

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	25 August 2023 at 16:00
<u>NOTE</u>	:	<p>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.</p>

MANAGEMENT ECHELON

- POST 28/01** : **DEPUTY SURVEYOR-GENERAL**
Directorate: Examination, State and Land Reform Survey Services
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).
- CENTRE** : Free State: Bloemfontein Ref No: 3/2/1/2023/517
Eastern Cape: East London Ref No: 3/2/1/2023/518
- REQUIREMENTS** : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee professional advisory services for land reform projects and state surveys. Perform research for land reform projects and state surveys. Plan the required land parcel boundary investigation when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects and state surveys. Ensure that the beacons relating to a state survey have been pointed out to and accepted by the relevant officials prior to the approval of the cadastral documents. Oversee and register professional advice on cadastral system, existing and proposed cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to use of land for specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral

documents, which have been or are to be registered in a deed's registry. Provide response to litigation documentation, including reports to court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from deed's registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.

**ENQUIRIES
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344
 : Applications for the Free State Province can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
 Applications for the Eastern Cape Province can be submitted 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

POST 28/02

: **DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2023/519**
 Directorate: Coordination of State and Land Reform Surveys
 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).

**CENTRE
REQUIREMENTS**

: Western Cape (Cape Town)
 : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.

DUTIES

: Render and facilitate professional advice for land reform projects and state surveys. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform projects. Plan the required land parcel boundary investigation

when required. Generate reports for land reform support according to findings and policy. Submit reports on land reform findings upon finalisation. Consult with interested and affected parties to land reform projects. Facilitate state surveys. Provide and oversee professional advisory services to Professional Land Surveyors and government officials relating to state surveys. Render research and advice for state surveys. Consult with interested and affected parties to state surveys. Ensure that the beacons relating to a survey are pointed out to the relevant officials prior to the approval of cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with application to a court, if deemed desirable. Oversee and render professional advice on cadastral system and existing cadastral documentation. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Assist with interpretation and legal implications for existing cadastral documents, which have been or are to be registered in a deed registry. Provide responses to litigation documentation, including reports to court relating to existing cadastral documents. Liaise with the Registrar of Deeds and Officials from the deeds registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application to the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any presidential hotline request relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Liaise with custodians of geo-spatial information that either support or depend upon Cadastral Spatial Information. Support the training and development of officials in the cadastral system environment.

**ENQUIRIES
APPLICATIONS**

: Ms M Kekana Tel No: (012) 312 8344
 : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 28/03

: **DEPUTY SURVEYOR-GENERAL**
 Directorate: Examination Services
 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).

CENTRE

: Gauteng (Pretoria) Ref No: 3/2/1/2023/520
 Western Cape (Cape Town) Ref No: 3/2/1/2023/521

REQUIREMENTS

: Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree / Bachelor of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years' experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal relations. Budget forecasting skills.

DUTIES

Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the provision of registry enquiry services. Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of registry delivery and collection services. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents prepared and submitted by Professional Land Surveyors. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Manage the rendering of second level examination services. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Report on the Directorate progress as required. Ensure proper application of all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff. Provide professional advice to Professional Land Surveyors. Oversee and render cadastral advisory and research services to all spheres of government, as well as the public. Provide professional advice to Professional Land Surveyors, government officials and organs of state. Provide feedback on proposed cadastral documents to any competent authority empowered to grant or approve a right to use of land for specified purpose. Assist with the interpretation and legal implications for existing and proposed cadastral documents, which have been or are to be registered in a deed's registry. Provide response to litigation documentation, including reports to court relating to existing or proposed cadastral documents. Liaise with the Registrar of Deeds and officials from deed's registry to ensure cadastral documents approved in the Office of the Surveyor-General are registerable and ensure harmonious application of the cadastral system. Liaise with voluntary geomatics organisations and professional bodies in the built environment sector. Respond to any Presidential, Ministerial and Provincial hotline request or Director-General task relating to competencies and area of jurisdiction of the office in which the office serves. Liaise with members of the public on behalf of the Surveyor-General on complex or unusual land parcel boundary or property legislation-related matters. Support the training and development of officials in the cadastral system environment.

ENQUIRIES APPLICATIONS

: Ms M Kekana Tel No: (012) 312 8344
: Applications for the Gauteng Province can be submitted by post to 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.
Applications for the Western Cape Province can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 28/04

: **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2023/524**
Directorate: Provincial Operations Support
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)

CENTRE REQUIREMENTS

: Northern Cape (Kimberley)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical

experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills: comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.

DUTIES

: Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DALRRD Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the Province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance Structures. Randomly attend the Provincial Governance Structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at Provincial level. Provide assistance to Chief Director: Provincial Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DALRRD key programmes and facilitate sharing of best practices and lessons learnt by Provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

ENQUIRIES

: Mr K Moeketsi Tel No: (053) 830 4000/1

APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302

OTHER POSTS

POST 28/05 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/535**
Directorate: Financial and Supply Chain Management Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management / Auditing / Public Finance / Financial Management / Accounting / B.com Accounting (Accounting). Minimum of 3 years' experience at junior management level in a Financial Management environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting Systems (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting skills. A valid driver's license and willingness to travel.

DUTIES : Manage payments and systems in the Provincial Office. Ensure implementation of the internal control and safe keeping of all financial records. Ensure compliance to policy and prescript. Develop and monitor work processes, services and procedures that will benefit clients on an on-going basis. Provide reports and statistics as well recommendations for improvement quarterly. Ensure proper financial management control and compliance with delegations regularly. Establish effective system and procedures for sound financial management and reporting requirements regularly. Oversee general financial management including inputs into policy formulation. Approve payments. Management of reconciliation of key accounts. Manage the Provincial budget and reporting. Ensure effective budget management. Review reports. Monitor financial performance. Submit inputs for Interim and Annual Financial Statements. Manage compilation of budget inputs and revenue collection (Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE)). Ensure submission of cash flow projections. Manage debtors. Oversee transactions on BAS system (i.e journals, sundry payments, etc.). Manage salaries and payroll. Manage both internal and external debtors. Freeze / unfreeze salaries. Authorise transactions on Personnel and Salary Administration (PERSAL) systems (i.e allowances, deductions, etc). Oversee the distribution of salary pay slips and IRP5's to all pay point within the Province. Manage payroll certification of permanent and temporary runs. Render financial business support and audit management. Identify, analyse and manage possible financial risks. Coordinate internal and external audits and risk management. Submit progress report in terms of process and risk registers. Liaise with auditors (internal and external) on audit queries and develop action plan for audit findings raised. Update risk actions on systems.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302

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

POST 28/06 : **TECHNICAL MANAGER: ICT REF NO: 3/2/1/2023/529**
Office of The Chief Registrar of Deeds

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

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Information Technology / Computer Science. Minimum of 5 years' experience at junior management level with natural-adabas programming language, TSO, JCL application design capacity. Knowledge of system development life cycle. Knowledge of FTP protocol. Knowledge of Cloud, OnPrem and other related infrastructure solutions. Knowledge of network protocols. Knowledge of Oracle and SQL database designs and implementation. Knowledge of Enterprise Architecture. Knowledge of C#, JAVA, API and Web Services and applicable frameworks. Computer literacy. Good communication skills (verbal and written). Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal Relation. Project Management. Problem solving. Valid Driver's Licence. Willingness to travel.
- DUTIES** : Manage Deeds IT systems, resources and operations in an integrated approach. Participate and manage all communication IS technical direction and initiatives. Manage IT infrastructure and resources. Undertake capacity planning and technology direction and present proposals to management. Manage day-to-day back office resources. Design and maintain all IT Process according operation policies through standardisation of methods. Overlook database design. Design and prepare reports for management. Manage all aspect of the end to end release process. Ensure coordination of build and test environments teams and release teams. Deal with storage and traceability or auditability of controlled software in both centralized and distributed systems. Monitor all communication for each customer to assess operations within time frame. Prepare designs and evaluate all balancing functions as required by IT departments and other functional areas. Consult with management to provide input and manage IT project specifications and procedures. Consult or negotiate with management to prepare project specification. Assess project feasibility by analysing technology resources needs and demand. Manage the release package design, build and configuration. Manage release package acceptance including business sign-off. Manage service roll out planning include method of deployment. Manage release package testing to predefined acceptance criteria. Obtain sign-off for the release package for implantation. Audit hardware and software before and after the implementation of release package changes. Analyse all continuous up-gradation process through various proactive self-initiated projects. Develop or implement policies, standards or procedures for DRS. Draft policies, standards, and procedures. Consult with relevant stakeholders. Submit for approval. Ensure the implementation of approved policies, standards, and procedures. Manage the security of Deeds data, network and backup systems. Administer and provide upgrade to systems and escalate issues. Ensure systems security and security documentation. Determine the availability of systems and IT network application process. Design, implement and ensure efficient maintenance and compliance to all disaster recovery plans. Daily monitor network performance and review security threats. Propose and Implement cyber security initiatives.
- ENQUIRIES** : Ms. MSM Magoele Tel No: (012) 338 7238 and Mr. R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 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 28/07** : **SENIOR EXAMINER REF NO: 3/2/1/2023/533 (X2 POSTS)**
 Office of The Registrar of Deeds
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving skills. Interpersonal skills. Report

- writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Mr. E Nyamandi Tel (015) 283 2359 / Ms. M Mobe Tel (015) 283 2359
- APPLICATIONS** : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 28/08** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/525**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Logistics Management / Financial Management / Purchasing Management / Public Administration / Management / Public Management / Business Management / Commerce / Administrative Management. Minimum of 2 years working experience in Supply Chain, Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.

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

POST 28/09 : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/526**
Directorate: Operational Management

SALARY : R359 517 per annum (Level 08)

CENTRE : Nort West (Mmabatho)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development. Development management including strategic management. Research methods and techniques. Understanding and interpret business plan. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative, ability to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

DUTIES : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Mr KE 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 Female and Persons with disabilities are encouraged to apply.

POST 28/10 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/528**
Office of The Chief Registrar of Deeds

SALARY : R359 517 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (verbal and written). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills.

DUTIES : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify

T&S and sundry and overtime payment. Administer the procurements of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms/attend to queries. Make travel/conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES APPLICATIONS : Mr HS Tshinavhe Tel No: (012) 338 7389
 : 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 28/11 : **DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2023/532**
 Office of The Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
 : Limpopo (Polokwane)
 : 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+. 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.

DUTIES : 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 APPLICATIONS : Mr. E Nyamandi Tel No: (015) 283 2359 / Ms. M Mobe Tel No: (015) 283 2359
 : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700

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

POST 28/12 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/536 (X3 POSTS)**
 Directorate: District Office

SALARY CENTRE : R294 321 per annum (Level 07)
 : KwaZulu Natal (Richards Bay)

- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). 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, Statistical forecasting skills. A valid driver's licence. Willingness to travel.
- DUTIES** : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.
- ENQUIRIES** : Mr NS Myeza Tel No: (035) 789 1035
- 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.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 28/13** : **JUNIOR EXAMINER REF NO: 3/2/1/2023/531 (X4 POSTS)**
Office of The Registrar of Deeds
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills (verbal and written). Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
- DUTIES** : Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and documents. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete

notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes at counter queries. Collect and return deeds to distribution for monitoring purposes. Collect deeds at distribution. Count deeds. Return any broken batch to distribution immediately. Submit all examined deeds to distribution section.

ENQUIRIES : Mr. E Nyamandi Tel No: (015) 283 2359 / Ms. M Mobe Tel No: (015) 283 2359
APPLICATIONS : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700

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

POST 28/14 : **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/523**
 Directorate: Quality Assurance and Administration

SALARY : R241 485 per annum (Level 06)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).

DUTIES : Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.

ENQUIRIES : Ms K Ngonyama Tel No: (021) 409 0300
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

POST 28/15 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/527**
 Directorate: Mapping Services

SALARY : R241 485 per annum (Level 06)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

DUTIES : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated

Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

ENQUIRIES APPLICATIONS : Mr M Napoleon Tel No: (021) 658 4300
 : 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 : Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 28/16 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/530**
 Office of The Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Limpopo: (Polokwane)
 : Applicants must be in a possession of a Grade 12 Certificate. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Language. Good communication skills (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Teamwork.

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. 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 in 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 M Mobe Tel No: (015) 283 2359
 : Please ensure that you send your application to Private Bag X9717, Polokwane, 0700 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700

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

POST 28/17 : **REGISTRY CLERK REF NO: 3/2/1/2023/534**
Office of The Registrar of Deeds

SALARY : R202 233 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in a possession of a 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.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filling 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 and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. I Khanyile Tel: (051) 403 0300
APPLICATIONS : Please ensure that you send your application to Private Bag X20613, Bloemfontein, 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at 85 Nelson Mandela Drive, Bloemfontein Central, Bloemfontein,9301

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

POST 28/18 : **RECEPTIONIST REF NO: 3/2/1/2023/522**
Directorate: Spatial Planning and Land Use Management Services

SALARY : R171 537 per annum (Level 04)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft package. Job related skills: Telephone etiquette. Communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.

DUTIES : Receive telephone calls, messages and channel to relevant role players. Take down messages when required. Distribute messages promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client's queries. Supply basic information to customers regarding the Department's services when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephonic messages. Operate office equipment such as fax machines and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain

telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception: Register visitors.

ENQUIRIES
APPLICATIONS

: Ms N Mkize Tel No: (033) 264 1416
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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