

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 28 July 2023 at 16:00
- NOTE** : The application must include only a 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 the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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 DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.
- ERRATUM:** The position of Administrative Clerk Supervisor Ref No: 3/2/1/2023/441 for the Registrar of Deeds: Eastern Cape that was advertised in Public Service Vacancy Circular 22 dated 30 June 2023 and the position of Deputy Director: Youth Development with Ref No: 3/2/1/2023/461 for the

Directorate: NARYSEC: Eastern Cape (East London) has reference. The position of Administrative Clerk Supervisor with Ref No: 3/2/1/2023/441 has been withdrawn. The position of Deputy Director: Youth Development with Ref No: 3/2/1/2023/461. Employment Equity has been amended to Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. The Department apologises for any inconvenience caused.

#### **MANAGEMENT ECHELON**

<b><u>POST 24/01</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: 3/2/1/2023/467</u></b> Directorate: District Office
<b><u>SALARY</u></b>	:	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 the Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu-Natal (Vryheid District Office) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Bachelor of Arts in Sociology / Anthropology / Community Development / Development Studies / Advanced Diploma in Project Management (NQF level 7). Minimum of 5 years experience at a middle / senior managerial level within a project management environment. Job related knowledge: A thorough understanding of Project Management. Experience in the implementation and management of projects. Understanding of corporate governance principles. Ability to implement Performance Management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management skills. Analytical skills. Problem solving skills. Facilitation and coordination skills. Decision making skills. Financial management skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Willingness to travel extensively, work under pressure and after hours. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development institutions. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at Provincial and District level. Reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects including Agri-Parks and Animal and Veld Management Programme (AVMP). Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition and allocation with CRDP Virtuous Cycle. Provide strategic land acquisition support services in the District including District Land Committees. Facilitate poverty reduction and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development of agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Facilitate strategic farming partnerships between farmers. Facilitate capacity building of agricultural graduates and farmers on agrarian development projects. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration support. Administer and provide property holdings and disposals. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunication services. Provide

- administration and financial support services. Provide client relations services. Provide office services.
- ENQUIRIES** : Ms S Budhoo Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- POST 24/02** : **DIRECTOR: NARYSEC REF NO: 3/2/1/2023/471**  
Directorate: National Rural Youth Service Corps (NARYSEC)  
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 the Senior Management Services (SMS)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Education / Training / Skills Development / Human Resource Development / Development Studies / Public Relations (NQF Level 7). Minimum of 5 years' experience at a middle / senior managerial level in education / skills development / training / human resource development / development studies / public relations. Job related knowledge: Knowledge of both theoretical and practical aspects of education and skills development. Knowledge of youth development issues. Knowledge of employment and business development issues. Knowledge of both theoretical and practical aspects of public relations. Job related skills: Public relations skills. Stakeholder management skills. Project management skills. Critical thinking and problem-solving skills. Planning and organising skills. Decision-making skills. Communications skills (verbal and written). Influencing and leading skills. Delegation skills. Teamwork skills. Negotiation skills. Conflict management skills. A valid driver's licence.
- DUTIES** : Facilitate the skills development of the NARYSEC youth at provincial level. Identify appropriate skills development interventions for youth, aligned to the confirmed exit opportunities. Develop a provincial skills development plan. Prepare training approval submissions and obtain approval for the planned skills development interventions. Ensure the services of accredited training providers are procured. Implement skills development interventions. Manage the payment of additional allowances to the youth. Monitor the implementation of skills development interventions. Ensure the quality assurance of training provider invoices and payments thereof. Ensure the certification of the youth on completion of their training. Ensure skills development reporting. Provide NARYSEC management and administration services. Manage NARYSEC policies, procedures and practices. Provide financial services to the NARYSEC sub-programme at provincial level. Provide NARYSEC supply chain services at provincial level. Provide information services to NARYSEC youth at provincial level. Ensure monthly and quarterly reporting. Establish and maintain stakeholder relationships, with public and private partners, for the implementation of the NARYSEC sub-programme at a provincial level. Identify possible stakeholders, for example district and local municipalities, traditional councils, Provincial Department of Agriculture, other provincial government departments, national government departments, government agencies and the private sector. Secure involvement of appropriate stakeholders in the implementation of the NARYSEC sub-programme at a provincial level. Manage stakeholder relations and report on the nature and impact of these partnerships. Develop and maintain a database of stakeholders. Recruit unemployed rural youth into the NARYSEC sub-programme at provincial level. Ensure involvement of relevant stakeholders for the planning and implementation of the recruitment. Develop provincial recruitment plans. Develop province, district and exit opportunities specific advertisements for recruitment and ensure that the advertisements are placed on appropriate media platforms that are accessed by unemployed rural youth. Ensure the qualifying youth are recruited, contracted and registered on PERSAL. Ensure the registration of the recruited youth onto the NARYSEC Information Management Systems (NIMS). Ensure that monthly stipends are paid to all youth. Secure exit opportunities (employment and business opportunities) for

the youth and link these youth to the confirmed exit opportunities. Research appropriate exit opportunities for the youth, based on national, provincial and district priorities and skills and occupations in demand in agriculture and other priority sectors. Engage stakeholders to secure appropriate exit opportunities for the youth. Develop and sign partnership agreements with stakeholders for confirmed exit opportunities. Manage and report on the partnership agreements with stakeholders. Ensure and manage transitioning of youth into confirmed exit opportunities. Develop and maintain a database of youth linked to employment and business opportunities. Report on youth linked to employment and business opportunities.

**ENQUIRIES  
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136  
 : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6<sup>th</sup> floor, New public building, Knight and Stead Street, Kimberly, 8302.

**POST 24/03**

: **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: 3/2/1/2023/477**  
 Directorate: Organisational Development and Service Delivery Improvement  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY**

: R1 162 200 per annum (Level 13), (all-inclusive 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) Gauteng (Pretoria)

**CENTRE  
REQUIREMENTS**

: Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Management Services / Production Management / Operational Management / Industrial Psychology (NQF Level 7). Minimum of 5 years' experience in a middle / senior managerial level. Job related knowledge: People and Project management. Business process management. Job evaluation process. Change management process. Strategic planning / management. Total quality management. Operations management. Service delivery improvement process. Job related skills: Interpersonal skills. Computer literacy. Client orientation and problem-solving skills. Communication skills (verbal and written). Organisational design skills. Conflict management skills. Analytical skills. Decision-making skills. Financial management skills. Report writing skills. Presentation and facilitation skills. Influencing / negotiation skills. Project management skills. Operational planning skills and Business process mapping skills. A valid driver's licence. Willingness to travel and work additional hours.

**DUTIES**

: Manage organisational design and establishment services. Oversee the development of the organisational structure based on Departmental Strategic Objectives, Mandate and Medium-Term Expenditure Framework (MTEF). Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Oversee the organisational design and development of database. Provide strategic leadership and guidance on matters relating to organisational design and development services. Provide organisation development administration support services. Manage business process management services. Ensure that business processes are identified and updated. Ensure the development of new processes. Oversee and maintain the business process repository. Manage the development of job descriptions. Ensure the facilitation of job descriptions to be developed and reviewed. Ensure the quality assured job description to obtain sign-off. Oversee the maintenance of the job description database. Manage job evaluation services. Ensure the identification and prioritisation of jobs to be evaluated. Ensure that job evaluation on identified and prioritised jobs is conducted. Provide technical advice during the job evaluation panel members meeting. Oversee the job evaluation register is updated with approved results. Manage service delivery improvement and change management services. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Facilitate the process of operationalising Batho Pele principles and conduct awareness campaigns. Coordinate service excellence awards. Facilitate client satisfaction and need surveys.

**ENQUIRIES**

: Ms K Kgang Tel No: (012) 312 9461

**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

**OTHER POSTS**

**POST 24/04** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/480**  
Directorate: District Office  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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

**CENTRE REQUIREMENTS** : Eastern Cape (Or Tambo / Alfred Nzo)  
Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Humanities or Social Science or Degree in Law. Job related work experience: Minimum of 3 years' experience at junior management level in Land Reform environment. Job related knowledge: Thorough knowledge of Land Tenure security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and Conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus and Statistical forecasting. A valid driver's licence. Willingness to travel.

**DUTIES** : Provide Communal Land Tenure Programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institutions and assist them in their adherence to regulation and Acts. Facilitate Land dispute resolutions. Mediate / refer for mediate.

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

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

**POST 24/05** : **DEPUTY DIRECTOR: WOMEN, CHILDREN AND PERSONS WITH DISABILITIES REF NO: 3/2/1/2023/468**  
Directorate: Corporate Services

**SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for Middle Management Services (MMS)

**CENTRE REQUIREMENTS** : Eastern Cape (East London)  
Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Social Sciences / Behavioural Sciences / Public Management / Public Administration / Marketing (NQF Level 6). Minimum of 3 years' experience at junior management in relevant working environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Project management. Transformation prescripts. Intergovernmental relations. Job related skills: Facilitation skills. Presentation skills. Analytical skills. Problem solving skills. Computer literacy. Communication skills (verbal and written). Conflict resolution skills. Advocacy skills. Report writing skills. Must be able to meet deadlines and work under pressure. A valid driver's licence.

**DUTIES** : Manage and implement mainstreaming strategies and processes of women, children and persons with disabilities and older persons in departmental programmes in the Province. Facilitate, develop, review and monitor governance institutional mechanisms for women, children, persons with disabilities and older person (strategies and implementation plans, policies and

legislation, structures, systems and procedures and strategic plan). Influence, monitor and develop governance institutional mechanisms for women children persons with disabilities and older person. Ensure that research on availability statistical information regarding issues of women, children, persons with disabilities and older persons. Coordinate and facilitate establishment of mainstreaming structures. Review strategies and finalise the implementation action plan for persons with disabilities. Conduct desk top research of other best practices. Participate in consultative meetings and workshops. Manage and coordinate the implementation of the 8-Principle Action Plan and Gender Mainstreaming Frameworks. Ensure training of managers and implementers on implementation of the 8-Point Plan and departmental gender mainstreaming guidelines. Raise awareness for implementation of legal and policy frameworks for women, children, persons with disabilities and older persons. Coordinate and facilitate capacity development and training for women, children, persons with disabilities and older persons. Ensure coordination and facilitation of capacity building and training for women, children, persons with disabilities and older person. Oversee appointment of service provider. Conduct project and situational analysis. Identify and analyse roles and responsibilities of critical stakeholders. Facilitate coordination and implementation of Advocacy Programmes. Facilitate development and implementation of the advocacy plans for women, children and persons with disabilities. Oversee the communication and garner support of the Plan by the Provincial Management. Oversee the coordination and Implementation of the awareness raising campaign. Ensure mobilization of rural women, children, persons with disabilities and older persons takes place. Provide guidance and monitor development and review of implementation advocacy programmes frameworks. Mobilise resources for the implementation of the programme for women, children, persons with disabilities and older persons. Monitor and report implementation of international, national and regional gender and older persons' instruments within the Province. Oversee and monitor the compilation and submission of inputs in the country's international reports. Oversee the process of tracking the International Commitments. Attend and monitor relevant machinery and structures. Monitor desk-top research which informs development trends. Ensure compilation of reports with recommendations to Director. Facilitate integration of Women and people with disabilities priorities into departmental Programmes. Monitor level of participation in departmental programmes as well as control of productive resources by women, persons with disabilities and older person. Co-ordinate / promote and monitor programmes and projects implementation in compliance with women, children and people with disabilities instruments. Conduct desk top analysis of programmes and projects. Promote and support empowerment programmes for women, children and persons with disabilities and older person. Identify and engage relevant stakeholders for collaboration on matters involving women, children, persons with disabilities and older persons. Plan, coordinate and hold relevant events in line with the National Calendar. Provide support internal structures including the Department Disability Forum (DDF) and the Women's Forum within the Province. Facilitate the establishment, coordination and support of Employment Equity structures in the Province. Establish employment equity consultative committees for the relevant components within the Province. Establish employment equity consultative committees for the Province. Maintain and sustain the functionality of the Provincial Employment Equity Consultative Forum. Keep abreast with employment equity developments in the labour markets that can improve the active role of the Provincial Employment Equity Consultative Forum.

**ENQUIRIES  
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136  
 : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

**NOTE**

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

**POST 24/06**

: **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2023/484**

**SALARY**

: R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for Middle Management Services (MMS))

**CENTRE  
REQUIREMENTS**

: Office of The Chief Registrar of Deeds: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management. Minimum of 3 years' experience at junior management level in Supply Chain management environment. Knowledge of Financial Accounting Systems. Accpac (Accounting Customer Relationship Management (CRM) and business management software). Generally Recognised Accounting Practice (GRAP). Treasury Regulations. 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. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times. A valid driver's licence.

**DUTIES**

: Provide sourcing strategy. Advise and approve sourcing strategies. Develop price catalogue for benchmarking. Monitor, advise and approve specification / TOR development. Develop and administer the credible database for sourcing of goods and services. Approve accreditation of service provider. Manage and provide feedback on registration of suppliers. Recommend suppliers performance. Manage demand management process. Analyse and verify DMP template for costing. Facilitate consultation and approval of DMP and procurement. Monitor DMP and recommend on procurement requests. Recommend and ensure existence of BESEC. Manage acquisition process. Approve and evaluate quotes. Approve and verify bidding processes. Verify evaluated bidders for/before adjudication. Approve and verify bidding processes. Verify evaluated bidders for / before adjudication. Advise on implementation of SCM prescripts. Manage Contracts Administration. Monitor the development and review of contracts and service level agreements. Advise clients on best practices in terms of general conditions of contracts. Manage the coordination, review and monitoring of contract compliance. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts and expansions; evaluate applications for variations, amendments, and cancellations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods and services. Manage the contract and commitment register as well as the finance and operating lease registers. Provide audit / other information. Design and implement effective internal controls to reduce errors.

**ENQUIRIES  
APPLICATIONS**

: Mr L Tshivhase Tel No: (012) 338 7238 or Mr P Saila Tel No: (012) 338 7296  
: Applications can be submitted by post to: Private Bag X918, Pretoria ,0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman Street, Pretoria, 0001

**NOTE**

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

**POST 24/07**

: **ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2023/474**  
Chief Directorate: Office of The Chief Information Officer  
Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Financial Accounting / Financial Management. Minimum of 3 years' supervisory experience in financial environment. Job related knowledge: Thorough knowledge of Public Service Regulations. Treasury Regulations. Knowledge of spread sheet. Public Finance Management Act (PFMA). Generally Recognised Accounting Practice (GRAP). Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Accounting skills, Analytical skills,

- Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership capability skills, Training and development skills and Interpersonal relations. A valid driver's licence. Willing to travel and work irregular hours. Ability to work under pressure.
- DUTIES** : Administer budget and expenditure. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projection. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply management policies and procedures, Maintenance of discipline. Comply with PFMA, PPPFA and Treasury Regulations. Provide financial reports. Compile budget report. Compile weekly and monthly expenditure reports. Compile and report on cash flow.
- ENQUIRIES** : Mr P Moeketsane Tel No: (012) 312 8667
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 24/08** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/470**  
Directorate: District Office
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : North West (Ngaka Modiri Molema District)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Mr K Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.



<b><u>POST 24/09</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/476</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management / Public Administration / Public Management. Minimum of 2 years' experience working in Human Resource Management environment. Job related knowledge: Knowledge of Human Resource. Labour and Employment Legislation. Knowledge of Personnel and Salary Administration (PERSAL). Promotion of Access to Information Act (PAIA). Job related skill: Computer literacy (Microsoft Office packages). Communication skills (verbal and written). Negotiation skills. Conflict resolution skills. Interpersonal skills. Planning and Organising skills. Presentation skills.
<b><u>DUTIES</u></b>	:	Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interview process. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers, and translations on PERSAL. Coordinate the implementation and monitoring of performance management, training and development process. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) documents before authorising on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for signatures of moderating committee chairperson. Inform employees (in writings) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performances incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Personal Development Plan (PDPs). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Facilitate employee benefits and conditions of service. Quality assure documents received for terminations of service. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submissions of pensions forms including nominations forms. Follow up on all outstanding pension claims with Government Employees Pension Funds (GEPF). Advise deceased employee's family to claim funeral benefits from GEPF. Implement / approve PERSAL transactions such as but not limited to housing, appointments, probations, payments of allowances etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administrations of incapacity leave in the Province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Provide administration support on Employee Relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the outcome on the resolution of grievances. Compile statistics on disciplinary cases submitted.
<b><u>ENQUIRIES</u></b>	:	Ms S Budhoo Tel No: (033) 264 9500
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

- POST 24/10** : **PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2023/466**  
 Directorate: Physical Security and Special Events  
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills, Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours.
- DUTIES** : Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipment's and assets of the Department. Ensure and coordinate duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.), where applicable in the control room. Monitor working conditions of security equipment's in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.
- ENQUIRIES APPLICATIONS** : Ms D Swanepoel Tel No: (012) 312 8436  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 24/11** : **HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2023/481**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE** : R294 321 per annum (Level 07)  
 : Office of The Registrar of Deeds: Eastern Cape (Mthatha)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (Final authorisation should happen on a higher level preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms N Socikwa Tel No: (047) 532 2151 or Tel No: (047) 532 2869  
: Please ensure that you send your application to Private Bag X5040, Mthatha, 5100 or Hand deliver it to the Office of the Registrar of Deeds: Mthatha at Ground Floor, Botha Sigcau Building, Corner Leeds and Owen Street, Mthatha, 5100.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply
- POST 24/12** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/482 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Office of The Chief Registrar of Deeds: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (Final authorisation should happen on a higher level preferable at Assistant Director or higher level). Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Mr H Tshinavhe Tel No: (012) 338 7389 and Mr L Tshivhase Tel No: (012) 338 7296  
: Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Bosman Street, Pretoria- Central, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 24/13** : **OFFICE ASSISTANT REF NO: 3/2/1/2023/483**
- SALARY** : R294 321 per annum (Level 07)

- CENTRE** : Office of The Registrar of Deeds: Western Cape (Cape Town)
- 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 Secrete 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 Medium Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates 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 T Clark Tel No: (021)-464 7623
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<b><u>POST 24/14</u></b>	:	<b><u>CADASTRAL OFFICER REF NO: 3/2/1/2023/472</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	:	R241 485 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.
<b><u>DUTIES</u></b>	:	Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.
<b><u>ENQUIRIES</u></b>	:	Mr KE Senosha Tel No: (015) 495 1904
<b><u>APPLICATIONS</u></b>	:	Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
<b><u>POST 24/15</u></b>	:	<b><u>SENIOR SECURITY OFFICER REF NO: 3/2/1/2023/464 (X4 POSTS)</u></b> Directorate: Physical Security and Special Events Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<b><u>DUTIES</u></b>	:	Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and

standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

**ENQUIRIES  
APPLICATIONS**

: Ms D Swanepoel Tel No: (012) 312 8436  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**NOTE**

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

**POST 24/16**

: **SENIOR SECURITY OFFICER REF NO: 3/2/1/2023/465 (X2 POSTS)**  
 Directorate: Physical Security and Special Events  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R202 233 per annum (Level 05)  
 : Western Cape (Stellenbosh)  
 : Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

**DUTIES**

: Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

**ENQUIRIES**

: Mr J Ntimane Tel No: (021) 809 1731

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 24/17** : **AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2023/469**  
Directorate: Examination Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and Cadastral documents. Job related skills: Good interpersonal relations skills, good communication skills (written and verbal), computer software skills and good organising skills.
- DUTIES** : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all documents vaults. Ensure that worn-out hanging strips are replaced, and damaged documents are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors / omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.
- ENQUIRIES APPLICATIONS** : Mr S Maseko Tel No: (012) 337 3655
- NOTE** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia 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 24/18** : **SECRETARY REF NO: 3/2/1/2023/473**  
Directorate: Corporate Services  
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of

documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

**ENQUIRIES APPLICATIONS** : Ms YP Ngubane Tel No: (033) 264 9500  
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

**POST 24/19** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/475**  
 Directorate: Financial and Supply Chain Management Services

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
 : Mpumalanga (Mbombela)  
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Related Skills: Planning and organization skills, Computer literacy skills, Communications skills (verbal and written), Interpersonal relations and Flexibility. Ability to work within a team, work under pressure and meet deadlines.

**DUTIES** : Render demand management support. Provide administration support on functional planning and operations for demand management. Provide administration support on Terms of Reference (TORs) and specifications within the demand management. Administer requisitions and conduct market analysis. Provide effective document control, filing and administrative support. Render acquisition clerical support. Request and receive quotations. Compile draft documents as required. Compile and source requests for quotations for procurement of goods and services amounting up to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Open quotations and record on relevant systems / web sites. Arrange and facilitate evaluation process Compile comparative schedules for request above R30 000. Draft minutes for all supply chain management related matters. Compile documentation for approval. Draft appointment and regret letters and update registers. Provide secretariat support services to Bid Committees. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Render bid clerical support. Issue bid documents upon receipts of proof of payment. Record Bidders on opening certificate. File proposals.

**ENQUIRIES APPLICATIONS** : Ms PP Muchanga Tel No: (013) 754 8072  
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

**POST 24/20** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/478**  
 Directorate: Secretariat Support Services

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
 : Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working



- environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms A Mda Tel No: (012) 312 9715
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 24/21** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/479**  
Chief Directorate: Security and Facilities Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms T Moganedi Tel No: (012) 312 8602  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**NOTE**

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