Tel No: (012) 312 8571
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 19/06** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/403 (X2 POSTS)**
Directorate: Coordination of State and Land Reform Surveys
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
: 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 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** :
- APPLICATIONS** :
- Ms M Kekana Tel No: (012) 312 8344
- 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 Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 19/07** :
- ASSISTANT DIRECTOR: SERVICE LEVELS REF NO: 3/2/1/2023/395**
 Directorate: Information Communication Technology (ICT) Service Management
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R424 104 per annum (Level 09)
 Gauteng (Pretoria)
 Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Purchasing Management. Minimum of 3 years working experience in Supply Chain Management environment including contract management. Job related knowledge: Public Finance Management Act (PFMA). Basic Accounting System (BAS). Treasury Regulations and Departmental tender procedures. Job related skills: Computer literacy. Communication skills (verbal and written). Problem solving skills. Analytical skills. Interpersonal skills and supervisory skills. A valid driver's licence.
- DUTIES** :
- Develop Service Level Agreement with service providers. Develop service level agreements based on the business case, service requirements, Terms of Reference and Con Contracts. Negotiate service level agreements with service providers. Ensure service level agreements are aligned with business needs and improve service quality. Ensure service level agreements are approved by both parties and signed-off. Manage service performance of the service providers. Schedule monthly service level review meetings for all signed service level agreement. Conduct service level reviews to manage service provider's performance. Ensure enhancement of measured service quality. Ensure gaps are identified and resolved for service improvements. Supplier relationship management. Build strategic relationships with suppliers, ensuring structured management is in place and the suppliers are appropriately engaged to ensure both the corporation and the Department get the good service. Develop ongoing partnership-based relationship to obtain regular updates on status of services. Create conducive environment and promote effective communication with supplier for the benefit of the Department. Ensure at all times that suppliers are clear with Office of the Chief Information Officer service expectations. Participate in periodic reviews to ensure contractual compliance and value for money in conjunction with the Contract Manager. Maintain customer focus on all decisions and actions, engaging appropriately with suppliers and partners for the good of business. Governance and audits. Adhere to Service Level Management (SLM) Information Technology Infrastructure Library (ITIL) framework and ICT Governance.

- ENQUIRIES APPLICATIONS** : Mr R Naidoo Tel No: (012) 407 4169
 : 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, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 19/08** : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 3/2/1/2023/396**
 Directorate: Demand and Acquisition Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Financial Management / Commerce. Minimum of 3 years of experience at supervisory level in Supply Chain Management. Job related knowledge: Construction / Infrastructure procurement knowledge. Supply Chain Management Framework and Contract Management. Job related skills: Leadership skills. Management skills. Computer skills. Project management skills. Diversity management skills. Communication skills (verbal and written). Presentation skills. Problem solving skills. Analytical skills. A valid driver's licence. Ability to work within a team and under pressure.
- DUTIES** : Develop the implementation of norms and standards, strategies and procedures for construction and infrastructure procurement. Assure that the prescribed supply chain management policy and procedures are correctly applied and adhered to on an on-going basis. Comply with Public Finance Management Act, Treasury Regulations, Construction Industry Development Board (CIDB). Promote adherence to supply chain management delegation at all times. Conduct awareness programs to officials to be able to execute their duties. Provide demand and acquisition of construction and infrastructure services. Ensure that terms of reference / specifications are approved. Adhere to operational turnaround (OPS Plan) target. Ensure that all qualified suppliers are evaluated by the duly appointed bid evaluated committee. Quality assure evaluated reports presented to the Bid Adjudication Committee. Apply correct Preferential Procurement Policy Framework (PPPF) and Broad-Based Black Economic Empowerment (B-BBEE) guidelines. Advertise bids / tender in Government tender bulletin, CIDB and National Treasury E- Portal. Open and close advertised bids / tenders accordingly. Verify evaluation reports presented to the Bid Adjudication Committee. Monitor the preparation of management information, statistics and reporting on Bids and quotation. Monitor the provision of weekly reports on progress of projects. Update the bid register. Manage human and allocated resources. Manage staff. Ensure adequate allocation and safeguarding of resources.
- ENQUIRIES APPLICATIONS** : Ms R Goolam Tel No: (012) 312 8369
 : 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** : Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 19/09** : **ASSISTANT DIRECTOR: PLAS ACCOUNTING REF NO: 3/2/1/2023/397**
 Directorate: Proactive Land Acquisition Strategy (PLAS) Trading Account Financial Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Accounting / Financial Management / Accounting. Minimum of 3 years of experience at supervisory level within accounting and reporting. Job related knowledge: Accounting systems (Enterprise Resource Planning (ERP) or similar systems). Public Finance Management Act (PFMA). Treasury Regulations and Guidelines. Generally Recognized Accounting

Practice (GRAP). Medium-Term Expenditure Framework (MTEF). Personal Financial Services Advice (PFSA). Job related skills: Computer skills. Report writing skills. Communication skills (verbal and written). Interpersonal skills. Supervision skills. Consultation skills. Problem solving skills. Planning and organising skills. Training and development skills. Analytical skills. A valid driver's licence.

DUTIES

: Management of expenditure reports. Ensure that compiled expenditure reports are aligned to policies and plans. Ensure that journal for the recognition of expenditure are compiled as per Standard Chart of Accountants (SCOA) allocation, reviewed and authorised on A Complete and Comprehensive Program for Accounting Control (ACCPAC). Ensure that commitment registers / reports are compiled accurately, ensure completeness and make sure all the supporting documents are filed. Ensure that the aging reports are compiled and that the receivable has been reduced accordingly. Monthly reconciliations, management reports performed and management of the General Ledger. Ensure that bank reconciliation is compiled on the cash book on ACCPAC against the bank statement together with supporting documents. Ensure that all expenditure and any other journals on the ACCPAC system are captured. Ensure that review and capture all reversals received / submitted by relevant units on the cash book. Ensure compilation of cash flow reports on a weekly basis. Ensure compilation of reconciliations to support statement of financial position and statement of financial performance. Review and analyse reconciliations submitted by relevant units monthly. Review and analyse the detailed general ledger to ensure that there are no misallocations and communicate any miss allocations. Review all the adjustment journals submitted and compiled by relevant units. Ensure compilation and review all the adjustment journals of financial reporting and capture them on ACCPAC. Review, authorization and posting of journals. Variances on reconciled accounts followed up. Clear all reconciliation variances and prepare working papers on a monthly basis. Preparation of financial statements and working papers. Plan and perform month and year end process to ensure that all transactions are completely and accurately recorded. Ensure that monthly financial reports are compiled. Ensure that all journals are processed before system closure. Prepare monthly Financial Statements, Interim Financial Statements, Annual Financial Statements and its working paper files. Ensure that bookkeeping and reporting management services are in place. Ensure compliance on the Trading account and other relevant Departmental policies. Assist in the development and review Financial Reporting policies, Standard Operating Procedures and guidelines. Ensure implementation of policies and procedures. Ensure compliance with Public Finance Management Act (PFMA) and Treasury Regulations and guidelines. Management of audit and risk process. Coordinate internal audit and external audit process. Ensure that all audit-related documents are filed. Ensure compliance on the trading account and their relevant Departmental policies. Monitor management audit action plans. Ensure that risk register is continuously updated. Human resource and support to sub-directorate. Ensure that performance agreements and assessments are designed, compiled and signed with subordinates (in line with Employee Performance Management and Development System (EPMDS) policy). Ensure that all financial accounting related documents are filed correctly. Ensure that support to Provincial Offices with regards to SCOA and expenditure related matters is provided. Supervise and coordinate the work of subordinates.

**ENQUIRIES
APPLICATIONS**

: Mr P Tetyana Tel No: (012) 312 8313
 : 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 19/10

: **SENIOR MARKETING OFFICER REF NO: 3/2/1/2023/401**
 Directorate: Marketing

**SALARY
CENTRE**

: R424 104 per annum (Level 09)
 : Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics with a subject / course in Agricultural Marketing and / or International Trade. Minimum of 3 years' supervisory experience in Agricultural environment. Job related knowledge: Knowledge and understanding of the marketing Strategy for the republic and its programs. Understanding of the market linkage program. Knowledge of international trade agreements. Knowledge and understanding of food safety standards, legislation and certification programs. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Customs and Excise Act, Broad-Based Black Economic Empowerment (B-BBEE) Act, Marketing of Agricultural Products Act and Agri-BEE Sector Code. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job related skills: Reporting procedures. Planning and organising skills. Analytical and innovative thinking. Submission and report writing skills. Writing skills (develop memoranda, letters and submissions). Human resource management skills and capabilities. Ability to work independently, with minimum supervision and under pressure. Willingness to travel extensively. A valid driver's licence.

DUTIES

: Render support on the establishment and maintenance of market access linkages with major players in different agricultural commodities value chains. Provide leadership in investigations of market requirements. Coordination publication of the information to facilitate access by Human Development Index (HDI). Design and implement programs to facilitate compliance to food safety standards and requirements (South African Good Agricultural Practices, Global Good Agricultural Practice, Good Manufacturing Practice, Good Hygiene Practice and Hazard Analysis Critical Control Point) by producers and processors of agricultural, rural development and land reform products to enhance markets access. Support the co-ordination and the implementation of the preferential market access program. Develop, continuously review and refine procedures and systems for the administration of certain World Trade Organisation (WTO) market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Develop and implement monitoring mechanisms for the utilisation of permit and quotas. Ensure compliance to permit conditions. Develop, continuously review and implement systems and procedures for the administration, recording and monitoring of payment fees for import and export permit. Develop and implement programs to enhance participation of new and Small and Medium Enterprises (SME) traders in the rebate schemes. Develop and implement an awareness campaign on compliance to Black Economic Empowerment sector codes by beneficiaries of the Department's preferential market access program. Render administrative activities that involve the writing of correspondence such as submissions, memoranda and letters, report writing as well as management of key critical records. Render administrative support services that involves the writing of correspondences such as submissions, memoranda, briefing notes and letters, report writing as well as management of key critical records. Management of risk with regards security of confidential information, handling of sensitive information, control of access to offices as well as security of office equipment (furniture, stationery and computer, etc). Facilitate the implementation of projects aimed at enhancing equitable participation in key agricultural commodity marketing value chains, particularly by agrarian reform beneficiaries. Coordinate the implementation of Codes of Best Practise (CoBP) at various National Fresh Produce Market (NFPMs). Facilitate the establishment and maintenance of market access linkages with NFPMs to enhance participation in the NFPMs. Manage and facilitate the implementation of projects aimed at enhancing equitable participation in NFPMs particularly by agrarian reform beneficiaries.

**ENQUIRIES
APPLICATIONS**

: Ms K Tjale Tel No: (012) 319 8083
: 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 19/11** : **SECRETARIAT PRACTITIONER REF NO: 3/2/1/2023/393**
Directorate: Secretariat Support Services
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must have a Grade 12 Certificate and National Diploma or Degree in Public Administration / Public Management / Business Administration / Business Management / Office Management. Minimum of 3 years experience in relevant working environment – arranging meetings and taking minutes (without a break in performing such duties). Job related knowledge: Public Service Regulations. Department’s policies and relevant procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Ability to work under pressure as well as willingness to work irregular hours including weekends. Must be a team player. High level of honesty, integrity and confidentiality. Willingness to travel extensively. A valid driver’s licence.
- DUTIES** : Render administrative and secretariat support service to the Accounting Officer and Executive Authority meetings. Compile minutes before submitting the first draft to be quality assured by the Assistant Director / Deputy Director / Director before circulating to members for comments / inputs. Incorporate inputs received from committee members. Draft memorandum for the chairperson’s signature once the minutes are adopted by the committee. Register the signed minutes in the minutes register, scan and file them accordingly. Maintain top and executive management meetings documents repository. Coordinate electronic and manual filing of meetings documents. Manage the development, completion and update of committee’s attendance registers. Render logistical arrangements for the Accounting Officer and Executive Authority’s meetings. Complete supply chain prescribed forms before the procurement of goods and services. Follow-up on quotations requests of catering and venues for top management and executive management meetings. Coordinate receipt of order number from supply chain management and relevant processes, evaluate services and goods procured. Set up boardrooms for executive management meetings. Facilitate any possible repairs of meetings equipment (laptop, microphones and data projector) and ensure safekeeping thereof. Assist in monitoring the implementation of key decisions taken in meetings. Draft decisions-actions list emanating from the relevant committees. Follow up on the implementation of decisions and actions emanating from the relevant committees and update weekly. Compile status reports upon receipt of feedback for tabling in meetings on a monthly basis. Consolidate all the status reports into a decisions register, quarterly and ultimately produce an annual decisions register for relevant committee’s. Administer the procurements of goods and services. Facilitate supply chain management services in respect of catering for meetings. Facilitate monthly, quarterly and annual reporting on procurement of catering for meetings. Ensure proper administration of sourcing and evaluation of quotations for catering. Handle queries from internal and external clients relating to supply chain matters (specifically catering). Administer asset. Maintain asset register of meetings equipment (data projectors, microphones, WAP, Public Address (PA) System, laptops, etc). Liaise with asset unit during asset verification with regard to meetings equipment indicated above. Manage outgoing and incoming assets, specifically meetings equipment. Control safekeeping, utilisation and maintenance of meeting equipment assets. Coordinate allocation of equipment to officials.
- ENQUIRIES** : Mr L Maiketso Tel No: (012) 312 8698
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 and Indian Females and Persons with disabilities are encouraged to apply.

POST 19/12 : **SENIOR STATE ACCOUNTANT: FINANCIAL PLANNING REF NO: 3/2/1/2023/394 (X2 POSTS)**
Directorate: Management Accounting

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Financial Management / Commerce. Minimum of 2 years' experience in an accounting environment with specific experience in financial planning. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets. Project management skills. Interpersonal skills. Budget forecasting skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Work under pressure. Teamwork.

DUTIES : Assist budget compilation process annually. Provide support to client offices with budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Assist Branch budget process as per the action plan. Attend information sessions for Branch. Assist with consolidate budget inputs from Branch. Implement budget in accordance with the vote. Implement budget shifts and AENE virement. Capture on Basic Accounting System (BAS) within 24 hours. Implementation capturing of the original budget (ENE) and adjusted budget (AENE) on BAS annually. Implement Standard Chart of Accountants (SCOA) segment aligned to the vote. Implement and ensure that BAS budget structures are correctly used by client offices. Ensure economic reporting format allocation combination are correctly used by client offices. Implement budget maintenance. Assist responsibility managers to reallocate budget to items with a negative balance. Balancing report at the end of the month. Prepare and capture realignment documents quarterly. Implement Budget Standard Operating Procedure (SOP's). Assist client office in implementing approved Budget SOP's.

ENQUIRIES : Mr H Visser Tel No: 012 312 8190 / 072 023 1876
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 19/13 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2023/400**
Directorate: Inspection Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Agriculture or Natural Sciences. Minimum of 2 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food safety and quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Listening skills, Computer literacy and report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.

DUTIES : Application and enforcement of legislation and international agreements. Supervise inspections and make recommendations in terms of the appropriate actions. Coordinate searches of passengers, motor vehicles, etc with regards to illegal import of regulated agricultural products by the appropriate means, i.e physical inspections, sniffer dogs or X-ray machines. Prohibit the illegal importation, exportation and national movement of regulated articles from / to the ports of entry. Prohibit the sale of non-compliant imported and locally

produced agricultural products. Confiscate and detain non-compliant agricultural products. Coordinate the proper handling and /or disposal of consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Coordinate and / or conduct investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities and institute the appropriate action accordingly. Provide evidence during court cases where necessary. Coordinate and / or issue phytosanitary, quality and / or quality certificates. Provide technical advice and guidance to stakeholders (internal and external). Advise stakeholders on the interpretation and application of the relevant legislation and prescripts. Advise stakeholders on the relevant processes and procedures. Provide advice for the granting of dispensations on the existing legislation. Provide advice to stakeholders (e.g trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Handle complaints, queries and enquiries from customers. Conduct audit inspections of the assignees. Conduct audits on the inspection function to ensure adherence to norms, standards, procedures and guidelines. Conduct audits on entities (assignees) to ensure that they deliver on their mandates. Draft audit reports with recommendations. Follow up on the implementation of the recommendation. Perform administrative duties. Manage the database. Analyse international standards and best practice and provide inputs into standards operating procedures / internal processes and draft policies and legislation. Provide inputs into operational planning. Assist in the identification of customer information needs. Compile reports, submissions, and correspondence as required. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr G Tsako Tel No: (021) 809 1641
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 19/14

: **SENIOR PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2023/407 (X2 POSTS)**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum (Level 08)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution as a Project Officer. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of rural development. Knowledge of African languages spoken in the Province. Development management including strategic management. Research methods and techniques. Understanding and interpret Business Plan. Job related skills: Sound communication skills, negotiation and excellent report writing skills. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report on a word processor. Ability to facilitate community meeting. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.

DUTIES

: Investigate and validate restitution claims. Gather oral and documentary evidence. Gather historical deeds information. Preliminary homestead identification. Conduct historical valuation for research. Conduct prefeasibility studies and options workshops in line with Standard Operating Procedures (SOPS) and Policies. Analyse data and compile reports in line with Rule 3 and / Rule 5 of the Commission. Gazette all land claims and conduct stakeholders' consultations. Verify the beneficiaries of lodged claims. Compile a list of originally dispossessed individuals. Compile family tree and family tree

affidavits. Compile verification report. Facilitate the adoption of the verification report through a resolution. Conduct detailed settlement options workshop in line with SOPS and Policies. Facilitate family / community resolutions on the options workshop. Prepare Terms of Reference (TOR's) for evaluation of properties under claim. Compile and submit memoranda of evaluations to the Office of the Valuer-General (OVG). Request the OVG to determine the appropriate value of the land. Escalate historical value of the land appropriately. Facilitate the settlement of land claims. Translate the value determination into an offer for approval by the Regional Land Claims Commissioner (RLCC). Present approved offers to landowners and claimants. Compile Section 42D in line with approved policies and standard operating procedures. Engage with stakeholders and manage land claim enquiries. Respond to all enquires (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Ms L Tswale Tel No: (015) 495 1937
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 19/15 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/2/1/2023/411 (X2 POSTS)**
 Directorate: Organisational Development and Service Delivery Improvement

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Operations Management / Production Management, Organisational and Work study qualifications. Minimum 1 year experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Work study principles and techniques. Job design and job profile compilation. Policies, procedures and prescripts. Research / analysis. Job analysis and evaluation. Job related skills: Planning and organising skills. Communication skills (verbal and written). Interpersonal relations. Accuracy, thoroughness and timorousness. Facilitation and presentation skills. Interpretation of policies. Analytical skills. Willingness to work extended hours and to travel.

DUTIES : Conduct job analysis and job evaluation. Acknowledge request received. Identify relevant role players. Arrange that applicable documents are completed and submitted. Arrange interviews with relevant role players. Conduct interviews to obtain relevant information. Identify organisation deficiencies if applicable. Benchmark posts when necessary. Complete relevant evaluate documents. Compile final documents for the Job Evaluation (JE) panel. Present recommendations to the JE panel. Inform relevant senior managers of process / progress. Render a support regarding the provision of secretariat services for committee. Assist with the arrangements of venues for meetings. Capture JE data in the evaluate system. Prepare the files for the je panel (copy documents, etc) and deliver per hand. Capture information during JE panel meetings into the evaluate system. Update JE documents with amended information. Update JE information on JE back-up system on a monthly basis. Assist with the updating of the JE database. Responsible for the JE filing system. Update and maintain the JE filing system. Ensure documents are filed correctly on relevant files. Retrieve document as and when requested. Compilation of job descriptions (JD). Gather relevant information from the available resources (including research, benchmarking, etc). Arrange meetings and gather information with all relevant role players. Analyse gathered information. Compile job descriptions. Consult with stakeholders. Submit to relevant Senior Management Services (SMS) members for implementation. Undertake organisation and post establishment investigations. Analyse the request. Develop terms of reference for intervention. Gather all relevant information from current resources available as preparation for meeting / interview with relevant manager i.e reports, policy etc. Arrange meeting / interview and gather information. Undertake research / benchmark to obtain all necessary information. Analyse and process information. Undertake functional analysis. Determine post establishment needs and make recommendations. Consult with stakeholders. Draft optimisation structure and job descriptions. Undertake investigations to optimise work procedures and methods. Gather all

relevant information from current resources available as preparation for meeting / interview with relevant manager i.e reports, policy etc. Arrange meeting / interview and gather information with all relevant role players. Analyse gathered information. Compile document (report etc) of analysed information with recommendations. Consult with stakeholders. Compile draft report with recommendations.

ENQUIRIES : Mr LI Tjale Tel No: 012 312 9498
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 and Indian Females and Persons with disabilities are encouraged to apply.

POST 19/16 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/405**

SALARY : R294 321 per annum (Level 07)
CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Written communication skills. Language Skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts

manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela Tel No: (012) 338 7211

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 19/17 : **STATE ACCOUNTANT REF NO: 3/2/1/2023/408 (X2 POSTS)**
Directorate: Financial and Supply Chain Management Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Limpopo (Polokwane)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.

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

ENQUIRIES : Mr L Mahasha Tel No: (015) 495 1956

APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

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

POST 19/18 : **RECEPTIONIST / TELECOM OPERATOR REF NO: 3/2/1/2023/406**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Directorate: District Office: Limpopo (Waterberg)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette skills, Good communication skills, Interpersonal skills and Switchboard operation skills. Ability to communicate in at least 3 languages spoken in the District. Ability to learn the Department's service delivery components. Ability to take initiative and work independently. Ability to organise and prioritise work.

DUTIES : Render the main reception area services. Take down messages when required. Distribute messages promptly. Attend to all clients \ visitors and direct them to relevant officials promptly. Conduct customer services. Attend to all client queries. Supply basic information to customers regarding the Department's services when required. Operate switchboard machine. Operate

the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an on-going basis. Screen and forward calls. Receive telephone messages. Administer telephone accounts. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly.

ENQUIRIES : Ms D Machoga Tel No: (015) 495 1955
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 19/19 : **LABORATORY ASSISTANT REF NO: 3/2/1/2023/399**
 Directorate: Inspection Services

SALARY : R171 537 per annum (Level 04)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Document management and Procurement procedures. Ability to work with dogs. Occupational Health and Safety Act. Public Service Regulations. Cultural diversity Job related skills: Computer literate in Microsoft Office software. Planning and organising skills. Ability to work in a team and under pressure. Ability to communicate well and interact with people at different levels. Law enforcement skills. Interpersonal skills. Problem solving skills. Interpretation skills. Report writing skills. A valid driver's licence and the ability to drive a motor vehicle. Willingness to work extended hours.

DUTIES : Prepare samples for the determination of i.e. chemical residues, potential of hydrogen (ph), Electrical conductivity (EC), mycology etc. which would, inter alia, entail the following: Labelling of samples. Collecting / taking samples for preparation (i.e. blood, water, soil, tissue). Preparation of sample material by e.g weighing, drying, cutting etc. Preparation of media. Preparation and staining of smears. Preparation of stains, buffers and reagents. Storage of samples. Packing and / or transporting of samples. Assist in decontamination and disposal of used samples. Removal of waste as prescribed. Perform routine analysis of samples under supervision of senior personnel which would, inter alia, include the following: Visual inspection and collection of infected material if applicable. Perform extractions and basic analyse of samples. Perform isolations and confirmatory tests. Assist in routine identification of various types of pests / diseases (including bacteria, parasites, fungi etc.). Record analyses result. Perform basic maintenance on selected equipment, instrumentation and facilities. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean / sterilize glassware and equipment. Monitor temperature of allocated facilities / equipment. Perform basic horticultural techniques for establishment and maintenance of plants which would, inter alia, include the following: Propagation of seeds / plants. Maintenance of plants. Planting of sample material for pathogen detection. Keep record of treatment etc. Perform basic maintenance and control functions of animal production stock: Daily care of animals (i.e. cleaning of water troughs and adding health treatments to feed). Moving animals between camps. Report unhealthy animals, mortalities and have post-mortems done. Perform administration and related functions, which would, inter alia, entail the following: Inventory control of equipment and consumables for equipment. Record keeping and updating of identified registers (i.e. registration book, sample referral, samples received, records of results, inventory of standards, reagents and chemicals). Gather documentation for invoicing of analysis. Comply with health and safety regulations.

ENQUIRIES : Ms M Arendse Tel No: (021) 809 1605
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 Persons with disabilities are encouraged to apply.
- POST 19/20** : **TRADESMAN REF NO: 3/2/1/2023/398**
Directorate: Survey Services
- SALARY** : R147 036 per annum (Level 03)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate (NQF level 3). No experience required. Job related skills: Communication skills (verbal and written). Good interpersonal skills. Organizational skills. Ability to use electrical and hand tools. Ability to work independently.
- DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment. Maintain team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain tools at all times. Relocate camp when required. Repair, clean, service and safe keeping of equipment and tools according to standards. Ensure the safety storage, cleaning and routine maintenance of implements. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving of fuels and oils.
- ENQUIRIES** : Mr P Vorster Tel No: (021) 658 4300
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 and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.