

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 30 October 2026 at 16:00

: To apply, submit a completed Z83 form, (a nomination letter if required) and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, 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: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. 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. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: Kindly note that the advertisement for the post of Chief Land Claims Commissioner with Ref No: 3/1/1/1/2026/274 that advertised in the Public Service Vacancy Circular 36 dated 09 October 2026 is hereby amended as follows: The post is open for public nominations and direct applications. In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to submit nominations or apply. All other conditions as advertised remain unchanged. Applications: Nominations or applications can be submitted by hand delivery during office hours: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria 0001 or by email: Post274@dlrrd.gov.za Closing Date: 23 October 2026 at 16:00. The Department apologises for any inconvenience caused.

OTHER POSTS**POST 37/50**

: **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/282**
Directorate: District Office

SALARY
CENTRE

: R605 742 per annum (Level 10)
: KwaZulu Natal (Vryheid)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in the field of Humanities / Social Sciences / Legal Qualification or related equivalent qualification. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Strategic management. Leadership and networking. Project management. Team management. Customer and client focus. Statistical forecasting. Willingness to travel.
<u>DUTIES</u>	:	Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement of land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and implementation of Communal Property Associations (CPAs). Maintain the database of CPA's and similar entities. Conduct awareness on of CPA activities. Perform investigations and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of the CPA's. Provide supervisory support in the implementation of land tenure projects: Implement provincial implementation plan on tenure projects. Conduct stakeholder relations services. Represent and present the directorate at various fora. Facilitate CPAs compliance to legislation. Attend to external and internal audits. Implement of action plan. Implement risk and audit action plan. Compile reports.
<u>ENQUIRIES</u>	:	Mr NR Jacquire Tel No: (033) 264 9500
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post282@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/51</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/1/1/2026/281</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: 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) or related equivalent qualifications. Minimum of 3 years' supervisory experience in the budget environment. A valid driver's licence. Job related knowledge: Knowledge of Public Service Policies and Regulations. Treasury Regulations and Public Finance Management Act (PFMA). Basic Accounting System (BAS). Ability to monitor Budgets. Ability to liaise at different levels of management. Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Planning and organising. Time management and Liaison. Work under pressure and meet deadlines and use a computer for prolonged periods.
<u>DUTIES</u>	:	Facilitate and coordinate budgeting programmes and projects. Facilitate and compile the budget integrations (Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Facilitate and submit monthly projections. Facilitate and submit drawings. Monitor budget as per Standard Chart of Accounts (SCOA) allocation. Oversee journals progress. Monitor commitments. Verify the allocations as per captured budget. Ensure completeness and accuracy of financial information. Coordinate budget performance and reporting. Provide monthly expenditure reports. Analyse and explain variances. Report unauthorised expenditure and report irregular and

		wasteful expenditure. Provide advice to management in relation to budget performance. Maintain the provincial budget. Analyse and report on expenditure trends of the provincial budget. Ensure provincial budget is captured in line with the Demand Management Plan and Procurement Plan. Ensure that quarterly budget realignment is done.
<u>ENQUIRIES</u>	:	Ms N Ziqubu Tel No: (033) 264 9515
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post281@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/52</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/2026/287</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape Deeds Registry: Mthatha
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualification. Minimum of 3 years' supervisory experience in a financial environment. A valid driver's licence. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.
<u>DUTIES</u>	:	Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyse comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.
<u>ENQUIRIES</u>	:	Ms N Socikwa at 072 313 2543
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry, 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian, and White Females, and Persons with disabilities.
<u>POST 37/53</u>	:	<u>DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2026/285</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+ or related equivalent qualification. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication skills (verbal and written). Interpersonal skills.
<u>DUTIES</u>	:	Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate,

resolve, or escalate and monitor logged calls. Providing network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Provide support in the procurement and disposal of IT assets.

ENQUIRIES : Ms. DP Sambo Tel No: (012) 338 7230
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: <http://deedsportal.deeds.gov.za> before the closing date, as no late applications will be considered

NOTE : EE Targets: Coloured, Indian, and White Males and Indian Females, and Persons with disabilities.

POST 37/54 : **JUNIOR EXAMINER REF NO: 3/1/1/1/2026/286 (X2 POSTS)**
 Directorate: Examination, Execution And Deeds Training Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.

DUTIES : Prepare deeds for examination. Link batches, endorse deeds, insert fees and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check correctness of drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manual and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/ DOTS slip and scan deeds, sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record township, section schemes, roster. corrective maintenance and expedited deeds.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000/70
APPLICATIONS : Please ensure that you send your application to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201. Candidates are also encouraged to apply by using this link <http://deedsportal.deeds.gov.za> before the closing date as no late applications will be considered

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.

POST 37/55 : **HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2026/278**
 Directorate: Human Resource Strategy Planning And Systems

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. Job related knowledge:

		Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy. Language. Communication (verbal and written). Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<u>ENQUIRIES</u>	:	Mr S Chimeloane Tel No: (012) 312 9528
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post278@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: African, Coloured and White Males, and Indian Females, and Persons with Disabilities.
<u>POST 37/56</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/279</u> Directorate: Information Technology Audit
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat/receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for 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. Records basic minutes of 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, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains 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. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Mr M Rammutla Tel No: (012) 312 9840
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post279@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

<u>POST 37/57</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/280</u> Directorate: Land Reform Information Management, Risk And Compliance
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.). Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for 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. Records basic minutes of 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, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains 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. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Ms N Makhubele Tel No: (012) 312 8142
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post280@dlrrd.gov.za
<u>NOTE</u>	:	EE targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/58</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/1/1/2026/283 (X3 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. No experience required. Basic knowledge of Supply Chain Duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic Knowledge and understanding of the legislative framework governing the public Service. Basic knowledge of work procedure in terms of the working environment. Planning and organisation skills. Computer skills. language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a Supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods

		from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of supplier.
<u>ENQUIRIES</u>	:	Mr HS Tshinavhe Tel No: (012) 338 7324 or Ms PM Matsemela Tel No: (012) 338 7109
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and white Males and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 37/59</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2026/284 (X2 POSTS)</u> Directorate: Human Resource And Records Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate. No experience required. 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 organization. Computer literacy. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Receive and capture invoices. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. H Tshinavhe Tel No: (012) 338 7324
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: North Gauteng Deeds Registry, at 600 Lilian Ngoyi Street, Berea Park, 0002, Pretoria (Department of Land Reform and Rural Development: Head Office). Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za before the closing date, as no late applications will be considered
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females, and Persons with Disabilities.