

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 08 July 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest 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 SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. 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, 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 is 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.
- ERRATUM:** Kindly note that following positions referred to below, advertised in the Public Service Vacancy Circular no 20 of 2022 dated 03 June 2022 Has reference. The following positions of Assistant Registrar of Deeds: Examination and Sorting (Bloemfontein) with Ref 3/2/1/2022/273 and Assistant Registrar of Deeds: Deeds Registration (King Williams Town) with Ref 3/2/1/2022/278 are hereby withdrawn. The position of Chief Professional Surveyor (2 Posts) (Western Cape) with Ref 3/2/1/2022/342 that was advertised in Public Service Vacancy Circular no 22 of 2022 dated 17 June 2022 Has reference. The Employment Equity is amended to African Males and African and Indian Females and Persons with disabilities are encouraged to apply. The Department apologies for any inconvenience caused.

## MANAGEMENT ECHELON

- POST 23/01** : **DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/2/1/2022/352**  
Directorate: PLAS Trading Account Financial Management
- SALARY** : R1 073 187 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE** : Gauteng (Pretoria)
- 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 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 licence.

**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: (012) 312 8911  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. 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 panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**OTHER POSTS**

**POST 23/02** : **DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/360**

**SALARY** : R882 042 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Directorate: District Office: Northern Cape (Frances Baard / John Taolo Gaetsewe)

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Agricultural Studies / Agricultural Economics / Development Studies. 3-5 years' experience at junior management level. Job related knowledge: Land Reform Provision and Assistance Act, Land Reform (Land Tenants) Act. Knowledge of Agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes, Recapitalisation and Development Programmes, Relevant Prescripts Pertaining to land reform and redistribution. Job related skills: Communication skills, People management skills, Strategic thinking skills, Facilitation and presentation skills, Financial management skills and Computer literacy (Microsoft Word, Excel, Power Point, Project). A valid driver's licence.

**DUTIES** : Manage operations to achieve planned outcomes. Manage the identification of potential projects (One Household One Hectare (1HH1HA), Land Development Support, etc). Prioritise selected projects within the Province in accordance with policy and implementation framework of the Province. Facilitate the identification of projects with Restitution and Project Management Unit in the Province. Identify projects that require de-commitment. Coordinate planning, monitoring and reporting mechanisms of Recapitalisation and Development Programme (RADP) projects in line with government priorities. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment and appointment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalisation and Development. Develop and implement Recapitalisation and Development Programme (RADP) related policies, systems and procedures. Oversee the RADP the appropriate application of RADP systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them with the developed systems and procedures. Oversee the population of reporting templates for information gathering. Oversee effective promotion of Recapitalisation and Development Programme (RADP) and recruitment of strategic partners to advance Provincial and District partners. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Oversee the development of Cluster Value Chain Integrated Model. Facilitate Institutional Partnerships arrangement. Oversee partnership arrangements. Manage timely strategic interventions.

**ENQUIRIES** : Ms T Oliphant Tel: (053) 830 4056

**APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

**NOTE** : Coloured, Indian and White males and Coloured, Indian, White females and Persons with Disabilities are encouraged to apply.

**POST 23/03** : **AGRICULTURAL MANAGEMENT ADVISOR REF NO: 3/2/1/2022/361**  
Directorate: Agriculture Inputs Control

**SALARY** : R882 042 per annum (Level 12) (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 Veterinary Science (BVSc/BVMCH) Degree. Compulsory registered with South African Veterinary Council as a Veterinarian. 3 years post qualification regulatory experience. 3 years' experience at junior management level. Job related knowledge: Expertise and experience in the evaluation of stock remedies. Expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guidelines. Job related skills: Knowledge of and experience in: Programme and project management. Scientific methodologies and models. Ability to research and develop independently. Computer applications (Microsoft office software – Word, Excel and PowerPoint). Legal compliance. Data analysis (high level analytical skills). Presentation skills. Technical report

writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure. Willingness to work extended hours and overtime may be required.

**DUTIES** : Evaluate and review application for the registration of stock remedies. Conduct analysis of scientific data during the evaluation of applications to register stock remedies. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Development of new policies, programs and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Identify gaps and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and Standard Operating Procedures. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice.

**ENQUIRIES** : Mr MJ Mudzunga Tel: (012) 319 7303  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 23/04** : **DEPUTY DIRECTOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/364**  
Directorate: Operational Management

**SALARY** : R882 042 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : East London (Chris Hani)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3-5 years working experience at junior management level. Experience in research management and implementation. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues. Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act. Basic knowledge of financial management and administration system. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent communication skills (verbal and written) and Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.

**DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-locco inspection of claims. Manage the verification of validated claims. Conduct homestead identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft Section 42D.

**ENQUIRIES** : Ms A van Vuuren Tel: (043) 701 8127 or Ms A Kili Tel: (043) 701 8135

- APPLICATIONS** : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1<sup>st</sup> Floor, East London, 5201.
- NOTE** : African, Coloured, Indian and White Males and Indian Females as well as Persons with disabilities are encouraged to apply.
- POST 23/05** : **DEPUTY DIRECTOR: LABOUR TENANTS REF NO: 3/2/1/2022/353**  
Directorate: Tenure Reforme Implémentation
- SALARY** : R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Mpumalanga (Mbombela)  
Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law, Humanities, Economics, Development Studies. 3 years' experience at junior management level. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Strategic management skills, Operational planning skills, Proven supervisory skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy and Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the Employer.
- DUTIES** : Coordinate the issuance of notices of Labour Tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that Project Officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management. Ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour Tenant applications. Monitor performance of District Offices against targets processing Labour Tenant. Ensure that Project Officials comply with the standard operating procedures for the processing of applications. Quality check all submissions from the Districts (terms of reference and memorandums for subdivision, valuation, conveyancing and referrals for presentation to Provincial Technical Committee (PTC) and National Land Allocation and Acquisition Committee (NLAACC) to ensure compliance to the Labour Tenants Act (LTA). Ensure that a targeted number of applications are settled per year. Coordinate the negotiations for the settlement of applications. Assist Project Officials from District Offices to negotiate the settlement of complex applications. Stakeholder management. Assist the Director: Tenure Reform Implementation to organise the provision of post-settlement support to Labour Tenants by the Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Manage section 33 (2A) direct access to court cases. Engage Project Officer, Land Owner and Labour Tenants on cases to be referred / already referred. Assist in drafting and vetting of settlement agreement. Vet Court referral package for approval by the Director: Tenure Reform Implementation. Assist in serving the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred or to be referred cases to State Attorney. Keep and update the referral spreadsheet. Maintain the database of Labour Tenant applications. Ensure that the database is accurate, complete and is updated monthly. Submit statistical reports monthly to the Director: Tenure Reform Implementation. Coordinate reports. Update Project Management System (EPM Live) and / or Project Register. Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Reform Implementation. Manage External and Internal Audit – Compile the audit management plan, ensure implementation of Action plan, respond to audit queries. Fraud and Risk Management (Finalisation of annual plans and monitoring and reporting monthly). Ensure budget expenditure reporting (Guard against over expenditure / under expenditure by balancing Integrated Operational Plan implementation with approved procurement Plan).

**ENQUIRIES APPLICATIONS** : Ms M Senwana Tel: (013) 754 8098  
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

**POST 23/06** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT AND OFFICE ADMINISTRATION REF NO: 3/2/1/2022/359**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R744 255 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : Northern Cape (Kimberley)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Financial Management / Logistics Management / Purchasing Management / Public Administration / Public Management. 3 years' experience at junior management level in Supply Chain Management. Job related knowledge: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Preferential Procurement Policy Framework and Supply Chain Management Framework. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Understanding of supply chain management processes. 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, People management skills, Customer and client focus. Statistical forecasting skills. A valid driver's licence and willingness to travel.

**DUTIES** : Manage the demand management plan and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and assets. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link medium term expenditure framework. Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistics and transport services. Implement logistics management systems, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payment for goods, services and assets. Manage stores and warehousing. Manage creditor's reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.

**ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel: (053) 830 4056  
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

**NOTE** : Coloured, Indian and White males and African, Coloured, Indian, White females and Persons with Disabilities are encouraged to apply.

**POST 23/07** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/362**  
Chief Directorate: Land Restitution Support

**SALARY** : R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : Kwazulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Public Administration / Public Management / Management. 3 years' experience at junior management level. Job related knowledge: Good understanding of Governmental Management Systems, Microsoft office suite and knowledge of financial management. Job related skills: Ability to function autonomously, Be self-driven. Problem solving and analysis skills. Honesty and integrity. Strategic thinking and planning skills. Strong negotiation and facilitation skills.

- DUTIES** : Prepare and analyse documents and prepare informative notes for decision making by the Chief Director. Analyse every request coming into the office of the Chief Director. Analyse memorandums, submissions, reports and letters from internal and external stakeholders. Ensure compliance in terms of turnaround times, inform the Chief Director timeously of deadlines. Ensure that projects are aligned to the project register. Ensure that all projects are in line with the Operational Plan and the Annual Performance Plan (APP). Collate and disseminate captured operational data. Coordinate the submission of Operational Plans by business units. Prepare the Operational Plan for the Regional Land Claims Commission: KwaZulu Natal and disseminate the approved plan to the business units. Analyse and present operational performance reports at management meetings. Coordinate the submission of monthly performance reports by business units. Ensure that analysed performance information is presented to management. Generate and identify trends and deviations from goals. Ensure that financial and non-financial performance is measured against the Operational Plan. Communicate performance gaps and monitor the implementation of recovery plans.
- ENQUIRIES** : Advocate B Mbili Tel: (033) 341 2600
- APPLICATIONS** : 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** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 23/08** : **CHIEF FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 3/2/1/2022/259**  
Directorate: Food Safety and Quality Assurance
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / BSc Degree / National Diploma in Chemistry / Analytical Chemistry / Oenology / Botany / Viticulture / Microbiology / Food Science / Technology. 3-years relevant experience in the field of quality and food safety in relation to liquor products and the use of the Wine Online certification system. Job related knowledge: Public Service Regulations, Agricultural Products Standards Act, Liquor Products Act, International agreements, conventions and bilateral agreements relating to sanitary and food quality matters regarding liquor products. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Ability to communicate well and interact with people at different levels (verbal and written), Integrity and discretion, Planning and organising, Creativity, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy (Microsoft office and Wine Online system). Report writing. A valid driver's licence and the ability to drive. Ability in drafting of technical and non-technical correspondence. Willingness to work extended hours.
- DUTIES** : Evaluate, compile and amend product standards, policies, procedures, guidelines with regards to the quality of regulated liquor products and develop and implement methodologies, policies, systems and procedures for liquor products. Evaluate, compile and amend regulations, product standards, policies, procedures, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified liquor products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft / amend regulations, export standards and requirements for local and imported liquor products. Identify food safety and quality risks by monitoring international standards, best practice and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and / or guideline on the interpretation of the relevant Acts and assisting Acts and assisting with and reviewing of the implementation thereof by other divisions. Provide technical advice and guidance on the application, interpretation of the regulations, product standards, policies, procedures, guidelines and legislative and perform

scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the interpretation of the Liquor Products Act (LPA) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Evaluate analytical profiles, labels and composition of liquor products destined for import / export to ensure compliance with the requirements of the Liquor Products Act, export country requirements, relevant international agreements and report accordingly. Conduct sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the Liquor Products Act and export country standards. Conduct import and export risk assessment on liquor products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Draft certificate of origin for agricultural products, issue consignee clearance documentation for liquor products for all export destinations (certificate of origin, certificate for free sale, analyses certificates, etc). Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends / requirements. Manage and maintain database and information related to the following: Registration and / or cancellation of A and B- and date codes for processing establishments. Registration and / or cancellation of A and B-codes. Registration and / or cancellation of labels for the export of liquor products. Maximum residue limits (MRL) for wine destined for export. Wine Online export certification system to ensure compliance with standards of the Liquor Products Act and international standards of the various exporting countries. Newly published regulations, import and export standards. Notices and draft regulations and standards for gathering public comments. Standards Operating Procedures. Stakeholder communication. Liaise with national and international stakeholders, industry role players, other Departments and DALRRD officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South Africa industries and other divisions informed of new trends / requirements. Participate in the formulation of South Africa's position in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, oenological and production practices to ensure compliance with national and international food safety and quality requirements for liquor products in terms of South Africa's membership to international standard setting bodies (e.g. Inter-national Organisation for Wine and Vine (OIV), CODEX, etc). Monitor quality and accuracy of historical liquor product analytical data on Wine Online and make appropriate interventions with stakeholders to ensure accurate results and data integrity. Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human capital development / staff supervision. Allocate and ensure quality of work. Training and development. Monitor performance. Apply discipline.

- ENQUIRIES** : Ms WJ Hanekom Tel: (021) 809 0374
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 23/09** : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2022/366**  
Office of the Registrar of Deeds
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Vryburg
- REQUIREMENTS** : National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting. 3 Years supervisory experience in an Finance Environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.



- DUTIES** : Managing of budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Managing revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Managing of debtors. Monitor recovery of outstanding debt and collection progress report. Analyze comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Managing of creditors. Monitor payment of suppliers/ service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.
- ENQUIRIES APPLICATIONS** : Ms A Golele Tel: (053) 928 8126
- NOTE** : Please ensure that you send your application to Private Bag X1, Vryburg,8600 or Hand deliver it to the Office of the Registrar of Deeds: Vryburg at 26, De Kock Street, Vryburg,8601 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Females and Persons with disabilities are encouraged to apply.
- POST 23/10** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2022/367**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
: Mpumalanga  
: National Diploma or Degree in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. 3 years supervisory experience in Supply Chain Management environment. Knowledge Public Finance Management Act (PFMA). Treasury Regulations and other related prescripts. Supply chain management policy. Knowledge of the SCM system. Knowledge of human and finance resource management. Government decision making processes. Knowledge on OHS. Interpersonal skills. Computer software skills. Budget forecasting skills. Problem solving and decision-making skills. Time management skills. Verbal and written communication skills.
- DUTIES** : Managing the demand management process. Compile and review DMP. Compile procurement plan. Verify procurement request received with DMP and advise clients. Verify and advise on specification / Terms of reference from end users. Identify, advise, and implement sourcing strategies for procurement. Managing procurement of goods and services. Analyse requisitions / memorandums and submit for quotations. Verify the completeness of the checklist and adjudicate quotations. Analyse comments on the outstanding requisitions / and Purchase Orders reports. Review Purchase Orders for travelling on the system. Approve receipting of goods and services rendered. Verify comments on the accrual report. Compile memorandum for approval of bid specification committee and bid evaluation committee. Managing of assets and stores. Review Asset Management plan for new acquisitions. Maintain Asset Register and address variances. Manage movement of assets. Oversee asset verification process. Oversee asset disposal / write-off process. Manage the stocktaking process and address variances. Managing of contracts. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variations. Manage expiry and renewal of contracts and advise. Manage performance of contractors. Managing OHS and facilities. Facilitate maintenance of building and equipment. Report and monitor implementation of the OHS plan.
- ENQUIRIES APPLICATIONS** : Ms T Makama Tel: 013 756 4605/4000
- NOTE** : Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.

**POST 23/11** : **ASSISTANT DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: 3/2/1/2022/368**  
Office of the Registrar of Deeds

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
: Pietermaritzburg  
: National Diploma in Human Resources Management / Public Management / Administration / Public Administration. 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer Literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. Drivers License.

**DUTIES** : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify EE stats. Manage labour relations matters. Facilitate/Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office EPMS implementation plan, monitor compliance, and submit report. Monitor quality assurance on PAs, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage MC processes. Verify MC summary reports and compile MC memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

**ENQUIRIES APPLICATIONS** : Ms Z Mthembu Tel: (033) 355 6812  
: Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.

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

**POST 23/12** : **ASSISTANT DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: 3/2/1/2022/369**  
Office of the Registrar of Deeds

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
: King Williams Town  
: National Diploma in Human Resources Management / Public Management / Administration / Public Administration. 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer Literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. Drivers License.

**DUTIES** : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection

process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify EE stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office EPMDS implementation plan, monitor compliance, and submit report. Monitor quality assurance on PAs, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage MC processes. Verify MC summary reports and compile MC memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

- ENQUIRIES** : Ms M Mobe Tel: (043) 642 2741
- APPLICATIONS** : Please ensure that you send your application to, Private Bag X7402, King Williams Town 5600 or Hand deliver it to 113 Alexandra Road; King Williams Town before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White males and Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 23/13** : **SENIOR EXAMINER REF NO: 3/2/1/2022/386 (2 POSTS)**  
Office of the Registrar of Deeds
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : King Williams Town
- REQUIREMENTS** : National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
- DUTIES** : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
- ENQUIRIES** : Ms D Looock Tel (043) 642 2741 or Ms M Mobe Tel: (043) 642 2741
- APPLICATIONS** : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 23/14** : **BUSINESS DEVELOPER REF NO: 3/2/1/2022/363**  
Directorate: Small Business Development  
Re-advertisement, applicants who applied previously are encouraged to reapply

**SALARY** : R321 543 per annum (Level 8)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Economics / Business Management / Financial Management. 2-years' experience in Agricultural Economic environment with exposure to the agricultural business environment. Job related knowledge: Knowledge of Broad-based Black Economic Empowerment (BBBEE) Act and related legislation, National Small Business Amendment Act, Companies Act, Cooperative Act, Public Finance Management Act and Batho Pele principles. Job related skills: High level of integrity. Strong leadership and supervisory skills, Analytical skills, Strong work ethics, Good interpersonal skills, Negotiation skills. Ability to work independently, Ability to work under pressure, Planning and execution skills, Management of Human Resources skills. Acceptance of responsibilities. Willingness to travel extensively and work extended hours. A valid driver's licence.

**DUTIES** : Provide inputs in drafting policy frameworks and guidelines for developing Small, Micro and Medium Enterprises (SMMEs) / Cooperatives in the DALRRD sector. Conduct research. Provide inputs into the development of the frameworks and guidelines. Provide progress report on the implementation. Conduct environmental scanning on the SMMEs in the DALRRD sector. Liaise with Provincial Departments to identify SMMEs / cooperatives for assessment to outline areas of improvement and strengths. Conduct assessment on SMMEs using Diagnostics Business Assessment Tools. Analyse the results. Develop a report on the outcomes. Provide advice and support to SMMEs / cooperatives on the assessments conducted. Develop action plans based on the outcomes of the assessments and prioritise areas for immediate action with the SMMEs. Facilitate linkages with commercial agriculture, government Departments and other partners in order to grow the business. Monitor progress and identify shortcomings in the implementation of the action plans through reassessments. Provide corrective measures to address the challenges emanating from implementation of the action plan. Arrange workshops with other Directorates (marketing, inspection, plant production etc.) and other institutions (Small Enterprise Development Agency, Small Enterprise Finance Agency, South African Revenue Service, Perishable Products Export Control Board etc.) to support in the compliance, growth and development of the SMMEs / cooperatives in the DALRRD sector. Capacitate SMMEs / cooperatives and / or Provincial officials on business planning and evaluate business proposals received. Liaise with Provincial Departments to identify SMMEs / cooperatives that requires capacitating. From the environmental scanning/assessments conducted identify SMMEs / cooperatives that require capacitating. Conduct workshops to capacitate SMMEs / cooperative and / or Provincial Officials on the use and benefits of the business plan. Provide advisory support and guidance as and when required on the compilation of business plans. Assess and evaluate the outcomes of the capacitation of the business planning and report.

**ENQUIRIES** : Ms B. Moodley Tel: (012) 319 8154  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

**POST 23/15** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/370**  
Office of the Registrar of Deeds

**SALARY** : R321 543 per annum (Level 8)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management. Driver's license. 2 years' experience in Supply Chain Management environment. Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy

Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Interpersonal skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.

- DUTIES** :
- Administer procurement of goods and services. Consolidate inputs and compile DMP. Review specifications/terms of reference for goods and services Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit. Draft asset verification plan and submit. Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal / write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Submit report for accidents and loss of fuel cards / keys on vehicle. Managing OHS and facilities Facilitate maintenance of building and equipment. Report and monitor implementation of the OHS plan.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr T Clark Tel: (021) 464 7601
- Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
- NOTE** :
- Coloured, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/16** :
- LAND REFORM OFFICER: LABOUR TENANTS REF NO: 3/2/1/2022/354**  
Directorate: Tenure Reform Implementation  
(12 Month Contract)
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R321 543 per annum (Level 8) (plus 37% in lieu of benefits)  
Mpumalanga (Mbombela)  
Applicants must be in possession of a Grade 12 Certificate and LLB Degree. 2 years working experience in a legal environment. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Communication skills. Ability to draft terms of reference for service provider. Ability to manage consultants. Computer literacy. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate as a result of operational requirements of the Employer.
- DUTIES** :
- Refer to the Land Claims Court labour tenant applications that can be resolved through litigation. Manage Section 33(2A) direct access to court cases. Evaluate if the project is ripe for referral. Engage Project Officer, Landowner and Labour Tenants. Draft and vet settlement agreement. Compile Court referral package for approval by the Director: Tenure Reform Implementation. Liaise with Senior Land Reform Advisor / Deputy Director: Labour Tenants / District and Provincial Deputy Director: Tenure Reform Implementation / Office of the Special Master for Labour Tenants for further screening of referrals. Serve the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred cases to State Attorney. Monitor and report on court cases and liaise with Attorneys. Keep and update

the referral spreadsheet. Monitor referred cases to Court / Land Rights Management Facility. Liaise with State Attorney and the appointed Attorney when referred. Compile progress reports on referred cases. Arrange legal representation of indigent parties through the Land Rights Management Facilities. Assist and advise Project Officers who are preparing Section 17 and those doing negotiations. Compile / quality check Land Rights Management Facility and Land Administration Study Association referral package for approval by the Director: Tenure Reform Implementation. Liaise with Senior Land Reform Advisor / Deputy Director: Labour Tenants / District and Provincial Deputy Director: Tenure Reform Implementation / Office of the Special Master for Labour Tenants for further screening of referrals. Process application in terms of Promotion of Access to Information Act relating parties to Labour Tenant applications. Receive Labour Tenant's enquiries in terms of Promotion of Administrative Justice Act. Package response for attention of Departmental Information Officer. Assist in setting up of legal entities. Conduct legal entity workshop. Draft Communal Property Associations Constitutions or Trust Deeds for land reform beneficiaries. Facilitation of adoption of the Constitutions / Trust Deeds and election of Committees / Trustees. Compile submissions for registration of the Communal Property Associations and or Trusts. Liaise with the Registrar's offices (Courts / Communal Property Institution). Engage Labour Tenants / Farm Dwellers and other relevant stakeholders.

- ENQUIRIES** : Ms M Senwana Tel: (013) 754 8098
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 23/17** : **PROJECT OFFICER: LABOUR TENANTS (15 POSTS)**  
(12 Month Contract)  
Directorate: Tenure Reform Implémentation
- SALARY CENTRE** : R261 372 per annum (Level 7) (plus 37% in lieu of benefits)  
: Mpumalanga (Gert Sibande District: Mkhondo / Piet Retief and Ermelo Ref No: 3/2/1/2022/355 (6 Posts)  
(Nkangala District: Emalahleni / Witbank Ref No: 3/2/1/2022/356 (4 Pots)  
(Ehlanzeni District: Mbombela / Nelspruit Ref No: 3/2/1/2022/357 (5 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree/National Diploma in Law, Social Science, Economics, and Development Studies. 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiations skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.
- DUTIES** : Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land

Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Issue and gazette number of S17 Notices. Trace / locate applicant, property and conduct in loco inspection. Conduct research on the claim / application and compile Land Rights Enquiry report. Ensure that farm owner's details are located and updated. Engage Deeds and Surveyor General Offices to get property details. Engage National Geo-Spatial Information to get Aerial photographs of the property. Facilitate Gazetting of project. Render administration services. Submit plans, monthly reports and assessments reports. Maintain Labour Tenants database. Update information on the database. Provide statistical information on Labour Tenants.

**ENQUIRIES  
APPLICATIONS**

: Ms M Senwana Tel: (013) 754 8098  
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

**NOTE**

: For the positions of Gert Sibande District: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. For the positions of Nkangala District: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. For the positions of Ehlanzeni: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 23/18**

: **REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2022/371**  
 Office of the Chief Registrar of Deeds

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 7)  
 : Pretoria  
 : A Grade 12 certificate. 3 years of 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. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

**DUTIES**

: Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services. Opening and close files according to the record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and 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. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and 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. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES  
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel: (012) 338 7376  
 : 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 Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 23/19** : **FINANCE CLERK (SUPERVISOR) REF NO: 3/2/1/2022/372**  
Office of the Registrar of Deeds

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 certificate. 3 years of experience in Financial Environment required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Services financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

**DUTIES** : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Ms L Maloka Tel: (011) 843 8338 / 079 974 8677  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Marshalltown, 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers Corner of Pritchard & Von Willigh Streets Johannesburg, 2107 before the closing date as no late applications will be considered.

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

**POST 23/20** : **HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/373**  
Office of the Registrar of Deeds

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Vryburg  
**REQUIREMENTS** : Grade 12 certificate. 3 years' experience working in Human Resource environment. 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. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration



- enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Mr A Golele Tel No: (053) 928 1506  
: Please ensure that you send your application to Private Bag X1, Vryburg,8600 or Hand deliver it to the Office of the Registrar of Deeds: Vryburg at 26, De Kock Street, Vryburg,8601 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/21** : **HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/374**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7)  
: Pietermaritzburg  
: Grade 12 certificate. 3 years' experience working in Human Resource environment. 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. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- Duties** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms Z Mthembu Tel: (033) 355 6812  
: Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Females and African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/22** : **HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/375**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7)  
: Office of The Registrar Of Deeds (Cape Town)  
: Grade 12 certificate. 3 years' experience working in Human Resource environment. 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. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (Final authorisation should happen on a higher level

preferable at AD or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.

**ENQUIRIES  
APPLICATIONS**

: Mr T Clark Tel: (021) 464 7601  
: Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 23/23**

: **JUNIOR EXAMINER REF NO: 3/2/1/2022/387 (4 POSTS)**  
Office of the Registrar of Deeds

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 7)  
: King Williams Town  
: National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.

**DUTIES**

: Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.

**ENQUIRIES  
APPLICATIONS**

: Ms M Mobe Tel: (043) 642 2741  
: Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 23/24**

: **CONTROL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/388 (2 POSTS)**  
Office of the Registrar of Deeds

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 7)  
: King Williams Town  
: Grade 12 Certificate. 5 years' experience at a level of Chief Deeds Registration clerk. 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**

: Supervise the lodgement of deeds and preparations of deeds for registration / execution. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check

completed lodgement and execution form and statistics register. Submit inputs for updating of procedure manual. Report malfunctioning of system and faulty equipment. Supervise the numbering / registration of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed numbering register and control form. Report malfunctioning of system and faulty equipment. Supervise final checking of deeds and delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep a register of all errors and submit. Report malfunctioning of system and faulty equipment. Open of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to SGO and local authorities. File documents / plans in the scheme file. Supervise the recording of permanently filed titles. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check office notes regarding purging of interdicts.

**ENQUIRIES** : Ms M Mobe Tel: (043) 642 2741  
**APPLICATIONS** : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

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

**POST 23/25** : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/389**  
Office of the Registrar of Deeds

**SALARY** : R211 713 per annum (Level 6)  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : Grade 12 (National Senior Certificate). 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (written and verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Team work.

**DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.

**ENQUIRIES** : Ms M Mobe Tel: (043) 642 2741  
**APPLICATIONS** : Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

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

**POST 23/26** : **CHIEF DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2022/390**  
Office of the Registrar of Deeds

**SALARY** : R211 713 per annum (Level 6)  
**CENTRE** : King Williams Town

- REQUIREMENTS** : Grade 12 (National Senior Certificate). 2 years of experience in the Deeds Registry or administrative experience. Extensive knowledge of Deeds Registry registration procedures. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration System (DRS). Computer Literacy (Typing) 45 words per minute. Communication skills (written and verbal). Good judgement and assertiveness skills. Organising and problem-solving abilities. Team work.
- DUTIES** : Prepare deeds and documents. Scan, count deeds and documents. Link bar code to property and owners and generate printouts. Capture deeds and document on DRS. Scan and count title deeds in to the DRS. Capture the registration information in respect of Deeds and documents. Endorse captured deeds and stamp on deed and sign. Capture interdicts and withdrawal of interdicts / caveats. Verify deeds and documents. Compare information captured against source documents. Record incorrectly captured information and refer for rectification. Endorse verification stamp, sign and scan deeds out of data. Compare captured interdict and withdrawal of interdicts / caveats. Conduct final black booking. Count, scan deeds and documents for black-booking. Check deeds and documents for interdicts. Endorse the final black-booking stamp. Verify prepared information and capture fees.
- ENQUIRIES APPLICATIONS** : Ms M Mobe Tel: (043) 642 2741  
: Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/27** : **ADMINISTRATION CLERK: LABOUR TENANTS REF NO: 3/2/1/2022/358**  
Directorate: Tenure Reform Implementation  
(12 Month Contract)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5) (plus 37% in lieu of benefits)  
: Mpumalanga (Mbombela)  
: Applicants must be in possession of a Grade 12 Certificate. No previous experience. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Services. Job related skills: Proven written skills and proficiency in English and at least one other South African language. Good interpersonal relations skills. Computer literacy.
- DUTIES** : Render general clerical support services within the component. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquires. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Management of statistical data for Labour Tenants applicants. Updating of statistical information on settled Labour Tenants and Section 17 notices issued. Updating of statistical information on hectars acquired for farm dwellers and Labour Tenants. Updating of statistical information on outstanding Labour Tenants applications / claims. Reconciliation of Provincial baseline information on outstanding and settled Labour Tenants applications / claims with Districts and National. Keep and maintain the database of Labour Tenants. Management and control of submissions and documents (provide administration support) within the component. Receive and record all incoming and outgoing correspondences / submissions and distribute to relevant team members / office or filed such as: Approved Certification, Disposal and acquisition memos, Gazettes and Section 17 notices and referrals. Keep and maintain the incoming and outgoing document register of the component. Provide administration support services in the component. Compile minutes of all meetings within the component. Prepare documents for meetings. Assist officials within the components with travelling and accommodation bookings.
- ENQUIRIES APPLICATIONS** : Ms M Senwana Tel: (013) 754 8098  
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 23/28** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/376 (3 POSTS)**  
Office of the Chief Registrar of Deeds
- SALARY** : R176 310 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES** : Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel: (012) 338 7376  
**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 Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/29** : **ADMINISTRATION CLERK REF NO: 3/2/1/2022/377**  
Office of the Registrar of Deeds
- SALARY** : R176 310 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Language. Good verbal and written communication skills. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms DP Sambo Tel: (012) 338 7230

- 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 at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Males and Indian and White Females and Persons with disability are encouraged to apply.
- POST 23/30** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/378 (2 POSTS)**  
Office of the Registrar of Deeds
- SALARY** : R176 310 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES** : Ms DP Sambo Tel: (012) 338 7230  
**APPLICATIONS** : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Cnr Bosman and Pretorius Street, Pretoria, 0002 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/31** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/379**  
Office of the Registrar of Deeds
- SALARY** : R176 310 per annum (Level 5)  
**CENTRE** : Vryburg  
**REQUIREMENTS** : A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

- ENQUIRIES APPLICATIONS** : Ms A. Golele Tel: (053) 928 1500 / (053) 928 1506  
 : 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 Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/32** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/380 (2 POSTS)**  
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
 : Mpumalanga  
 : A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES APPLICATIONS** : Ms T Makama Tel: (013) 756 4605  
 : 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 Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/33** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/381**  
 Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
 : Bloemfontein  
 : A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for

	:	goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<b><u>ENQUIRIES</u></b>	:	Ms I Khanyile Tel: (051) 403 0300
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X20613, Bloemfontein, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Indian Females and Coloured, African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 23/34</u></b>	:	<b><u>SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/382 (3 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
<b><u>DUTIES</u></b>	:	Render asset management clerical support. Compile and maintain records (e.g asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mthembu Tel: (033) 355 6812
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9028 Pietermaritzburg,3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 23/35</u></b>	:	<b><u>SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/383 (3 POSTS)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. No experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.
<b><u>DUTIES</u></b>	:	Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render



- logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES APPLICATIONS** : Mr T Clark Tel: (021) 464 7601
- : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Females and African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/36** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/384**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
 : Cape Town  
 : 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. Planning and organisation. Computer literacy good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr T Clark Tel: (021) 464 7601
- : Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
- NOTE** : African, Indian and White Females and African, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/37** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/385**  
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
 : King Williams Town  
 : 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. Planning and organisation. Computer literacy good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms M Mobe Tel: (043) 642 2741
- : Please ensure that you send your application to Private Bag X7402, King Williams Town or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.
- NOTE** : Indian and White Females and Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.

- POST 23/38** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/391**  
Office of the Registrar of Deeds
- SALARY** : R124 434 per annum (Level 3)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.
- DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.
- ENQUIRIES** : Ms. DP Sambo Tel: (012) 338 7230  
**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 Merino Building Corner Bosman and Pretorius Street Pretoria 0002 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 Persons with disabilities are encouraged to apply.
- POST 23/39** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/392 (2 POSTS)**  
Office of the Registrar of Deeds
- SALARY** : R124 434 per annum (Level 3)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.
- DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.
- ENQUIRIES** : Ms L Maloka Tel: (011) 848 8338  
**APPLICATIONS** : Please ensure that you send your application to P.O Box 61873, Marshalltown 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers Corner of Pritchard & Von Willigh Streets, Johannesburg 2107 before the closing date as no late applications will be considered.
- NOTE** : Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 23/40** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/393**  
Office of the Registrar of Deeds
- SALARY** : R124 434 per annum (Level 3)  
**CENTRE** : Mpumalanga  
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

**DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.

**ENQUIRIES** : Ms. T Makama Tel: (013) 756 4000  
**APPLICATIONS** : Please ensure that you send your application to Private Bag 11239 Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Nelspruit 1200 before the closing date as no late applications will be considered.

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

**POST 23/41** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/394**  
Office of the Registrar of Deeds

**SALARY** : R124 434 per annum (Level 3)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

**DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.

**ENQUIRIES** : Mr. I Khanyile Tel: (051) 403 0300  
**APPLICATIONS** : Please ensure that you send your application to Private Bag X20613 Bloemfontein 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein 9301 before the closing date as no late applications will be considered

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

**POST 23/42** : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/395 (2 POSTS)**  
Office of the Registrar of Deeds

**SALARY** : R124 434 per annum (Level 3)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

**DUTIES** : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and

documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. T Clark Tel: (021) 464 7601  
: Please ensure that you send your application 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 before the closing date as no late applications will be considered.

**NOTE**

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