

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 02 October 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 required qualifications as well as a driver's license 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. 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 re-organisation 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 33/01** : **DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/610**
Directorate: PLAS Trading Account Financial Management
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Financial Management / Economics / Commerce (NQF Level 7). 5 years of experience at middle / senior managerial level in a finance field. Job related knowledge: Public Finance Management Act, Treasury Regulations, Knowledge and experience in Basic Accounting Systems (BAS), Knowledge of Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF) process, Knowledge of compiling annual financial statements. Job related skills: Facilitation and presentation skills, Analytical and problem-solving skills, People management skills, Communication skills (verbal and written), Project management skills, Service delivery innovation skills, Report writing skills and Computer literacy. Ability to work under pressure and in a team. Ability to meet deadlines. A valid driver's license.
- DUTIES** : Develop and maintain budget and reporting system. Plan and coordinate the development of trading account and budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Maintain the accounting system and support to the provincial offices. Maintain the standard chart of accounts on A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Manage project registrations process. Provide PLAS payment services. Manage the entity banking services. Effect payments to service providers. Provide accounts payable, and reconciliations thereof. Provide accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Shared Service Centre (PSSC's). Provide internal control and reporting services. Manage the control environment of the entity and all financial policies and procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordinate the monthly management packs. Provide PLAS investment management support. Manage investment of PLAS trading account. Report on investment decision and results. Undertake due diligence on investment options for PLAS Trading account. Provide investment analysts with financial information and recommendations for decision making. Provide administrative support to the Chief Director.
- ENQUIRIES APPLICATIONS** : Ms M Mokono Tel No: (012) 312 8183
: 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 33/02** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICE DELIVERY AND OPERATIONS REF NO: 3/2/1/2023/611**
Directorate: ICT Service Delivery and Operations
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Gauteng (Pretoria)

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Computer Science / Information Technology (IT). Minimum of 5 years' experience at middle management / senior managerial level. Job related knowledge: The Public Finance Management Act and Regulations, and other relevant legislation e.g. National Strategic Intelligence Act, National Archives of South Africa Act, Promotions of Access to Information Act, Public Service Act. The Department and its core objectives and functions. Public Service, strategies and goals. Knowledge of Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and related Technologies (Cobit) frameworks. IT operating systems and technical knowledge. Data management. Information management. The development of IT strategies. The e-Government Policy framework. The Government Information Technology Officers (GITO) strategy, standards, norms, regulations and policies. Minimum Information Security Standards (MISS). Good corporate governance principles. Government priorities and imperatives. The white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem solving and analysis skills. People management and empowerment. Client orientation and customer focus. Communication skills (verbal and written), Honesty and integrity. A valid driver's licence.

DUTIES : Manage ICT network and telecommunications services. Implement, manage and maintain all ICT network infrastructure. Implement, manage and maintain telecommunication infrastructure. Implement, manage and maintain the Wide Area Network (WAN). Manage ICT operations, infrastructure and exchange services. Implement, manage and maintain server room infrastructure. Ensure continuous ICT service improvement. Implement, manage and maintain ICT services. Implement, manage and maintain exchange services. Manage ICT cyber security services. Implement, manage and maintain all ICT security infrastructure. Implement cyber security awareness in DALRRD. Manage ICT internal disaster recovery and ICT resilience. Implement, manage and maintain ICT service continuity. Test the internal ICT disaster recovery plan (DRP) at least once a year.

ENQUIRIES : Ms PT Schoole Tel No: (012) 319 6196
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 Beatrice) Street, Arcadia, Pretoria, 0083

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OTHER POSTS

POST 33/03 : **DEPUTY DIRECTOR: MARKETING AND BRAND MANAGEMENT REF NO: 3/2/1/2023/584**
Directorate: Internal Communication Services

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

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Marketing / Brand Management / Communication / Public Relations (NQF Level 6). Minimum of 3 years junior management experience in Marketing / Brand Management / Communication / Public Relations environment. Job related knowledge: Marketing and brand management principles. Public relations. Development communication. Labour Relation Act. Employment Equity Act. Public Service Regulations. Public Service Act. Job related skills: Computer literacy. Problem solving skills. Financial management skills. Project management skills. Interpersonal skills. Analytical skills. Graphic design skills. Communication skills (verbal and written). Organisational skills. A valid driver's license. Team-work. Ability to work under pressure.

DUTIES : Provision of brand management services for the Department and Ministry. Conduct internal and external brand research and surveys to guide brand management interventions. Manage perceptions of staff, public and

stakeholders on the departmental and ministry brand. Manage the signage and wayfinding of the Department. Compile specifications, procure and manage branding and promotional inventory. Management of corporate identity of the Department and Ministry. Develop and implement corporate identity guidelines. Monitor compliance departmental corporate identity guidelines. Conduct awareness campaigns to staff and external partners on corporate identity. Approval of items and merchandise bearing departmental branding. Provision of corporate advertising and media buying services. Conduct research on the appropriate paid media platforms. Conceptualise and develop paid media campaigns. Develop content briefs for advertising with client offices, language services, newsroom and print production units. Book and buy advertising media spaces. Monitor flighting of placed advertisements. Management of corporate promotions and awareness campaigns. Develop an annual exhibition calendar. Conceptualise and implement exhibition aligning with the theme of the event / activity and audience. Develop content briefs for exhibitions and promotions information material with language services, newsroom and print production units. Manage promotional campaigns of the Department. Conceptualise marketing campaigns through online communication platforms. Management of the distribution of information, statutory and promotional material. Develop and manage the distribution strategy and plan of products produced by the department for dissemination to the public and to market departmental products and services. Develop and manage an up-to-date distribution database for information and promotional material.

- ENQUIRIES** : Mr F Mutangwa Tel No: (012) 312 8283
- 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 and White Females and Persons with disabilities are encouraged to apply.
- POST 33/04** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2023/583**
Directorate: Human Resource Utilization and Development
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Human Resource Development (Management of Training) / Public Management / Public Administration (NQF Level 6). Minimum of 3 years' experience at junior management level in Performance Management environment. Job related knowledge: Knowledge of the National Skills Development Strategy of South Africa. Understanding of Government regulatory framework and processes. Knowledge and understanding of The White paper on the transformation of the Public Service (Batho Pele). Job related skills: Facilitation and presentation skills. Analytical and problem-solving skills. Communication skills (verbal and written). Financial management skills. Project management skills. Conflict management skills. Career management skills. A valid driver's license. Working under pressure and irregular hours.
- DUTIES** : Ensure and coordinate the process of performance management and development. Manage the maintenance and review the approved Employee Performance Management and Development Systems (Senior Management Services Performance Management and Development System and EPMDs). Develop systems to ensure that employee performance management is aligned with organisational performance management. Ensure that all employees are informed on the principles of performance management and development and the application thereof. Provide guidance on the maintenance of a database on employee performance management statistics. Coordinate and ensure timeously submission of employee's performance agreements and annual performance assessments. Monitor trends in the application of the EPMDs and render an advisory to the Department. Ensure that the departmental performance management is in line with Human Resources policies and strategies. Ensure compliance to the performance incentives remuneration budget. Oversee the administration support of

EPMDS. Monitor and follow-up on the submission of performance agreements, personal development plans and performance assessments. Oversee the management of the PMDS database. Co-ordinate the moderating committee meetings. Provide advisory and secretariat services to the moderating committee meetings. Coordinate the appointment of the moderation committees. Render a secretariat service to the Senior Management Services (SMS) moderation committee. Monitor and advise / manage performance rewards and expenditure. Develop, maintain and implement performance management and development strategies, policies, guidelines and procedures. Develop and implement performance management and development policies and strategies. Conduct research to improve performance management processes. Develop measures and strategies for monitoring and management of performance management and development processes. Establish and maintain relationship and partnerships with management and SMS members within the Department. Assist with the transformation of employee mindset towards the successful functioning of the PMDS and Performance culture. Coaching business partners on performance management best practices. Impact analysis of the implemented programmes. Provide capacity building to line managers and employees on PMDS. Identify and address the performance management needs for employees. Develop briefing sessions / workshops on performance management and development plans. Conduct workshops / training sessions. Assess the impact of the implemented intervention on performance management. Manage the sub-directorate. Manage the resources of the sub-directorate. Monitor and ensure proper utilisation and maintenance of equipment. Monitor and evaluate performance of employees. Ensure capacity building and training of staff in the sub-directorate. Conduct strategic and operational planning. Manage probationary reports administration. Quarterly probation reports. Confirmation of probationary period. Oversee the maintenance and updating of the probation reports records / database.

- ENQUIRIES** : Mr B Bilankulu Tel No: (012) 312 9581
- 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 33/05** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2023/589**
Directorate: Information Technology Audit
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Auditing / Information Technology. Minimum of 3 years' junior management experience in Information Technology Auditing. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's license.
- DUTIES** : Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit on a monthly basis. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit

Plans by April each year. Execute / Manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on the continuous basis, and reports progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Information Technology Audit Directorate's specialised project allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Reporting Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director Information Technology Audit on a weekly basis. Execute / Manage the Closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit Report of the specialised annual report previous audit plan projects. Execute / Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Information Technology Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

- ENQUIRIES** : Mr M. Rammutla Tel No: (012) 312 9840
- 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 33/06** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2023/602**
Office of the Chief Registrar of Deeds
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma (NQF 6) in Financial Management / Accounting / Public Administration. Minimum of 3 years junior management experience in the financial management environment. Knowledge of the Public Finance Management Act. Basic Accounting System. Treasury Regulations. Medium Term Expenditure Framework (MTEF). Computer Literacy. Communication Skills (Verbal and Written). Interpersonal skills. Organising Skills. Analytical skills. Decision making Skills. A valid driver's license.
- DUTIES** : Provide quality assurance with regard to completeness, accuracy, cut off, classification and accuracy of classes of transactions in the Financial Statements, Valuation, completeness, existence and rights and obligation of account balances in the financial statements. Quality assure the presentation and disclosure in the financial statements in line with financial reporting

framework, (GRAP). Interpret and implement accounting standards. Review files, reports and all implementation guidance from National Treasury, the Accounting Standards Board and SAICA. Provide requisite knowledge of Financial Reporting Framework through Knowledge of Accounting Standards and interpretations (including implementation guides) and consultations. Review interim and annual financial statements in line with the relevant financial reporting framework (standards of GRAP and interpretations). Review all presentation and disclosure to ensure that it is accurate and complete in accordance with GRAP requirements. Quality assure reports supporting financial statements and other supporting schedules. Quality assure accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Facilitate the process of ensuring that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is in line with the relevant financial reporting framework and in line with the Accounting Standards Boards requirements for preparers and reviewers of financial statements. Conduct consultations with the ASB, SAICA and National Treasury to keep abreast with the financial prescripts amendments. Provide risk management and implementation of internal legal and financial controls. Forward audit queries to relevant line manager for appropriate response within five working days. Coordinate audit request from AGSA. Coordinate AFSAs, queries raised and ensure action is taken to respond to queries raised by line manager. Coordinate Internal Audit queries raised and ensure action is taken to respond by line managers with reasonable time. Coordinate risk registers and ensure that monitoring of risk as per risk guidelines is adhered to by line managers. MPAT reporting. Coordinate implementation of management action plan. Provide assistance in the prevention of unauthorised, irregular and fruitless expenditure. Review the report of irregular and fruitless. Analyse all payments made to detect any irregular fruitless expenditure. Facilitate the implementation of good governance principles to enhance cost effective and efficiency in service delivery. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery.

- ENQUIRIES** : Mr. L Tshivhase Tel No: (012) 338 7238 and Mr. R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Corner Bosman and Pretorius Street, Pretoria- Central, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females and African Coloured, Indian and White Males and people with disabilities are encouraged to apply.
- POST 33/07** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/606**
Office of the Registrar of Deeds
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package to be structured in accordance with MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report

problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

- ENQUIRIES** : Ms. DP Sambo Tel No: (012) 312 8737
- APPLICATIONS** : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at 600 Lillian Ngoyi Street, Berea Park, 0001
- NOTE** : African, Indian and White Males, and African Females. People with disabilities are encouraged to apply.
- POST 33/08** : **SENIOR PLANT PRODUCTION SPECIALIST REF NO: 3/2/1/2023/579**
Directorate: Plant Production
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor of Science in Agriculture Degree. Minimum of 3 years junior management experience in plant production or agronomy. Job related knowledge: Knowledge of legislation and policy formulation. Knowledge of scientific research. Good knowledge of global and national agricultural research systems and activities. Good knowledge of production practices and trends in South Africa. Job related skills: Good communication skills (verbal and written). Good programme project management skills. Strategic planning and management of resources. Organizational skills. Financial management skills. Good leadership and managerial skills. Good computer skills (Microsoft Project, Word, Excel, Access and PowerPoint). A valid driver's license.
- DUTIES** : Develop policies, programmes and processes in relation to the sustainable plant production and management of agronomic crops. Formulate strategic outputs as per the organization strategies and priority programmes of the Department and the needs of the sector. Develop and implement policies, legislation, norms and standards on plant production research and technology development. Coordinate the setting of standards and operating procedures. Provide support and advise to the industry and stakeholders. Monitor the efficient implementation of policies and programmes. Provide leadership and co-ordination of research and technology development programme including the preparation of guidelines, manuals and scientific and technical reports. Analyse and give advice of evaluation, assessment and application of research and development activities on plant production. Ensure that biological scientific trials are designed, conducted and interpreted in a sound scientific manner. Provide strategic leadership at national and Provincial research activities. Coordinate appropriate research with other relevant institutions such as Agricultural Research Council (ARC), Council for Scientific and Industrial Research (CSIR) and Provincial Department of Agriculture research institutes. Participate in relevant research and technology fora through writing of scientific and popular publications as well as attending conferences / congresses and other events. Publish and present reports on research and technologies developed. Source funding for research projects. Co-ordinate and provide leadership in participation of the Directorate in priority programmes of the Department as well as other government initiatives. Contribute towards the implementation of the South African Climate Change Sector Plan and other natural disaster management programmes. Contribute towards the development and implementation of global missions (Food and Agriculture Organization (FAO)) on conservation agriculture. Contribute towards the implementation of the agreement on co-operative sectoral approaches and

sector specific actions of the United Nation Framework Convention on Climate Change. Participate in committees and for implementation of Natural Resource Conservation programmes. Liaise with clients and stakeholders from other government Departments, parastatals and industry and provide advice to ensure effective coordination of South African research activities. Liaise with stakeholders, strategic partners, producer organizations, scientific bodies, academia and research institutions and other spheres of government (Local, Provincial and other National Departments through relevant fora, the National Sector Working Groups as well as the Interdepartmental Working Groups). Provide technical advice to relevant producer organizations, Non-Governmental Organization (NGOs), Research Institutes, Regional (Southern Africa Development Community (SADC)) and Global (FAO). Provide general management of the agronomy division. Provide mentorship and training to promote skills / knowledge transfer to clients and staff. Supervise the performance and development of junior officials. Implement knowledge sharing initiatives. e.g. workshops and seminars.

ENQUIRIES : Mr J Mahlabe Tel No: (012) 319 6072
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 and Indian Females and Persons with disabilities are encouraged to apply.

POST 33/09 : **RESTITUTION ADVISOR REF NO: 3/2/1/2023/594**
 Directorate: Operational Management

SALARY : R527 298 per annum (Level 10)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's license. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g. Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance

		rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
	:	can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Corner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 33/10</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2023/601</u> Office of the Chief Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Gauteng (Pretoria)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management. Minimum of 3 years supervisory experience in HRM environment. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Public Service Regulations. Computer Literacy. Communication skills (Verbal and Written). Presentation skills. Interpersonal skills. Organising skills. Driver's License.
<u>DUTIES</u>	:	Co-ordinate human resources leave records. Monitor leave credits for employees. Monitor compliance and implementation of leave directive. Approve leave transactions on PERSAL. Administer PILIR. Monitor compliance with PILIR policy and procedures. Prepare reports and statistics on PILIR issues. Provide technical advice on PILIR issues. Administer human resource allowances and orders. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long services recognition, overtime, relocation, Pension, allowances etc.) in line with policies and regulations. Recommend (approve) transactions on PERSAL according to delegations. (Final authorizations should happen on a higher level preferable at AD or higher level. Prepare reports on human resource administration issues and statistics. Monitor human resource service terminations and handle pension enquiries. Monitor the administration of termination of service. Quality check pension documents. Prepare reports on human resource services termination issues and statistics. Monitor submission of exit interviews.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Tshinavhe Tel No: (012) 338 7389
	:	Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Corner Bosman and Pretorius Street, Pretoria- Central, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Females, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
<u>POST 33/11</u>	:	<u>ASSISTANT DIRECTOR: SECTOR TRANSFORMATION REF NO: 3/2/1/2023/578</u> Chief Directorate: Sector Transformation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Development Studies. Minimum of 3 year's relevant experience in Sector Transformation environment. Job related knowledge: Knowledge and understanding of legislation and policies on transformation, gender, disability and youth development. Knowledge of policy and strategy development. Knowledge and understanding of monitoring systems / mechanisms. Job related skills: Policy development and analysis skills. Monitoring and research skills. Report writing skills and Presentation skills. Excellent communication skills (verbal and written). Knowledge of project planning and management skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Facilitate and coordinate the implementation of policies, programmes, and projects to promote sector transformation. Develop and implement action plans to ensure implementation of and compliance policies, programmes and projects e.g. Vulnerable Workers Programme and Women Empowerment. Coordinate the activities of Non-Governmental Organisations (NGO's)

providing services to identified groups (e.g. vulnerable workers on farms, women, etc.). Facilitate the establishment of sector transformation forums and task teams where necessary and coordinate their activities. Capacitate stakeholders in the sector on transformation matters. Provide support in stakeholder mobilization and advocacy on sector transformation matters. Coordinate awareness campaigns, training sessions and workshops on sector transformation. Assist in the planning, coordination and hosting of national events related sector transformation policies, programmes and projects. Perform administrative support and related functions in the Directorate. Develop and maintain database. Compile and submit reports in the following: Transformation and empowerment. Gender and youth development. Equality and equity. Disability. Vulnerable workers. Compliance with the Broad-Based Black Economic Empowerment (B-BBEE) and Transformation Charter.

**ENQUIRIES
APPLICATIONS**

: Mr M Seloane Tel No: (012) 319 6228
 : 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 33/12

: **ASSISTANT DIRECTOR: SERVICE LEVELS REF NO: 3/2/1/2023/593**
 Directorate: Information Communication Technology (ICT) Service Management
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Purchasing Management / Logistics Management / Finance / Public Management / Local Government Management. Minimum of 3 years working experience in Supply Chain Management environment with service level management / contract management. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations and Departmental tender procedures. Job related skills: Computer literacy. Communication skills (verbal and written). Problem solving skills. Analytical skills. Interpersonal skills and supervisory skills. A valid driver's license.

DUTIES

: Develop service level agreement with service providers. Develop service level agreements based on the business case, service requirements, Terms of Reference and contracts. Negotiate service level agreements with service providers. Ensure service level agreements are aligned with business needs and improve service quality. Ensure service level agreements are approved by both parties and signed-off. Manage service performance of the service providers. Schedule monthly service level review meetings for all signed service level agreement. Conduct service level reviews to manage service provider's performance. Ensure enhancement of measured service quality. Ensure gaps are identified and resolved for service improvements. Supplier relationship management. Build strategic relationships with suppliers, ensuring structured management is in place and the suppliers are appropriately engaged to ensure both the corporation and the Department get the good service. Develop ongoing partnership-based relationship to obtain regular updates on status of services. Create conducive environment and promote effective communication with supplier for the benefit of the Department. Ensure at all times that suppliers are clear with Office of the Chief Information Officer service expectations. Participate in periodic reviews to ensure contractual compliance and value for money in conjunction with the Contract Manager. Maintain customer focus on all decisions and actions, engaging appropriately with suppliers and partners for the good of business. Governance and audits. Adhere to Service Level Management (SLM) Information Technology Infrastructure Library (ITIL) framework and ICT Governance.

**ENQUIRIES
APPLICATIONS**

: Mr R Naidoo Tel No: (012) 312 8678
 : 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 33/13 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/590**
Directorate: Genetic Resources
(12 Month Contract)

SALARY : R359 517 per annum (Level 08), (Plus 37% in lieu of benefits)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Reporting writing skills.

DUTIES : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence and sundry and overtime payment. Administer the procurements of goods and services. Compile, manage and maintain Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to leave queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer Asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Dr N Netnou-Nkoana Tel No: (012) 319 6214 / 6024
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 33/14 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/596**
Directorate: Financial and Supply Chain Management Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years working experience in Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data

- analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.
- ENQUIRIES APPLICATIONS** : Mr LS Mahasha Tel No: (015) 495 1956
: 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 33/15** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/587 (X2 POSTS)**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's license. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657

- APPLICATIONS** : can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncardia Building, 6th floor, 524 Corner Steve Biko and Stanza Bopape Street, Arcadia, 0083
- NOTE** : Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/16** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/608**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Office of the Registrar of Deeds: Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS) system. Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (Written and Verbal). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills.
- DUTIES** : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly/monthly/quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify T&S and sundry and overtime payments. Administer the procurements of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
- ENQUIRIES** : Mr E Nyamandi Tel No: (015)283 2359/ Ms. M Mobe Tel No: (015) 283 2359
APPLICATIONS : can be submitted by post Private Bag x9717, Polokwane, 0700 or Hand deliver it to the Office of the Chief Registrar of Deeds: Limpopo at 101 Dorp Street, Polokwane Central, 0700
- NOTE** : African, Coloured, Indian and White Males, Coloured, Indian, and White females and Persons with disabilities are encouraged to apply
- POST 33/17** : **SENIOR SECURITY ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/592**
 Directorate: Physical Security and Special Events
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Security Management / Police Science plus (Grade A) Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license.
- DUTIES** : Assistant the Directorate with general administration and procurement. Procurement of goods and service. Ensure submission of invoices every

month. Ensure filing of invoice and order copies. Develop recon for all contractor's payment. Ensure Demand Management Plan (DMP) is in place and submitted. Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Facilitate and coordinate key audit. Identify training course for key custodian. Conduct security key control measures awareness to officials. Research for new key control systems methods. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately. Conduct physical security assessments. Conduct security assessments and audits. Submit assessment reports with recommendations for approval.

**ENQUIRIES
APPLICATIONS**

: Mr TK Maila Tel No: (012) 312 8627
 : 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 33/18

: **ADMINISTRATIVE OFFICER: LAND RIGHTS MANAGEMENT FACILITY (LRMF) REF NO: 3/2/1/2023/588**
 Directorate: Land Rights Policy and Systems Development
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Office Management and Technology. Minimum of 1-year experience in office management and administrative support to panel members. Job related knowledge: Public Finance Management Act (PRMA). Project Management. Knowledge of Land Reform Prescripts and Policies. Public Service Regulations. Job related skills: Report writing skills. Presentation skills. Communication skills (verbal and written). Facilitation skills. Project management skills. People management skills. Research skills. Analytical skills. Interpersonal skills.

DUTIES

: Examine performance and invoice of mediators and judicial administrators. Receive approved application form for allocation of work to Panellists. Peruse documents to determine a need for further documentation/clarification of instruction in Regional Land Claims Commissioner (RLCC) office and Special Master: Labour Tenants (SMLT). Determine the next person to be appointed on rotational system of panel member for that Province. Open a file, classify it properly and give it a reference number. Peruse the bid documents for the accountable party to gain personal information such as address, phone number and admissions or training in mediation certification. Verify whether the Panellist supplier's maintenance details were registered and accepted by the National Treasury (dependency). Draft case allocation letter to the Panellist. Provide administrative support in terms of ensuring the submission of the following: Preliminary report on the prospect of success of the case. Project execution plan from Panellist. Monthly progress reports to monitor compliance and progress. Ensure compliance of Service Level Agreements (SLA) between Panellist and DALRRD. Ensure that the performance reports and the claimed invoice is in line with proper legal court procedure. Render administrative financial management services. Receive and vet monthly invoices to verify the following: Duplicates. Claimed items are supported by Portfolio of Evidence (POE). Invoice claimed aligns with LRMF tariffs. Approval for the appointment of external service provider. Claimed items are in line with the approved mandate of the Panellist, plan and the budget. Draft the invoice assessment report and send it to the Panellist to accept or reject the assessment results. Render general office support services to panel members. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Administer asset for Land

		Rights Policy and System Development. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mehlomakulu Tel No: (012) 312 8150
	:	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
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 33/19</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/609</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Western Cape (Cape Town)
	:	Applicants must be in a possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.
<u>DUTIES</u>	:	Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transactions and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Clark Tel No: (021) 464 7601
	:	can be submitted by post to: Private Bag X9073, Cape Town, 8000 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at New Revenue Building, 90 Plein Street, Cape Town, 8001
<u>NOTE</u>	:	African and Coloured Males, and African Females and People with disabilities are encouraged to apply.
<u>POST 33/20</u>	:	<u>SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/581</u> Directorate: Mapping Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Western Cape (Mowbray)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years post qualification experience in a geomatics, geospatial or cadastral environment. Job related knowledge: Good Geographical Information Science (GISc) knowledge with regards to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of cartographic procedures. Good data and information management. Job related skills: Good computer literacy and Good communication skills (verbal and written). For Photogrammetric work must have good stereographic vision.
<u>DUTIES</u>	:	Capturing of different geospatial data into the Integrated Topographic Data. Interpret imagery and map the topographical features. Implement the topological rules as defined. Capture the metadata for the topographic features. Classify and map the identified land cover classes by interpreting imagery. Quality check the accuracy of mapped land cover classes in accordance with requirements. Perform data manipulation according to the requirements and import to the database. Ensure maintain the geospatial data

security in the database. Check all the errors found in the tape library (Hardware, Software). Check the security of the archives tapes at the storage and verify that are readable. Process and report on all the captured aerial imagery spatial flight plan (Photo, flight lines and boundary) in the database. Process the captured aerial imagery ground position system data into the database according to the allocated aerial imagery job. Acquire, process and produce geospatial information for all mapping purposes. Edit and manipulate geospatial data for creating maps. Prepare and import all the geospatial data for maps spatial environment. Process captured geographic names and other data required to produce a map. Apply defined cartographic generalization principles in producing the maps. Ensure compliance to standards and specifications at all times. Conduct and apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture and validate elevation data in accordance with standards and specifications. Perform quality and data verification on data at all times. Assist with archival of the final maps and geospatial data. Disseminate, promote and assure quality of geospatial information and services to clients. Provide correct geospatial information, create awareness and quality to clients in accordance with service delivery standards. Engage in awareness of geospatial information with internal and external clients. Prepare datasets of products and services for established vendors and district municipalities under limited supervision. Assist with stock management and stock recounts. Prepare and send invoices and quotations to clients. Perform administrative and related functions. Acquire, validate and process ancillary data for topographic mapping purposes. Collect and prepare base materials for field annotation for each map. Source the latest geospatial ancillary data and identify the changes detected on the previous edition map. Prepare digital field annotation and provide a list of features to be verified in the field. Process all the captured ancillary data by authenticating its accuracy for geographic names and their positions in the Integrated Topographic Data.

ENQUIRIES : Ms T Rambau Tel No: (021) 658 4300
APPLICATIONS : can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
NOTE : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

POST 33/21 : **CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/605**
 Office of the Registrar of Deeds

SALARY : R294 321 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

DUTIES : Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transections and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.

ENQUIRIES : Ms. D Sambo Tel No: (012) 312 8737
APPLICATIONS : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at 600 Lillian Ngoyi Street, Berea Park, 0001.

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

POST 33/22 : **GENERAL TECHNICAL ASSISTANT REF NO: 3/2/1/2023/586**
Directorate: Plant Production: Gauteng

SALARY : R241 485 per annum (Level 06)
CENTRE : Roodeplaat

REQUIREMENTS : Applicants must be in a possession of Grade 12 Certificate with Life Sciences (Biology) and Mathematics Literacy as a passed subject. A minimum of 1 year working experience in a seed testing laboratory. Job related knowledge: Seed testing knowledge. Job related skills: Seed science skills (morphology, taxonomy, physiology). International seed testing processes and methodologies. Quality assurance practices. Laboratory safety measures. Communication skills (verbal and written). Planning and organizing skills.

DUTIES : Conduction of the physical purity analysis. Assess physical status of sample, weigh and report. Apply appropriate dividing technique, weigh and report. Interpret purity technical requirements for the applicable seed kind (Pure Seed Definition). Apply the PSD to conduct analysis procedure. Study other seed if found and observe seed characteristics according to familiarities. Compare seed with seed identification literature and confirm comparison with seed in reference collection. Describe, weigh and report results. Package components for record purposes and additional testing. File laboratory report in specified area. Report non-conformances and incidents. Conduction of the germination test, i.e. planting and evaluation. Planting: Verify and interpret the applicable planting requirements for the seed kind. Prepare containers and substrate according to prescribed method. Apply appropriate dividing technique for obtaining a planting work sample. Position seed in / on substrate, complete planting procedure and place into correct germination apparatus (temperature specific). Report planting details on germination work sheet. File laboratory report in specified area. Report non-conformances and incidents. Evaluation: Verify and interpret the applicable technical seedling evaluation criteria for the seed kind. Report any general observations. Apply technical judgement to assess the physical appearance of the replicate. Group seedlings and left over seed according to prescribed categories. Report number of seedlings and left over seed per group / category and describe abnormalities on germination work sheet. Finalize test or extend incubation period when required according to International Seed Testing Association (ISTA) Rules. File laboratory report in specified area. Reporting of non-conformances and incidents. Conduction of tests related to seed analysis, other than the purity analysis and germination test, as required for quality determination. Verify seed kind. Read, interpret and apply test technical methodology applicable to test type as requested. Consult relevant officials, if required. Report results on work sheet. File laboratory report in specified area. Report non-conformances and incidents. Implement quality assurance system, occupational health and safety measures, as well as good laboratory practices. Monitoring and calibration of apparatus. Maintain tidiness of work area / surfaces. Apply health and safety measures in accordance with legislation and prescribed procedures, e.g. make use of Personal Protection Equipment. Apply rules and standards for handling, packaging, filing and storage to maintain quality of sample and documents. Filing of records / documents. Report of non-conformances and incidents.

ENQUIRIES : Ms A Chonco Tel No: (012) 319 6059
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 33/23 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/580**
Directorate: Mapping Services

SALARY : R241 485 per annum (Level 06)
CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge

- regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills. Computer literacy. Data and information management skills. Communication skills (verbal and written). Knowledge management skills.
- DUTIES** :
- : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flight lines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.
- ENQUIRIES APPLICATIONS** :
- : Ms T Rambau Tel No: (021) 658 4300
 - : can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** :
- : Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/24** :
- : **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/595**
Directorate: Quality Assurance and Administration
- SALARY CENTRE REQUIREMENTS** :
- : R241 485 per annum (Level 06)
 - : North West (Mmabatho)
 - : Applicants must be in a possession of a Grade 12 Certificate with Typing as subject. 2 – 3 years' experience in data capturing or administration experience. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and E-mail programmes skills. Excellent typing skills, Excellent verbal and written communication skills.
- DUTIES** :
- : Capture data received from claimants into Lodgement system. Screen the clients to check if the criteria for lodgement has met. Capture data received into lodgement system. Compile statistics on data captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardise order claim file per departmental file plan. Re-arrange claims per district and local municipality in sequential order. Maintain utilisation of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholder and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on the database and check whether its valid or not. Prepare monthly and weekly reports. Compiling and submit weekly reports per entire activities allocated per week.
- ENQUIRIES** :
- : Mr KE Sebitiele Tel No: (018) 388 7115

APPLICATIONS : can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Corner 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 33/25 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/597**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R241 485 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms C.N. Mtshali Tel No: (033) 355 2900
APPLICATIONS : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

POST 33/26 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/598**
Directorate: Information Services

SALARY : R241 485 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

- DUTIES** : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.
- ENQUIRIES** : Ms C.N. Mtshali Tel No: (033) 355 2900
- APPLICATIONS** : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 33/27** : **FINANCIAL CLERK REF NO: 3/2/1/2023/585**
Directorate: Financial Accounting
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget.

		Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SH Sambo Tel No: (012) 312 8861
	:	can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lillian 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
<u>NOTE</u>	:	African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 33/28</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/603 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. DP Sambo Tel No: (012) 338 7230
	:	Please ensure that you send your application to Private Bag X833, Pretoria, 0001 or Hand deliver during office hours work to 600 Lillian Ngoyi Street (Formerly Known as Van der Walt Street) Berea Park, Pretoria, 0002
<u>POST 33/29</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/604</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Gauteng (Pretoria)
	:	Applicants must be in a possession of a Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution.

		Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Ms. DP Sambo Tel No: (012) 338 7230
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X833, Pretoria, 0001 or Hand deliver during office hours work to 600 Lilian Ngoyi Street (Formerly Known as Van der Walt Street) Berea Park, Pretoria, 0002.
<u>POST 33/30</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/591</u> Directorate: Inspection Services
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all 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 the 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.
<u>ENQUIRIES</u>	:	Ms D Mogapi Tel No: (012) 309 8760
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 33/31</u>	:	<u>SECRETARY REF NO: 3/2/1/2023/600</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
<u>DUTIES</u>	:	Provide secretariat/receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit.

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

ENQUIRIES APPLICATIONS : Mr D Lebergane Tel No: (053) 830 4060
 : can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300

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

POST 33/32 : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/607**

SALARY CENTRE REQUIREMENTS : R147 036 per annum (Level 03)
 : Office of the Registrar of Deeds (Limpopo)
 : Applicants must be in a possession of a Grade 10 Certificate. No experience, 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 the 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 APPLICATIONS : Ms M Mobe Tel No: (015) 283 2359
 : Please ensure that you send your application to private Bag x9717, Polokwane, 9717 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central.

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

POST 33/33 : **MESSENGER REF NO: 3/2/1/2023/582**
 Chief Directorate: Land Tenure Reform

SALARY CENTRE REQUIREMENTS : R125 373 per annum (Level 02)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.

DUTIES : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a

- delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms M Mampe Tel No: (012) 312 8155
- 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 Female and Persons with disabilities are encouraged to apply.
- POST 33/34** : **MESSENGER REF NO: 3/2/1/2023/599**
Directorate: Examination Services
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms NA Linda Tel No: (033) 355 2900
- APPLICATIONS** : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.