

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 03 November 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 licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## MANAGEMENT ECHELON

<b><u>POST 38/01</u></b>	:	<b><u>CHIEF DIRECTOR: CLUSTER COORDINATION AND INTERGOVERNMENTAL RELATIONS REF NO: 3/2/1/2023/661</u></b> Chief Directorate: Cluster Coordination, Intergovernmental and Stakeholder Relations
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14), (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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Development Studies / Social Science / Political Science (NQF Level 7). Minimum of 5 years of experience at a senior managerial level. Proven leadership and management of government programmes experience. Stakeholder management and international relations experience. Coordinated and integrated planning, monitoring and reporting experience. Job related knowledge: Knowledge of Public Services, Cabinet and Parliamentary Systems. Government Coordinating Systems and Structures. Government programmes. Policies and legislation. Intergovernmental framework. Spheres of government and its powers and functions. National, provincial and local dynamics. Government planning systems and processes. Job related skills: Problem solving and decision-making skills. Coordination and stakeholder management skills. Conflict management skills. Managerial skills. Liaison at high level. Advanced computer skills. Communication skills (verbal and written). A valid driver's license.
<b><u>DUTIES</u></b>	:	Promote active collaboration between Minister and Departments with related mandates and functions. Provide support to the Department and coordinate the contribution of the Department in cluster work: Economic Sectors Investment and Infrastructure Development Cluster; Social Protection, Human development cluster; International relations and cooperation cluster. Coordinate departmental contribution to the compilation reports to the Cabinet Lekgotla. Act as a link between the Department and all clusters. Participate and contribute to cluster task teams. Provide secretariat services to the Inter-Ministerial Committee (IMC) on land reform and agriculture. Manage coordination of the implementation of the Programme of Action in line with the Minister Performance Agreement and reporting to Cabinet on progress made. Facilitate bottom-up integrated planning towards the development of the Programme of Action in line with the Ministers Performance agreement. Coordinate the contribution of the three spheres of government and the sector Departments towards the implementation of the Programme of Action. Monitor and report progress made in implementing the Programme of Action through relevant structures. Manage coordinating task teams and the Technical Implementation Forum. Facilitate coherent and integrated planning and implementation across spheres. Facilitate inter-sector and inter-sphere coordination and integration across the three spheres of government. Facilitate the development and the operationalization of the intergovernmental relations strategy. Provide support and guidance to the Department on intergovernmental relations and the implementation of the District Development Model in line with the departmental mandate. Support the Ministers. events where it concerns intergovernmental relations across the spheres. Manage the national intergovernmental relations fora (Ministers Technical Committee (Mintech) and Ministers and Members of the Executive Council (MINMEC)). Facilitate the development and implementation of Protocols / Memorandums of Understanding (MOUs) with sector Departments. Manage external and international stakeholder relations. Facilitate and promote stakeholder relations to effect cooperation and coordination between the Department and international stakeholders. Develop framework and guidelines to manage international stakeholder relations in equitable manner. Manage and promote departmental participation in international fora in line with departmental mandate. Monitor, facilitate and report on multi- and bi-lateral agreements. Liaise with the Department of International Relations and Cooperation. Mobilise, coordinate and manage external stakeholders to support the departmental mandate. Mobilise, coordinate and manage external stakeholders to support the departmental mandate.

<b><u>ENQUIRIES</u></b>	:	Ms AP Stevens Tel No: (012) 312 9667
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities
<b><u>POST 38/02</u></b>	:	<b><u>DIRECTOR: ENTITY DEVELOPMENT REF NO: 3/2/1/2023/647</u></b> Office of The Chief Registrar of Deeds
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Project Management / Public Administration / Public Management / Business Administration (NQF Level 7). Minimum of 5 years of experience at middle / senior managerial level in project and programme management. A valid driver's license. Job related knowledge: Initiate and coordinate the implementation of strategic Branch projects to improve the ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Design, plan and allocate project / programme resources and manage outcomes performance. Develop and implement consistent corporate performance monitoring to focus on the delivery of Branch outcomes. Develop and implement a corporate and project governance framework and Entity Activity Process including planning, monitoring and reporting and ensuring that strategic priorities are accessed for risk and value through the application of governance principles and processes. Maintain, develop and implement a Corporate Governance Framework (CCF) to ensure high standards of accountability and the effective delivery of the Department's objectives and community value. Job related skills: Ability to create a high-performance culture. Project and programme management skills. Professional communication and cooperation skills are mandatory along with good inter-cultural capabilities. Conflict management and problem solving skills. Change management and excellent analytical skills. Strategic capability and leadership skills. Team leadership, customer focus and responsiveness skills. Presence to interact with senior management. Proficient in Microsoft tools and the ability to adapt to new tools as required.
<b><u>DUTIES</u></b>	:	Compile project and programme status reports and maintain the Project Management System / performance dashboards for the Entity. Set programme / project indicators of targets to be achieved. Measure and document progress, achievements and results of programme / project achievements. Maintain project document management and project management tools and system. Analyse and evaluate data collected to determine target achievement. Evaluate and measure the impact of the programme / project performance. Quality assures project performance dashboard for the Entity. Maintain the programme governance and model and projects management to ensure that the Department's statutory and regulatory obligations are met. Maintain project document management system. Develop and maintain programme / project performance information dashboard. Co-ordinate project audit action plans and reports. Co-ordinate programme and project risk assessment sessions. Co-ordinate reporting on audit findings for the Branch. Establish and manage operations effectively. Develop and monitor programme annual operational plan. Establish and coordinate project plans, schedules and budgets. Manage project / programme communication and stakeholders. Compile and be accountable for programme / project performance reports. Coordinate entity change management initiatives. Establish service provider protocols. Establish and manage an effective and efficient results-based programme management office. Manage and ensure adherence to the Entity's project management methodologies and tools. Standardize project and programme management best practices and processes. Manage and allocate resources effectively across all projects, by managing priorities based on timelines, budgets, human resources. Manage programme deliverables and outcomes.

<b><u>ENQUIRIES</u></b>	:	Ms. MSM Magoele at 076 240 7343 and Mr. R Saila at 082 372 6322
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X918, Pretoria, 0002 or hand delivered during office hours to: Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
<b><u>NOTE</u></b>	:	It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.
<b><u>POST 38/03</u></b>	:	<b><u>DEPUTY REGISTRAR OF DEEDS: EXAMINATION AND SORTING AND DEEDS TRAINING REF NO: 3/2/1/2023/648 (X3 POSTS)</u></b> Office of The Registrar of Deeds
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
<b><u>CENTRE</u></b>	:	Mpumalanga (Mbombela) Ref No: 3/2/1/2023/648 (X1 Post) Gauteng (Johannesburg) Ref No: 3/2/1/2023/659 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma in Estate Planning and Administration (NQF Level 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Managerial level in property conveyancing. Job related knowledge: Extensive knowledge of Registration of deeds processes and procedures, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human Resources prescripts, Project Management Principles and Tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
<b><u>ENQUIRIES</u></b>	:	Ms. MSM Magoele at 076 240 7343 and Mr. R Saila at 082 372 6322
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X918, Pretoria, 0002 or hand delivered during office hours to: Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
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## OTHER POSTS

- POST 38/04** : **DEPUTY DIRECTOR: SYSTEM DEVELOPMENT REF NO: 3/2/1/2023/664**  
Directorate: Information Communication Technology (ICT) Solution Development
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
Applicant must be in possession of Grade 12 Certificate and a National Diploma in Information Technology (IT) / Software Development. Minimum of 3 years junior management experience in software development including the following: Software Development Java, Java 2 Platform Enterprise Edition (J2EE), HyperText Markup Language (HTML), Java Server Pages (JSP) / JavaScript / Extensible Markup Language (XML) / Simple Object Access Protocol (SOAP), Microsoft C#, Active Server Pages Network Enabled Technologies (ASP.net), SharePoint, Customer Relationship Management (CRM) and etc. Structured query language (SQL) programming experience (Oracle stored procedures, SQL etc) is required. Entity relationship design / data modelling. System specification and design. Configuration and implementation of Application Servers. Performance management of developers and systems analyst. Management of contractors and their work. Technical advisor on applications matters for the Department. Job related knowledge: Object Oriented (OO) programming techniques. Distributed systems designs. Extensible Markup Language (XML). Software Development Methodologies. Rich Internet Application (RIA). Unified Modelling Language (UML). Database Design. Project Management (Prince2, Project Management Body of Knowledge (PMBOK). Computer Objectives for Information and Related Technologies (COBIT). Open Group Architecture Framework (TOGAF). Job related skills: Java, J2EE, HTML, JSP / JavaScript / XML SOAP, Adobe Flex, Java FX (special effects in the Java language) / AJAX (asynchronous JavaScript and XML), Oracle / MySQL, J2EE Application Servers (Configuration and implementation thereof) and Microsoft related technologies (C#, .Net 4.0, ASP.NET, JQuery, Microsoft BI, HTML, Cascading Style Sheets (CSS), SQL Server 2008). Facilitation skills. Presentation skills. Planning, designing and organising skills. Communication skills (verbal and written). Project management skills. Analytical skills. A valid driver's licence.
- DUTIES** : Manage development, enhancement and maintenance of new solutions. Review and advise on work produced by system analysis as per the user requirements specifications. Database planning and design from rough ideas (conceptual design). Writing of codes, modification of existing codes developed either in-house or by software vendors, debugs programs, develop test data and verifies output solutions to address user needs. Testing and quality assurance of solutions developed and enhanced. Deployment and post implementation of the applications. Documentations are delivered and quality assured as per deliverables on Software Development Life Cycle (SDLC) methodology. Application integrations, applications performance issues and security related matters. Appropriateness on the system architecture design and specification for servers. Develop Solution Design Documents (Technical and Functional Specifications). Provide technical expertise and thought leadership. Provide technical expertise to Business, IT and staff supervised and resolves problems as escalated. Advise on best IT practice in relation to application development. Ensure weekly, monthly, quarterly and yearly management, planning and reporting in the unit. Manages daily operations of development unit. Manages, maintain and monitors project plans and timelines on tasks assigned. Develop work plans and evaluates projects progress in relation to development unit activities. Assigns and monitors application development projects to staff. Conduct research on solutions required. Conducts research and analysis on new trends in line with application development environment requirements.
- ENQUIRIES APPLICATIONS** : Ms P Lekgau Tel No: (012) 312 8769  
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 and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 38/05** : **ASSISTANT DIRECTOR: FOOD SECURITY REF NO: 3/2/1/2023/670**  
Directorate: Subsistence Farming
- SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Agriculture / Rural Development. Minimum of 3 years relevant experience in Agriculture, Food Security, Developmental research. Job related knowledge: Knowledge of food security policy strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning and organising skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. A valid driver's license. Extended working hours.
- DUTIES** : Coordinate and strengthen the collaborations for the implementation of support and development of subsistence producers. Participate in provincial and local forums dealing with agriculture and food security programmes to provide guidelines in the development, planning and implementation of food security programs / interventions. Coordinate and support the development and implementation of food security programmes / interventions. Strengthen provincial and local level capabilities to plan and implement food security programmes and campaigns. Liaise with relevant technical stakeholders inter and intra departmental: Planning and implementation of the Directorate: Subsistence Farming Food security events and support Ministerial events in the Department. Undertake research and feasibility studies towards implementation of food security programmes and improvement of production methods. Monitor the progress of support of subsistence producers. Monitor progress (scale, reach, sustainability, income generation, food diversification) of subsistence producers funded through agricultural programmes of the department. Facilitate impact analysis on implemented production methods for food security projects. Continuous profiling and analysis of subsistence producers and provide information for reporting. Maintain database of subsistence producers. Ensure inclusion of project and programme information into database. Collect, collate and verify information of subsistence producers. Update existing subsistence producer data / information. Guide provinces with establishment of subsistence farming / producer database. Coordination food security and subsistence farming research. Undertake feasibility studies to identify sites to implement food security projects. Initiate innovative research towards development and improvement of subsistence producers. Prepare project proposals for funding of subsistence producers and food security programmes. Conduct production methods trials. Conduct pilot projects to determine appropriate production systems, approach and structures in implementing food security programmes / interventions. Initiate cases studies, presentations and any other task assigned by management. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr QE Nyoka Tel No: (012) 312 9917  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 38/06** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/674**  
Directorate: District Office
- SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Western Cape (West Cost District / Clanwilliam)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF 6) in Humanities / Social Science / Legal Qualification. Minimum of 3 years' experience in the relevant field. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure

legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. Customer and client focus. Statistical forecasting. A valid driver's license and willingness to travel.

**DUTIES** : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programme. Implementation of land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of the land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and implementation of Communal Property Association (CPA). Maintain the database of CPA's and similar entities. Conduct awareness on CPA activities. Perform investigation and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of CPA's. Provide supervisory support in the implementation of land tenure projects. Implement provincial implementation plan on tenure projects. Conduct stakeholder relation services. Represent and present the Directorate at various fora. Facilitate CPAs compliance legislation. Attend to external and internal audits. Implement of action plan. Implement risk and audit action plan. Compile reports.

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

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

**POST 38/07** : **ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: 3/2/1/2023/666**  
 Directorate: Corporate Services

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Security Management / Policing (NQF Level 6). Private Security Industry Regulatory Authority (PSIRA) registration Grade A. Minimum of 3 years' experience at supervisory level in security environment. Job related knowledge: A broad knowledge of Minimum Information of Security Standards (MISS). A sound knowledge and understanding of the South African Security Landscape and Operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations. Analytical skills. Problem solving skills. Language skills. Report writing skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work within a team.

**DUTIES** : Manage safety and security at special events. Plan safety and security as per the Standard Operating Procedures (SOP) for events and in line with the Safety at Sport and Recreation Events Act (SASREA). Open event file. Liaise with security cluster stakeholders for coordination of Section 4 planning meetings. Attend internal planning meetings. Conduct a security appraisal on event venues. Determine and monitor security procedures and protocols for events. Ensure security manpower for event is in place and deployed accordingly. Prepare and submit security operational plan for the event. Monitor the event and submit feedback report. Coordinate cluster engagement for events classification and support. Coordinate and promote safety and security (in terms of MPSS and MISS) in the province. Conduct security inspections of all offices in the province and ensure that security inspections are conducted by subordinates. Conduct monthly meetings with security

guarding service providers. Submit minutes of monthly meetings to local and national office. Conduct Threat and Risk Assessment at all offices and on state land. Attend action plan meetings after threat and risk assessment reports are submitted. Conduct key audits at offices to ensure compliance with the Key Control Procedures. Monitor key custodian in the province by conducting inspections at offices. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor maintenance and service report against scope of work. Visit the incident scene and inform the Sub-Directorate: Special Investigations at National Office. Open an investigation file within a day after the case has been reported. Conduct the investigation and submit investigation report within 14 days of receiving all the evidence. Conduct investigation and submit report within 14 days of receiving all the evidence. Conduct information security audits and ensure that investigations are conducted. Prepare an information security audit report. Ensure follow up action plan meetings are convened by Directorates. Prepare and conduct security awareness to clients within the province. Monitor vetting procedures and conduct pre-employment screening. Ensure that Z204 vetting forms are issued and database updated. Ensure that the Z204 forms are collected, quality assured and database updated. Ensure that the security vetting is submitted to National Office within 3 days of receiving the document. Administer the pre-employment screening process by manually or electronically taking fingerprints and submitting all relevant information to the Screening Unit. Update the provincial screening register. Provide Human Resource Management relevant recruiting Director with the screening reports. Promote corporate culture of health and safety in the province through enforcing Occupational Health and Safety (OHS) policy and procedures. Ensure the functioning of OHS committees by attending meetings, ensuring that OHS audits are conducted and all OHS incidents are investigated. Ensure comprehensive incident investigation reports are compiled with recommendations and submitted to National Office. Participate in emergency planning meetings and emergency drills at offices. Support the supervision of OHS Unit and committees.

**ENQUIRIES  
APPLICATIONS**

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

**NOTE**

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

**POST 38/08**

: **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/663**  
Chief Directorate: Internal Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R359 517 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative 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 (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.

**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 transport, subsistence, sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain the 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 of goods / services on Logistical Information System (LOGIS). 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. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES APPLICATIONS** : Mr ME 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.

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**POST 38/09** : **AGRARIAN REFORM SPECIALIST REF NO: 3/2/1/2023/669**  
 Directorate: Subsistence Farming

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
 : Eastern Cape (East London)  
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Agriculture / Rural Development. Minimum of 2 years relevant experience in agriculture / food security / developmental research. Job related knowledge: Knowledge of food security policies, strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning and organising skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. A valid driver's licence. Extended working hours.

**DUTIES** : Facilitate the design of programmes for food security and subsistence producers. Coordinate the identification and design of programmes for food security and subsistence producers across the country. Conduct needs analysis for food security programmes and subsistence producers across the country. Coordinate the implementation of food security and subsistence producers' programmes. Interact with provinces, districts, and local municipalities towards implementation of food security and subsistence producers' programmes. Provide advisory services on food security programmes and subsistence producers' programmes. Facilitate the implementation of food security policies and frameworks for subsistence producers. Monitor and evaluate food security programmes in the provinces. Monitor the progress of subsistence producers funded by the departmental and other programmes. Ensure the alignment of departmental plans and programmes / projects in the provinces. Identify risk and challenges in the implementation of food security and subsistence producers' support. Provide inputs in the development of guidelines for food security and subsistence farmer's programmes.

**ENQUIRIES APPLICATIONS** : Mr QE Nyoka Tel No: (012) 312 9917  
 : 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 38/10** : **FOOD SECURITY OFFICER REF NO: 3/2/1/2023/668**  
 Directorate: Subsistence Farming

**SALARY CENTRE** : R359 517 per annum (Level 08)  
 : Gauteng (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma (NQF Level 6) in Agriculture / Rural Development / Social Statistics / Geographic Information Systems (GIS). Minimum of 2 years relevant experience in agriculture, rural development, food security, socio-economic and developmental issues as well as knowledge and experience in research approaches, methods and tools. Experience in drafting and editing reports. Experience in ArcGIS software and relevant computer training on analysis tools such as Statistical Package for the Social Sciences (SPSS) and GIS Training. Job related knowledge: Knowledge on food security strategies and programmes. Knowledge of public service and departmental prescripts / policies. Knowledge of food insecurity and vulnerability analysis methodologies, tools and information systems. Experience in engagement on international platforms that deal with food security issues. Working knowledge and understanding information management systems. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. Extended working hours.
<b><u>DUTIES</u></b>	:	Conduct food insecurity and vulnerability assessments, measurement and monitoring of indicators for food and nutrition security in the country. Identify and continuously review indicators that should be used in monitoring food security and vulnerability in the Republic of South Africa. Contribute in the design and implementation of vulnerability assessment, measuring and monitoring of food and nutrition security indicators. Identify and liaise with institutions that are involved in food insecurity and vulnerability assessment for research collaboration. Liaise with relevant stakeholders to ensure harmonisation of food and nutrition security indicators and methodologies for food insecurity and vulnerability assessment. Provide technical assistance in the design, support and maintenance of the food security and vulnerability early warning information systems. Support institutional structures to develop, maintain and update the food security information systems. Collect information on the main risks and shocks involved in worsening people's vulnerability and food security. Provide support in the decentralisation of early warning platforms at provincial and local level. Provide technical support in the mapping of geographic information on livelihoods, vulnerability, food security phase classifications etc. Conduct and continuously update the livelihoods-based food security and vulnerability analysis. Coordinate the day-to-day technical activities of the South African Vulnerability Assessment Committee (SAVAC) for informed policy decisions and designs of food and nutrition security programmes. Conduct primary data collection, analysis and interpretation for food security continuous vulnerability assessment activities. Compile and distribute the periodic food security status reports. Provide support in the decentralisation of food security and vulnerability assessment activities at provincial and local level.
<b><u>ENQUIRIES</u></b>	:	Ms TR Dlamini Tel No: (012) 312 9916
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 38/11</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER REF NO: 3/2/1/2023/671</u></b> Chief Directorate: Restitution Management Support
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Communications / Journalism / Media Studies. Minimum of 2 years in the communication environment. Documentable, hands on experience in media liaison and production and publication of written material in corporate publications and the mass media. Job related knowledge: A broad knowledge of the Government and Provincial communication environment including Government Policies and key priorities. A sound knowledge and understanding of the South African media landscape and operations. General knowledge of current affairs. Job related skills: Computer skills. Good communication skills (verbal and written). Research

and interviewing skills. Analytical skills. Interpersonal relations. Problem solving skills. A valid driver's licence. Ability to process Information and willingness to travel extensively and work outside office hours. Ability to work under pressure and within a team.

**DUTIES**

: Render media liaison and surveillance for the Commission on Restitution of Land Rights. Establish and maintain an up to date comprehensive media database. Render support in the development and execution of media strategy and implementation plan for the Commission on Restitution of Land Rights. Render support for the preparation and distribution of media invitations, media statements and opinion pieces to generate positive publicity for the Commission on Restitution of Land Rights. Render support for the mobilisation of media attendance and participation during the Commission of Land Rights events. Render support to the coordination of media tours, media briefing sessions and media interviews to promote positive publicity on the Commission on Restitution of Land Rights activities. Keep track of daily media coverage of Commission on Restitution of Land Rights issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with relevant managers within the Commission. Profile the Restitution programme and activities through articles in corporate publications and the mass media. Research and write articles and opinion pieces to profile Restitution programme and activities through the internal and external departmental publications and the mass media. Generate own story ideas and interview key stakeholders to produce good quality articles profiling the Restitution programme. Render support for content development and production of communication and marketing related information for the Commission on Restitution of Land Rights. Identify needs for communication and marketing related information material for the Commission and facilitate the production of the material, in consultation with relevant stakeholders. Draft content for communication and marketing related information material for the Commission, for approval and design off by the relevant manager. Coordinate the development of fact sheets and frequently asked questions and answers for the Restitution programme and activities. Co-ordinate online and social media activities for the Commission on Restitution of Land Rights. Oversee the uploading for quality content of the Commissions webpage. Render support for content development for social media platforms. Maintain up to date activity on social media platforms through daily posts / tweets. Daily monitor client's activity and facilitate appropriate intervention and feedback. Build and maintain client relationships for the Commission on Restitution of Land Rights. Support In the development and execution of stakeholder engagement strategy and implementation plan for the Commission on Restitution of Land Rights. Render support for the preparation and distribution of stakeholder invitations, information sessions and district-based stakeholder engagement sessions for information sharing for the Commission on Restitution of Land Rights. Render support for walk-in clients and information sessions in the Commission. Attend inter-governmental plenary session nationally and provincially. Administer client database for the Commission on Restitution of Land Rights. Establish and maintain an up-to-date comprehensive stakeholder database. Update client database of the Commission on Restitution of Land Rights issues, on a regular basis. Administer communication for internal and external stakeholders in the Office of the Chef Land Claims Commissioner. Distribute information through emails and notice boards to staff members for updates. Render support for the distribution of letters and SMSs to beneficiaries for progress and update on their land claims. Oversee the observation of national calendar days of significance and staff internal events In the Office of the Chief Land Claims Commissioner. Coordinate internal events to observe the national calendars of significance. Render support in celebration of staff internal celebrations. Render support on events management in Restitution land handovers and financial compensation handover events. Render support on the coordination of land handover celebrations / events to celebrate redress and return of ancestral land to the rightful owners (e.g. Presidential, Ministerial and Provincial handover events). Assist on logistical arrangement in preparation of the Restitution events for it to be successful. Render support on identification of key stakeholders and project plan / communication plans. Provincial liaison to coordinate communication information for the Commission on Restitution of Land Rights. Liaison with provincial Regional Land Claims Commissioners, communicators and project managers for Restitution project and information.

Coordinate content and projects information to be used for communication reports and commission publications. Render support for corporate brand communication services. Render support for the procurement of Commission on Restitution of Land Rights branding material for the organisation visibility. Ensure that documents and promotional material comply with the Commission on Restitution of Land Rights corporate identity manual. Guard against the improper use of the commission corporate logo and colours. Manage the coordination of approvals, product production to delivery of final product. Render support on marketing of the Commission.

**ENQUIRIES** : Ms Z Phakedi Tel No: (012) 407 4449  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083  
**NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 38/12** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/667**  
 Directorate: Operational Management

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development. Development management including strategic management. Research methods and techniques. Understanding and interpret business plan. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative, ability to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

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

**ENQUIRIES** : Ms L Tswale Tel No: (015) 495 1937  
**APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.  
**NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

**POST 38/13** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/662**  
 Directorate: Plant Production

**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: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills

<b><u>DUTIES</u></b>	:	(verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K Petje Tel No: (012) 319 6227
	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 38/14</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 3/2/1/2023/672</u></b> Directorate: Property Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05)
	:	Eastern Cape (East London)
	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
	:	Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

**POST 38/15** : **REGISTRY CLERK REF NO: 3/2/1/2023/665**  
Directorate: Quality Assurance and Administration

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : 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.

**DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, 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.

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

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

**POST 38/16** : **REGISTRY CLERK REF NO: 3/2/1/2023/673**  
Directorate: Corporate Services

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : 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.

**DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, 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.

**ENQUIRIES**  
**APPLICATIONS**

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

**NOTE**

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