

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 14 July 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## MANAGEMENT ECHELON

- POST 22/01** : **SURVEYOR-GENERAL (REFERENCE: 3/2/1/2023/444)**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 371 558 per annum (Level 14) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Surveyor General: North West (Mmabatho)  
 : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognized by the South African Geomatics Council as Satisfying Section 8(1)(d)(iii), (v) of the Geomatics Professions Act 2013, specifically, a four-year Bachelor's Degree or a Bachelor's of Science Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior management level in Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey Knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Public finance management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage the approval of diagrams, general plans and Sectional Title Plans that comply with legislation and provide tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (Diagrams and General Plans) prepared in accordance with the Land Survey Act and all applicable statutory consents. Examine for approval of all cadastral documents (Sectional Plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval of all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure document vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral survey. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct Cadastral Spatial Information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibilities of Cadastral Spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution Programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field

surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. issue report to court, certificates of remaining extent, closure's of public places, maintenance of schedule's. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

**ENQUIRIES  
APPLICATIONS**

: Mr K Sebitiele Tel: (018) 388 7115  
 : 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

**POST 22/02**

: **DIRECTOR: GROOTFONTEIN AGRICULTURAL DEVELOPMENT INSTITUTE (REFERENCE: 3/2/1/2023/447)**  
 Directorate: Grootfontein Agricultural Development Institute  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Eastern Cape (Middelburg)  
 : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree in Agriculture and a Master's Degree in Agriculture / Education / Education Management / Business Administration (NQF level 9). Minimum of 5 years' experience in middle / senior managerial level in a teaching and learning environment. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act, etc. Understanding of the South African government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislation (e.g. Higher Education Act, Skills Development Act, National Qualifications Framework Act and Continuation of Education and Training Act). Knowledge of Sector Education and Training Authorities and their functions, South African Qualifications Authority (SAQA) processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the White Paper on the Transformation of the Public Service (Batho Pele). Job related skills: Financial management skills. Strategic capabilities and leadership skills. Programme and project management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client Orientation and Customer focus. Communication skills (verbal and written). Honesty and integrity. Change management skills. Computer literacy with excellent skills in the use of word processing and spreadsheet software with specific reference to the use of Microsoft Excel formulas and functions. Willingness to travel and work extended hours. A valid driver's licence.

**DUTIES**

: Give strategic direction at institutional level and create an enabling environment for delivery by line functions. Conduct strategic planning for the Institute. Oversee policy alignment and development. Establish strategic partnerships with relevant stakeholders, academic institutions and service providers. Build strong and effective internal service delivery support structures. Monitor the delivery of effective support services and implement corrective measures where required. Implement a Total Quality Assurance System to ensure and continuously improve relevance and quality of services. Provide oversight towards promotion of knowledge, skills and attitudes among the youth and farmers through formal learning programmes. Provide oversight in the establishment and review of program delivery structures. Provide oversight in delivery of the different learning programmes. Oversee policy alignment and development. Establishment of partnership arrangements with stakeholders. Sourcing of capacity and resources for delivery on mandate. Provide oversight towards the development, evaluation and provisioning of

new technology for profitable and sustainable small stock production. Engaging with stakeholders on research priority setting and coordination in the sector. Review research projects before approval and implementation. Exercise quality control over research publications of the Institute through the Research and Development and Editorial Committees. Source funding for national research assets housed at the Institute. Oversee the development partnership agreements. Promote the skills level of existing farmers and community members through extension and outreach programs. Review community development projects before approval and implementation. Review information packs before publication. Monitor and evaluate progress with extension and outreach activities. Oversee the compilation of an Institutional Annual Report for Extension and Outreach. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES  
APPLICATIONS**

: Ms L Botsheleng Tel: (012) 319 7328  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**OTHER POSTS**

**POST 22/03**

: **SCIENTIST MANAGER (GRADE A) (REFERENCE: 3/2/1/2023/432)**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY**

: R990 747 per annum (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)

**CENTRE  
REQUIREMENTS**

: Directorate: Plant Health: Gauteng (Pretoria)  
 : Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or equivalent qualification specialising in any one of the fields of Plant Pathology, Nematology, Entomology or Plant Protection (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration, if shortlisted). Minimum of 6 years post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and International trade. Pest Risk Analysis. Plant pest surveillance and response. Pest eradication and control. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures and other legal compliance. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software) and scientific applications. Auditing procedures. Relevant industries structures. Programme and project management. Research and development. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development analysis. Scientific presentation. Mentoring. Job related skills: Strategic capability and leadership skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer literacy. Networking skills. Planning, organising and execution skills. Conflict management skills. People management skills. Change management skills. Problem solving analysis skills. Ability to communicate well and interact with people at different levels. Planning skills. Management and organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation

**DUTIES**

skills. Analytical skills. Listening skills. Report writing skills. The ability to drive. Willingness to travel and work irregular hours.

: Ensure the development and implementation of policies, systems and procedures. Develop and maintain Early Warning System (EWS), scientific standards and standard operating procedures (SOPS), service levels according to organizational objectives. Conduct policy audits to monitor and ensure pest management is in compliance with national and international plant health measures and standards and organizational goals. Visit Inspection Services (IS) Inspectors and other role players to audit running surveillance and pest control actions to ensure or amend viability. Update protocols and plans against newest available information. Ensure the development of training material (presentations / manuals) with regard to the execution of early warning systems for specific pests. Facilitation of innovative proposals in relation to EWS. Review and recommend or approve specific scientific projects for the division. Provide strategic leadership and direction. Align projects to organizational strategies. Provide support and advice to industry and stakeholders. Develop and maintain relationships and collaborations. Coordinate early warning systems operational procedures and actions through colleagues of the Directorate: Inspection Services (DIS), Directorate: Food Import and Export Standards (DFIES) and other role players. Arrange, chair and attend pest specific or commodity specific steering committees, workshops and meetings with current and future role players to enhance role player participation and pest awareness of current projects. Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks. Manage and ensure that pest-initiated plant health risk assessments (PRA), surveillance and pest control are conducted, on international accepted standards. Coordinate PRA processes and priorities. Evaluate draft pest import conditions and work programs. Evaluate and / or audit import regulatory systems. Provide regulatory advice and inputs to draft legislation pertaining to plant health and biosecurity. Drafting of pest survey protocols, contingency plans and eradication programs to establish early warning systems for identified pests including the management and maintenance of established early warning systems regarding plant health biosecurity. Provide and customize effective scientific early warning system models to prevent and respond to the incursions of exotic pests. Establish and maintain the drafting of early warning system policies, through pest survey protocols, contingency plans and eradication programs for specific pests on a scientific and international accepted level. Evaluate surveillance programs results and ratify, monitor and disseminate data. Ensure the design the scientific methodology. Research and development. Ensure the development of publishable scientific documents according to the relevant SOPS regarding, PRAs surveillance and eradication actions, results and way forward. Publish PRAs, survey results and control actions. Maintain information regarding early warning systems in an information database. To transfer relevant data to a national database, evaluate and improve on the database. Financial management. Allocate, monitor, control expenditure according to the budget to ensure efficient cash flow management. Manage the commercial value add at the discipline related programmes and projects. Asset management. People management. Manage the development, discipline, motivation and utilization of human resources to ensure a competent knowledge base for the continued success of scientific services according to organisational needs and requirements. Manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives in support of individual development objectives. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures / stakeholders on scientific matters.

**ENQUIRIES**  
**APPLICATIONS**

: Mr JH Venter Tel: (012) 319 6384  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

**POST 22/04** : **SCIENTIST MANAGER (GRADE A) (REFERENCE: 3/2/1/2023/433)**  
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS** : R990 747 per annum (Salary will be in accordance with the OSD requirements)  
: Directorate: Plant Health: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a Master of Science (MSc) or equivalent qualification specialising in any one of the fields of in Plant Pathology, Nematology, Entomology or Plant Protection (NQF Level 9). A valid driver's licence. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (submit proof of registration of application for registration if shortlisted). Minimum of 6 post qualification natural scientific experience. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use of software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate well (both verbal and written) and interact with people at different levels. Planning skills. Management and organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy and report writing skills. The ability to drive. Willingness to travel and work irregular hours.

**DUTIES** : To manage the resources of the Division Plant Health Import / Export Protocols regarding personnel, finance and infrastructure. Human Resource Management. Financial Management. Line Function Management. Provision of and inventory management. To ensure an effective plant health system that supports agricultural marketing and trade in compliance with international plant health obligations and responsibilities. Managing and maintaining the Plant Health aspects of import and export work programmes and protocols for specific plants and plant commodities on request of and in consultation with relevant role players and stakeholders. Establishing, maintaining and applying national phytosanitary standard operating procedures, in consultation with relevant role players and stakeholders; related to export regulatory service pertaining to plants, plant products and regulated articles in international trade and import control of plants, plant products and regulated articles. Coordinate and participate in different bilateral and multilateral meetings. Management of information system in support of the relevant line functions. Establish and maintain effective communication channels regarding work programmes, protocols, import conditions, contact details and other relevant information. Establish and maintain communication with internal / external clients (producers and exporters), National / International organization and other industry. Provide Republic of South Africa National Plant Protection Organisation (NPPO) input regarding International Standards for Phytosanitary Measures (ISPM) and phytosanitary standards. Provision of technical inputs or perform other functions that enhance the performance of the Directorate Plant Health.

**ENQUIRIES APPLICATIONS** : Mr M Silimela Tel: (012) 319 6241  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

**POST 22/05** : **LAND INFORMATION SPECIALIST (REFERENCE: 3/2/1/2023/430)**  
Directorate: Property Systems and Data Management

- Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R958 824 per annum (Level 12) (All-inclusive remuneration package to be structured in accordance with the rules for the Middle Management Services (MMS))
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Property Valuations or Town and Regional Planning or Informatics or Geographic Information Systems (GIS). Minimum of 3 years junior management experience in the relevant field. Experience in system development. Experience in compilation of training manuals, presentations and in leading / presenting training sessions. Experience in providing support to users. Extensive experience in Land / property data management. Extensive computer literacy in Microsoft Office and other relevant software (Access, Structured Query Language (SQL)). Job related knowledge: Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Sound knowledge of land information (Deeds, sub-divisions, vesting, disposals of Surveyor-General diagrams. etc.). Job related skills: Technical aptitude skills. Training and presentation skills. System development skills. Good project management skills. Good human relation skills. Ability to read and interpret Surveyor-General diagrams, title deeds, map and aerial photographs. Excellent communication skills (verbal and written), Research skills, Accuracy and attention to detail. A valid driver's licence. Ability to work within a team and independently.
- DUTIES** : Develop, refine and maintain existing land administrative systems. Continuous refinement and maintenance of Land Administration Web (LAW) system and additional work related thereto. Development of new and refinement of existing functionality of LAW via enhancements includes: Compile change requests. Oversee compilation of system development life cycle documentation (e.g. user requirements and functional requirements specifications, user acceptance testing documents). Participate in joint applications design sessions. Render technical user support for system and application modification on LAW. Render technical support for system development and normalising data structures. Capacity building on property management systems. Develop training plan and schedule for LAW. Review and update training manuals. Compile training manuals and training presentation. Coordinate logistical arrangements for training. Facilitate and present capacity building programme. Provide technical support to users on LAW and other property management systems. Compile property management systems related technical documentation and provide inputs on such documentation. Comment on documents e.g. audit findings, draft policies / procedures. Draft internal procedures. Research and motivate upgrades on equipment, software and software maintenance. Draft relevant memoranda / documents on continuous basis (e.g. approval documentation to supply chain management). Liaise with service providers / suppliers where necessary. Compile and update system user manual(s) applicable and obtain sign off. Maintain state and public database on Land Administration Web. Verify land data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state and public land database continuously based on Surveyor-General Diagram and title deed information.
- ENQUIRIES APPLICATIONS** : Mr A Erasmus Tel: (012) 312 8252  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- POST 22/06** : **STRATEGIC PLANNING FACILITATOR (REFERENCE: 3/2/1/2023/428)**  
Directorate: Strategic Planning
- SALARY** : R811 560 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for the MMS)

- CENTRE REQUIREMENTS** :
- Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Strategic Management / Public Administration / Public Management. Minimum of 3 years junior management experience in strategic planning and monitoring and evaluation. Job related knowledge: Knowledge of the development of Strategic Plans, Annual Performance Plans and Operational Plans. Knowledge of project and programme management. Knowledge of National outcomes, Public Finance Management Act, Treasury Regulations and all other legislation relevant to government planning. Job related skills: Computer literacy (Microsoft Office). Interpretation of relevant documents. Report writing skills. Research skills. Facilitation skills. Good Interpersonal relations. Planning and organising skills. Problem-solving skills. Ability to communicate well (both verbal and written) with people at different levels. Ability to act with tact and discretion. A valid driver's licence and willingness to travel and working irregular hours as well as within a team.
- DUTIES** :
- Coordinate the Medium-Term Strategic Framework (MTSF) outcomes within the Department. Develop MTSF outcome indicators and targets for the Department in response to the National Development Plan (NDP). Facilitate the alignment of Branch deliverables and indicators to the MTSF priorities and targets. Align the strategic plan of the Department to the MTSF, State of the Nation Address (SONA) and Cluster Priorities. Participate and represent the Department in the relevant fora (e.g. Technical Implementation Forum / Technical Working Groups). Develop and review guidelines and procedures for strategic planning and operational planning. Develop and implement guidelines and procedures for strategic planning and operational planning. Review developed guidelines, identify the gaps and develop interventions to mitigate the identified gaps. Develop and review Standard Operating Procedures (SOP's) for adoption by the relevant stakeholders. Conduct workshops and information sessions regarding the implementation of the guidelines. Coordinate and facilitate strategic, operational and annual performance plans for the Department. Develop the planning calendar and schedule dates. Facilitate the review of the Department's impact and outcomes. Review and develop the planning templates. Review and develop the planning templates. Coordinates and facilitate strategic and operational planning sessions within the Department. Ensure contents of MTSF, Strategic Plan, Annual Performance Plan and Operational Plan correlates. Alignment of Provincial Plans and National Plan. Strategic Plan document must comply with Department of Planning, Monitoring and Evaluation (DPME) guidelines and frameworks. Ensure alignment of outputs with indicators through verification and consultation with the relevant stakeholders. Coordinate the development of the strategic and operational plan documents. Provide guidance and support on the implementation of strategic and operational planning guidelines. Develop (Specific, Measurable, Attainable, Reasonable and Time bound (SMART) planning indicators in line with the relevant government prescripts and frameworks (MTSF, Treasury, DPSA and DPME frameworks and guidelines). Facilitate the alignment of the Provincial Department of Agriculture (PDA's) and Public Entities (PE's) plans to DALRRD plans and MTSF priorities. Provide guidance in the development of PDAs and PEs plans through the Planning, Monitoring and Evaluation (PME) working Committee. Analyse submitted PDA's and PE's plans and provide feedback. Facilitate the development / review of standardised indicators through workshops. Coordinate and facilitate the alignment of the strategic plans of the PDA's and PE's to the departmental strategic plan. Review the performance indicators of the PDA's and PE's. Coordinate and facilitate the development and review of transversal indicators for PDA's and PE's. Coordinate the alignment of the strategic plans of the PDA's and PE's to the Department's strategic priorities. Provide guidance in the development of strategic plans for PDA's and PE's.
- ENQUIRIES APPLICATIONS** :
- Ms M Molotsi Tel: (012) 312 6049
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** :
- African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.



- POST 22/07** : **DEPUTY DIRECTOR: PROPERTY LEASES (REFERENCE: 3/2/1/2023/445)**  
Directorate: Property Management
- SALARY** : R811 560 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Mpumalanga (Mbombela)  
: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property portfolio Management / Town and Regional Planning. Minimum of 3 years junior management experience in property management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act of 1999. Government Immovable Asset Management Act of 2007. Land Reform: provision of Land and Assistance Act of 1993. State Land disposal Act of 1961. Any other relevant Law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organizing skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. valid driver's licence. Willingness to travel.
- DUTIES** : Manage compliance with land management system and support to district. Verify the correctness and completeness of approval documents. Facilitate the adding of newly acquired state property on Land Administration Web (LAW). Verify the compliance of captured contract on State Land Lease System. Develop lease schedule for all state properties. Coordinate the signing of lease and caretaker agreements. Finalise and facilitate signing off leases and inspection reports. Manage records of original contracts and inspection reports. Supervise the verification of movable and immovable assets. Coordinate and conduct inspection of state properties. Supervise the coordination of assets barcoding. Secure, protect the state assets against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Provide support to the beneficiary selection committee. Participate and provide policy guidance on the selection of beneficiaries. Ensure proper usage and maintenance of warehoused and leased assets. Manage compliance with state land lease and disposal policy. Provide support to the District.
- ENQUIRIES APPLICATIONS** : Ms ZP Hadebe Tel: (013) 754 8020  
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/08** : **DEPUTY DIRECTOR: LAND RIGHTS POLICY AND SYSTEMS DEVELOPMENT (REFERENCE: 3/2/1/2023/448)**  
Directorate: Land Rights Policy and Systems Development
- SALARY** : R811 560 per annum (Level 11) (All-inclusive remuneration package to be structured in accordance with the rules for the MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Law / Humanities / Social Science. Minimum of 3 years' at junior management level experience in Land Reform Policy and Legislation environment. Job related knowledge: Policy and legislation development. Project management. Alternative dispute resolution. Capacity building and awareness. Research analysis. Contract management. Litigation. Interpretation of statutes relative to land rights. Budget planning. Content development. Operational management. Job related skills: Project management skills. Report writing skills. Analytical skills. Consultation skills. Interpersonal skills. Computer literacy. Resource management skills (financial and human). Problem solving and decision-making skills. Time management skills. Facilitation and presentation skills. Communication skills (verbal and written). Training and development. Organisation skills. Strategic leadership capability. A valid driver's licence. Willing to travel and work irregular hours. Ability to work independently.
- DUTIES** : Ensure the development of policy and systems for land rights. Identify policy, legislation gaps and or needs. Conduct research and analysis on land rights policy, legislation and products. Conduct policy, legislation and products

reviews on land rights. Refine policy, legislation and products on land rights. Ensure drafting of systems and procedures on legal and mediation services. Manage Extension of Security Tenure Act (ESTA) and Labour Tenants Act (LTA) mediation referrals through Land Rights Management Forum (LRMF). Attend quarterly case review meetings. Review ESTA and LTA settlement agreements and close out reports. Deal with complaints from officials. Ensure and provide capacity and awareness building on land rights policy, legislation and products. Conduct needs analysis. Design and develop capacity building programmes. Facilitate and present capacity and awareness programmes. Conduct impact assessments on capacity and awareness programmes. Review and refine capacity and awareness programmes. Ensure the provision of products implementation support to Provincial and District offices. Consult Provincial offices on the support needs. Vet compliance of submissions for disposal of land to ESTA occupiers. Vet compliance of submissions for acquisition of land for ESTA occupiers. Vet compliance of submissions for development of land for ESTA occupiers.

- ENQUIRIES** : Mrs N Mehlomakulu Tel: 071 856 0562
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/09** : **PROFESSIONAL SURVEYOR (GRADE A - C) (REFERENCE: 3/2/1/2023/445)**  
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R687 879 – R1 035 084 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

**ENQUIRIES** : Ms R Mdubeki Tel: (015) 448 0955

**APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300

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

**POST 22/10** : **CHIEF LAND INFORMATION ANALYST (REFERENCE: 3/2/1/2023/449)**

**SALARY** : R527 298 per annum (Level 10)

**CENTRE** : Directorate: Property Research And Support: Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Town and Regional Planning or Geography or Real Estate or Surveying or BAdmin Degree or BAdmin Public Management Degree or a Degree in Law or LLB. Minimum of 3 years' experience at supervisory level in land related research work, land use investigations / surveys or land administration. Job related knowledge: Sound knowledge of geography and computer. Understanding of the principles of types of land. Understanding of the land reform principles and related processes. Understanding of the research methodology. Job related skills: Ability to interpret maps, aerial photographs, Surveyor-General diagrams, Title Deeds and proclamations. Ability to understand and see land in a spatial context. Good project management skills. Highly creative. Good interpersonal skills. Map reading, analysis and interpretation skills. Good communication skills (verbal and written). Accuracy and attention to details. A valid driver's licence. Ability to work in a team as well as independently.

**DUTIES** : Process vesting applications in Land Administration Web (LAW) system. Process vesting applications to the Deputy Director. Prepare acknowledgement of receipt of signed item 28(1) certificate to the Deputy Director for handing over to the applicant. Prepare submissions for cancellation of signed item 28(1) certificate to Deputy Director for Director's signature. Request for certified copies of signed item 28(1) certificates researched and submitted to Deputy Director for Director's signature. Process disposal and long-term lease applications in the LAW system. Verify applications received from Provincial Shared Service Centre's (PDDC's) for District Shared Service Centre (DSSC) meetings. Scribe DSSC meetings and prepare DSSC minutes. Process DSSC supported submissions to the Deputy Director. Prepare letters to National Treasury to obtain approval for the donation or disposal at less than market value to Deputy Director for Director's signature. Inform the Provincial Office by standard email about the disposal approval and include a copy of the signed memorandum. Prepare acknowledgement of receipt for the handing over of original signed memorandum and relevant documentation to the Deputy Director to be forwarded to the relevant official to conclude the transaction. Process land survey consent letter received from the Provincial Office to the Deputy Director. Process land survey consent letters to the Deputy Director. Inform client of signed consent letter. Prepare hand over acknowledgement of receipt of signed consent letter. Execute land research and prepare responses on land status enquiries: Do land research. Prepare responses on land status enquiry to Deputy Director.

**ENQUIRIES** : Ms K Taljard Tel No: (012) 312 8211

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

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

**POST 22/11** : **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION (REFERENCE: 3/2/1/2023/436)**  
Chief Directorate: Land Restitution Support

**SALARY** : R424 104 per annum (Level 9)

**CENTRE** : Gauteng (Pretoria)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Communications / Public Administration / Public Relations. Minimum of 3 years' experience in related work environment. Job related knowledge: Query management. Client relation management.

<b><u>DUTIES</u></b>	: Knowledge of Land Restitution Programme. Knowledge of Rural Development and Land Reform mandates. Business / Organisational management and Stakeholder management. Job related skills: Strong ability to communicate with members of the public at all levels. Analytical skills. Organising skills. Interpersonal relations skills. Report writing skills. Communication skills (verbal and written). Strong business / Organisational acumen skills. Project / Programme management skills. Advanced computer literacy skills. Problem solving and decision-making skills. A valid driver's licence.
<b><u>ENQUIRIES</u></b>	: Build and maintain client relationships. Administer client database. Ensure that services are delivered to customer specifications within the organisations business plan. Seek customer feedback and ensure that it is used to improve the provision of service standards. Make adjustments to services to improve quality and customer satisfaction. Strengthen relationships with the media: media visits and outings. Advise colleagues on enquiries received. Perform administrative functions. Ensure that communication takes into account social and cultural sensitivity and tact. Analyse communication environment (national and local) and submission of specific recommendations, i.e. communication environment reports. Provide ideas and information to colleagues which are accepted and supported. Identifies appropriate course of action when required and ensure that contingencies are in place. Apply technologies effectively to manage work priorities and work activities. Ensure that deadlines are met as set out in team and organisation processes. Manage and resolve queries. Attend to daily walk-in clients. Provide report back to internal and external clients. Provide communication and providing feedback on the status of claims to the external clients (claimants and stakeholders). Facilitate feedback sessions to inform claimants about the progress of their claims. Provide strong communication support to the operational division of the Restitution Office. Ensure all officials are clear on the vision and mission of the Commission in order to communicate correct message across the organization. Provide and facilitate the use of internal platforms to communicate to staff. Advise clients on land restitution programme. Arrange meetings between clients. Facilitate District Based Stakeholder engagements so as to inform the clients about the Land Restitution programme. Communicating progress by the office in settling and finalizing the restitution claims. Strengthen stakeholders engagements in the Province by hosting or attending the communication forums in the local municipalities, district municipalities and the Province in order to engage the relevant parties and share information on the progress of land restitution. Provide communication services. Communicate with the stakeholders by regular use of media and advertising platforms i.e. community radio station, local newspapers, television and social media space. Maintain and strengthen relations with media fraternity. Facilitate community outreach programmes as per communication plan.
<b><u>NOTE</u></b>	: Mr B Sibiya Tel: (012) 337 3629
<b><u>APPLICATIONS</u></b>	: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered during office hours to: Sunaracdia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<b><u>POST 22/12</u></b>	: <b><u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION (REFERENCE: 3/2/1/2023/435)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R424 104 per annum (Level 9) : Directorate: Human Resource Administration: Gauteng (Pretoria) : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). Minimum of 3 years experience at supervisory level in recruitment and selection environment. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Project Management. Department of Public Service and Administration directives. Personnel and Salary Administration (PERSAL) system. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People and Project management skills. Monitor and evaluation skills. Analytical skills. Negotiation and conflict resolution skills. Customer focus. Advanced computer literacy. Attention to detail. A valid driver's licence. Willingness to work irregular hours.

**DUTIES**

: Ensure the advertisement and filling of vacant funded vacancies. Check and quality assure relevant documentation required to advertise vacancies submitted by line managers. Ensure that the correct delegated authority has signed the documents. Draft and quality assure the advertisement of vacancies before placement and ensure alignment with approved job description and relevant Occupational Specific Dispensation where applicable. Obtain sign-off on advertisement from line management before placement. Submit a recruitment plan to line manager with shortlisting and interview dates as per the timelines with the approved recruitment and selection process of the Department. Pro-actively identify posts to be vacated due to retirement, resignation etc and follow up with line managers to ensure that posts are advertised within 5 working days of becoming vacant. Render support, advisory and Human Resource secretariat services to line manager during shortlisting process. Keep track of progress in respect of applications received and closing date. Conduct pre-screening on applications received for Senior Management Service posts. Request dates from Chairperson to conduct shortlisting. Ensure compliance with policy and legislations. Keep minutes of the shortlisting process. Ensure that shortlisted candidates meet the requirements of the post as advertised. Render support, advisory and Human Resource secretariat services to line manager during the interview process. Conduct interviews for the posts after shortlistings are finalised. Liaise with relevant stakeholders regarding completion of personnel suitability checks and competency assessments for recommended candidates and follow up. Submit selection committee's recommendations for approval and follow up on submissions. Follow up and provide regular feedback to clients with regards to recruitment and selection processes. Ensure proper record keeping of the recruitment and selection processes. Finalise submissions for approval by the delegated authority. Maintain and update recruitment and selection database with statistics on the filling of vacancies. Update recruitment and selection database on a weekly and monthly basis. Generate recruitment and selection reports on a regular basis. Attend Branch Management Meetings and present recruitment and selection reports. Submit monthly reports on posts filled. Identify no movement posts and escalate to the head of Department. Supervision of employees. Implementation of the Performance Management System and management of employee performance. Provide on the job training to staff and arrange training to address departmental needs of staff. Conduct information sessions with the Branches and Labour representatives on recruitment and selection processes. Resolve problems and enquiries. Check and quality assure work done by staff and ensure compliance with the legislative framework. Provide information sessions on recruitment and selection. Monitor and ensure compliance with turnaround times for attending to tasks and filling of vacancies. Manage leave arrangements. Maintain discipline. Respond to requests from Auditors within the required timeframes. Represent the Department at various forums as per the requirements of human resource projects and advise on recruitment and selection policies where applicable.

**ENQUIRIES**  
**APPLICATIONS**

: Mr MG Matloga Tel No: (012) 312 9416  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

**NOTE**

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

**POST 22/13**

: **STRATEGIC PLANNING OFFICER (REFERENCE: 3/2/1/2023/429)**  
Directorate: Strategic Planning

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R424 104 per annum (Level 9)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Strategic Management / Public Administration / Public Management. Minimum of 3 years' experience in strategic planning, monitoring and evaluation. Job related knowledge: Knowledge of the development of Strategic Plans, Annual Performance Plans and Operational Plans. Knowledge of project and programme management. Knowledge of National outcomes, Public Finance Management Act, Treasury Regulations and all other legislations relevant to government planning. Job related skills: Computer literacy (Microsoft office). Interpretation of relevant documents. Report writing

skills. Research skills. Facilitation skills. Good interpersonal relations. Planning and organising skills. Problem-solving skills. Ability to communicate well (both verbal and written) with people at different levels and ability to act with tact and discretion. A valid driver's licence and willingness to travel and working irregular hours as well as within a team.

**DUTIES**

: Coordinate and facilitate operational planning workshop / sessions with Directorates. Develop planning calendar and schedule the dates for operational planning. Coordinate and facilitate and operational planning workshop / sessions with Directorates. Collate, verify and consolidate operational planning inputs from programmes. Coordinate the development of the operational plan documents. Provide guidance and support on the implementation of operational planning guidelines. Ensure the alignment of outputs on the implementation of operational plans with the set indicators through verification processes with stakeholder. Render support service with regard to the administration of strategic and operational planning. Ensure all relevant documentation is available to clients. Analyse and edit operational plan from the Branches. Coordinate the printing and distribution of operational and strategic plans to the relevant stakeholders. Liaise with Directorate on operational planning principles and activities. Attend to enquiries on queries from stakeholders. Provide support in the collating and consolidation of inputs into the strategic plan from the various stakeholders. Maintain and update the database. Develop, review and update guidelines for operational planning. Develop guidelines for operational planning. Review and identify gaps in the current operational planning guidelines and make recommendations for improvement. Consolidate recommendations and inputs for adoption by the relevant stakeholders. Ensure the guidelines are published and accessible for all users planning guidelines. Develop (Specific, Measurable, Attainable, Reasonable and Time bound (SMART) planning indicators in line with the relevant government prescripts and frameworks (e.g. Medium-Term Strategic Framework (MTSF), Treasury, Department of Public Service and Administration (DPSA) and Department of Planning, Monitoring and Evaluation (DPME) frameworks and guidelines). Coordinate and facilitate the alignment of the strategic plans of the Provincial Departments of Agriculture (PDA's) and Public Entities (PE's) to the departmental strategic plan. Review the performance indicators of the PDA's and PE's. Coordinate and facilitate the development and review of transversal indicators for PDA's and PE's. Coordinate the alignment of the strategic plans of the PDA's and PE's to the Department's strategic priorities. Provide guidelines in the development of strategic plans for the PDA's and PE's. Facilitate the alignment of the PDA's and PE's plans to DALRRD plans and MTSF priorities. Assist to provide guidance in the development of PDA's and PE's plans through the Planning, Monitoring and Evaluation (PME) Working Committee. Assist with the PDA's and PE's plans. Assist with the development / review of standardised indicators through workshops.

**ENQUIRIES  
APPLICATIONS**

: Ms T Kanti Tel No: (012) 312 6809  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

**NOTE**

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

**POST 22/14**

: **PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT**  
**(REFERENCE: 3/2/1/2023/451)**  
Directorate: Operational Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 per annum (Level 7)  
: Northern Cape (Kimberley)  
: 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 Studies. Minimum of 1 year experience in Restitution / Land Reform environment. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of Rural Development. Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative skills, able to take responsibility and meet deadlines. Computer literacy skills. Ability to produce reports. Ability to facilitate

- community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers and Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
- DUTIES** : Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel: (053) 830 4056  
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/15** : **PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT (REFERENCE: 3/2/1/2023/452) (3 POSTS)**  
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7)  
: Limpopo (Polokwane)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Studies. Minimum of 1 year experience in Restitution / Land Reform environment. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of Rural Development. Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative skills, able to take responsibility and meet deadlines. Computer literacy skills. Ability to produce reports. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers and Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
- DUTIES** : Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.
- ENQUIRIES APPLICATIONS** : Mr M Shai Tel: (015) 495 1954  
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/16** : **AUDITOR: FINANCIAL AUDIT (REFERENCE: 3/2/1/2023/438)**  
Directorate: Performance and Financial Audit
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Auditing. Minimum of 1 year credible and applicable

experience (financial management, financial accounting, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based financial audit methodologies and procedures. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Computer skills. Business process analysis skills. Risk and control assessment skills.

**DUTIES** : Plan the financial audit projects allocated to the employee. Organise opening meetings with clients. Attend opening meetings and compile minutes thereof. Prepare pre-audit survey (gathering background information e.g. acts, policies and procedures, legislations, previous audit reports and any other information related to the audit). Prepare a detailed system description which documents the entire process to be audited. Attend and participate in risk workshop with the audit client to identify and rate the audit risks per sub-process. Deliberate on the controls pertaining to each risk identified and produce a risk report. Conduct analytical reviews to identify patterns, trends etc in order to guide your sampling plan. Prepare audit programme to test the adequacy and effectiveness of the controls identified. Update teammate project file (ensure teammate is updated with all planning documents). Execute the defined scope of the financial audit projects allocated to the employee. Select a sample from the population. Prepare working papers. Execute the audit procedures according to the approved audit programme. Prepare the following documents whenever necessary: Document control sheet. Incomplete or missing documents. Factual correctness sheets. Collect audit evidence for each finding raised. Prepare finding sheets with relevant recommendations. Discussion of findings raised with relevant officials. Update teammate project file (ensure teammate is updated with all fieldwork documents including finding sheets). Report on the results of execution of the financial audit projects allocated to the employee. Participate in the compilation of the stream reports. Participate in the deliberation of the final report with audit manager and the audit client. Closure of the audit project. Organise closing meetings with clients. Prepare and discuss Audit Project Performance Evaluation. Complete the finding register. Update teammate project file (align findings raised and working papers to the final stream and Audit Committee reports).

**ENQUIRIES APPLICATIONS** : Mr ME Rammutla Tel: (012) 312 8168  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

**POST 22/17** : **ADMINISTRATION CLERK SUPERVISOR (REFERENCE: 3/2/1/2023/441)**  
 Office Of The Registrar Of Deeds

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7)  
 : Eastern Cape (Mthatha)  
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years experience. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer literacy. Language. Good verbal and written communication. Planning and organisation. Interpersonal relations. Flexibility. Teamwork.

**DUTIES** : Supervise and sender general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distributes documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and / or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Checking draft minutes for accuracy against recording or notes. Supervise and provide supply chain clerical support services within the component. Liaise with 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 assets register of the component. Supervise and 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. Supervise and 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. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Ms N Socikwa, Tel: 072 313 2543  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X5040, Mthatha, 5100 or Hand deliver it to the Office of the Chief Registrar of Deeds, Ground Floor, Botha Sigcau Building, Corner Leeds and Owen Streets, Mthatha, 5100.  
**NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply

**POST 22/18** : **PROPERTY SUPPORT ASSISTANT (REFERENCE: 3/2/1/2023/439)**  
 Directorate: Property Research and Support  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R241 485 per annum (Level 6)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate, N3 or NQF Level 4). Minimum of 1 year administrative experience especially in land related matters e.g. record administration. Job related knowledge: Knowledge of document management and office management. Job related skills: Computer literacy (Microsoft Word, Excel and Groupwise). Planning and organising skills. Communication skills (verbal and written). Interpersonal relations. Accuracy and attention to detail. Ability to work under pressure and tight deadlines. Ability to work individually and as part of a team. Accuracy and attention to detail.

**DUTIES** : Property Research and Support. Provision of property research information on request in accordance with internal practices and procedures. Scan property research related documents on request in accordance with internal practices and procedures. Strongroom organisation. Draw the title deed folders from the strongroom on receipt of a valid request. Assist the conveyance section in tracking a title deed folder that they cannot find, only after they have exhausted all avenues in finding a title deed folder. Filing of title deed folders, numerical, alphabetical and per Province in the strongroom. Organisation of title deed folders as well as combining of duplicate title deed folders when identified. Title Deed Folder Booking System. Perform check to establish validity and correctness of request against portfolio of evidence provided by requestor and obtain own portfolio of evidence to conclude final status of property for update of the Immoveable Asset Register or the cancellation of the Request for Comments (RFC) with a comment. Booking out the title deed folders for verification and conveyancing RFC's and DALRRD RFC's purposes from the strongroom on receipt of a valid request. Book the returned title deed folders back on the title deed folder booking system. Opening Title Deed Folder. Opening of new title deed folders on receipt of new information of properties added to the Immoveable Asset Register and check the correctness of these properties against Land Administration Web (LAW). Liaise with Deeds Office and Surveyor-General Offices regarding property research related document. Verification on request of new title deed folders and file accordingly per unique new title deed folder. Scan and upload title deeds on Land Administration Web (LAW).

**ENQUIRIES** : Ms A Gibbs (012) 312 8245  
**NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

**POST 22/19** : **SENIOR TELECOM OPERATOR (REFERENCE: 3/2/1/2023/434)**  
 Directorate: Financial and Supply Chain Management Services

**SALARY** : R241 485 per annum (Level 6)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Kwazulu Natal (Pietermaritzburg)
	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within the switchboard environment. Job related knowledge: Knowledge of Microsoft package. Job related skills: Telephone etiquette skills. Computer literacy. Customer care skills. Good communication skills (verbal and written). Interpersonal skills. Switchboard operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives and work independently. Ability to organise and prioritise work.
<b><u>DUTIES</u></b>	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward incoming calls. Receive and record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the Department's services when required. Manage switchboard services. Operate 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 and report to supervisor and service provider when needed. Identify and inspect default and defective equipments. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in good working condition at all times. Administer telephone accounts. Complete telephone register and submit to the supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal user's when required. Print telephone cost reports for each extension monthly. Allocate and monitor pin codes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Y Gounder Tel: (033) 264 9514
	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
<b><u>POST 22/20</u></b>	:	<b><u>REGISTRY CLERK (REFERENCE: 3/2/1/2023/450)</u></b> Office Of The Registrar Of Deeds
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 5)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State (Bloemfontein)
	:	Applicants must be in possession of a Grade 12 Certificate. 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. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	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 filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

- ENQUIRIES APPLICATIONS** : Mr. I Khanyile Tel: (051) 403 0300  
 : 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 New Government Building, Cnr Aliwal and Nelson Mandela Drive, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 22/21** : **SECRETARY (REFERENCE: 3/2/1/2023/442)**  
 Directorate : Operational Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 5)  
 : North West (Mmabatho)  
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES APPLICATIONS** : Mr K Sebitlele Tel: (018) 388 7115  
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/22** : **SECRETARY (REFERENCE: 3/2/1/2023/443)**  
 Directorate: Corporate Services.
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 5)  
 : Limpopo (Polokwane)  
 : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organisational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services

to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES** : Mr M Shai Tel: (015) 495 1954  
**APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.  
**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 22/23** : **SUPPLY CHAIN CLERK (REFERENCE: 3/2/1/2023/431)**  
 Directorate: Financial and Supply Chain Management

**SALARY** : R202 233 per annum (Level 5)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. 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 (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation skills. Organizing 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** : Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.

**ENQUIRIES** : Mr LS Mahasha Tel: (015) 495 1956  
**APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.  
**NOTE** : African and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 22/24** : **RECEPTIONIST / TELECOM OPERATOR (REFERENCE: 3/2/1/2023/437)**  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R202 233 per annum (Level 5)  
**CENTRE** : Directorate: District Office: Mpumalanga (Gert Sibande District)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette skills, Good communication skills, Interpersonal skills and Switchboard operation skills. Ability to communicate in at least 3 languages spoken in the District. Ability to learn the Department's service delivery components. Ability to take initiative and work independently. Ability to organise and prioritise work.
- DUTIES** : Render the main reception area services. Take down messages when required. Distribute messages promptly. Attend to all clients \ visitors and direct them to relevant officials promptly. Conduct customer services. Attend to all client queries. Supply basic information to customers regarding the Department's services when required. Operate switchboard machine. Operate the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an on-going basis. Screen and forward calls. Receive telephone messages. Administer telephone accounts. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly.
- ENQUIRIES** : Mr PZ Lukhele Tel: (017) 819 1373
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/25** : **ADMINISTRATION CLERK (REFERENCE: 3/2/1/2023/453)**
- SALARY** : R202 233 per annum (Level 5)
- CENTRE** : Directorate: Land and Soil Management: Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms A Geertsema Tel: (012) 319 7634
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

- POST 22/26** : **DEEDS REGISTRATION CLERK (REFERENCE: 3/2/1/2023/440)**  
Office Of the Registrar Of Deeds
- SALARY** : R147 036 per annum (Level 3)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Ability to identify, classify and record a large variety of official documents. Knowledge of records management. Computer literacy. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Time management and Client relations.
- DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture/office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes/files/micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.
- ENQUIRIES** : Ms. T Makama Tel: (013) 756 4000  
**APPLICATIONS** : Please ensure that you send your application to Private Bag 11239 Mbombela 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply