

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	02 June 2023 at 16:00
<u>NOTE</u>	:	<p>The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration(DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by South African Qualification Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection Committee will recommend candidates to attend a generic managerial competency assessment in compliance with the 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. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

MANAGEMENT ECHELON

<u>POST 17/01</u>	:	<u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u> <u>REF NO: 3/2/1/2023/370</u> Chief Directorate: Cadastral Advisory and Research Services
<u>SALARY</u>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a four-year B or BSc Degree in Geomatics/Surveying (NQF 7) as recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professional Act, 2013. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Certificate of Successful Completion of the National School of Government's Senior Management Service Pre-Entry Programme. Minimum of 5 years' experience at a senior managerial level in a Land Surveying environment. Appropriate post registration experience in Cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project Management principles and tools. The political landscape of South Africa. Job related skills: Project Management. Team Management. Interpersonal. Budget Forecasting. Computer Literacy. Resource Planning. Problem Solving and Decision-Making. Time Management. Business. Communication. Driver's licence.
<u>DUTIES</u>	:	Manage and oversee Cadastral Research and Development. Research ways of transforming, improving and rationalizing South African Cadastral and Tenure systems. Study world trends, legislative framework, compare with other systems, propose amendments and report on findings. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/ Investigate concerns, proposals for amendment and streaming of legislation. Manage and oversee the provision of internal and external Professional Advisory and Support Services. Research, compile reports and supply information in respect of internal and external Cadastral matters and requests from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislation and time frames, client's request as well as within targets set by the Service Delivery Improvement Programme. Render Management & Research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury Instructions. Provide professional services to public departments in the surveys of State and Trust Land and State Domestic Facilitates undertaken by the private sector (Public Private Partnerships). Manage and oversee the administration of international boundaries. Manage the administration of South African international boundaries, in compliance with South African and International legislation. Manage the research, investigation and finding solutions to anomalies in Republic of South Africa international boundaries in conjunction with representatives from the neighbouring states. Manage advisory services on Republic of South Africa international boundary issues affecting State Organs and Parastatals. Participate in the physical delineation of international borders. Manage and oversee the registration of Sectional Title Practitioners. Monitor Sectional Titles Practical Training Programmes in accordance with Sectional Titles Act and Training Schedule. Implement examination for registration of Sectional Titles Practitioners in compliance with requirements of the Sectional Titles Act, including ensuring moderation thereof. Maintain and update the register for sectional title practitioners. Manage and oversee the preparation of technical procedures and standards. Assist Chief Surveyor General in management of updating Surveyor's General procedures and standards, in

compliance with legislation and in consultation with Profession/ Stakeholders. Investigate effects of technological advancement on technical procedures and standards and transform accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and the Survey Regulations Board (SRB) for review of regulations framed under the Act. Assist the Chief Surveyor -General with administration and control of the Survey Regulations Board (SRB) and provide secretariat thereof. Provide support to the South African Geomatics Council (SAGC) in their mandate to oversee the registration of Professional Land Surveyors, Geomatics Professionals, Geomatics Technologists and Geomatics Technicians.

ENQUIRIES : Mr SB Mdubeki Tel No: (012) 326 8050
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.

OTHER POSTS

POST 17/02 : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING REF NO: 3/2/1/2023/379**
 Directorate: Examination, Execution, and Deeds Training Services

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

CENTRE : Office of The Registrar of Deeds (Bloemfontein)
REQUIREMENTS : National Diploma in Law / National Diploma Deeds Registration Law/ Buris/ B Proc/ LLB. 4 years' experience at middle management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): (Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law). Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation Skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.

DUTIES : Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Compile and submit course/training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

ENQUIRIES : Mr. I Khanyile Tel No: (051) 403 0300 or Ms. D Tshabalala Tel No: (051) 403 0300

APPLICATIONS : Please ensure that you send your application to Private Bag X20613 Bloemfontein 9301 or Hand deliver it during office hours to the Office of the Registrar of Deeds: New Government Building, corner Aliwal and Nelson Mandela Drive Bloemfontein 9301 before the closing date as no late applications will be considered

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

POST 17/03 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/374**
 Directorate: Employee Relations

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

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Labour Relations / Labour Law / Human Resource Management (NQF 6). Minimum of 3 years' experience at junior management level in Labour Relations / Labour Law environment. Job related knowledge: Human Resource Strategy, Planning and Systems. Human Resource Transformation, Monitoring and Evaluation. PERSAL control. Job related skills: Communication (verbal and written) skills. Strategic planning and leadership skills. Monitoring and evaluation skills. Negotiation and conflict resolutions skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Working irregular hours and willing to travel. Valid Divers' license.
- DUTIES** : Manage the expeditious finalisation of grievances. Investigate all grievances, submit recommendations for mandate to the line manager, and make recommendations to the Accounting Officer. Monitor implementation and adherence of prescripts governing grievances. Ensure effective advice towards the resolution of grievances. Manage and ensure prompt referral of grievances to the Executive Authority and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievances. Provide efficient and effective advice on grievance matters and complaints. Communicate the outcomes of the grievance to the aggrieved employees. Manage and ensure update PERSAL on the outcome of the grievance process. Supervise employees. Manage and provide support for the effective resolution of disputes. Represent the Department at conciliation and arbitration set downs. Obtain mandate and /or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services / external service providers / counsel. Ensure proper preparation and presentation of cases by team. Manage the prompt finalisation of misconduct cases. Opening and filing of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary processes. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Supervise HR Practitioners and Interns. Draft quarterly reports and memos to DPSA, PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Attend to any urgent managerial matters. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Assist on collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce relationship with shop stewards in areas of responsibility.
- ENQUIRIES APPLICATIONS** : Ms M Sebela Tel No: (012) 319 6891
 : 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/04** : **PROFESSIONAL SURVEYOR (GRADE A-C) REF NO: 3/2/1/2023/371**
 Chief Directorate: Cadastral Advisory and Research Services
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a four- year BSc Degree in Survey/ Geomatics. Compulsory registration with South African Geomatics Council as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and

development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Job related skills: Decision making. Team leadership. Analytical. Creativity. Self-management. Customer focus and responsiveness. Communication skills (Verbal and Written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Change management. Innovation. A valid driver's licence.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements/ standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills/ knowledge transfer and adherence to sound survey principals and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research/ literature studies on survey technologies to improve expertise. Liaise with relevant bodies/ councils on survey-related matters.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8911
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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply

POST 17/05 : **PROJECT COORDINATOR – PRE-SETTLEMENT REF NO: 3/2/1/2023/367**
 Directorate: Operational Management

SALARY : R527 298.per annum (Level 10)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : A Bachelor's Degree/National Diploma in Agriculture/Development Studies/Social Science/Law. Minimum of 3 years' experience in restitution or land restitution environment. Job related knowledge: Knowledge in development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plan. Thorough knowledge in land reform and development-related issues. Job related skills: Project Management skills. Negotiation skills and contract management. Leadership skills. Computer Literacy and communication skills (Verbal and Written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's license. Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Coordinate the lodgment of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify Homestead. Partake in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claim. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General (OVG). Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Sec42D submission.

ENQUIRIES : Mr W Silaule Tel No: (033) 355 840
APPLICATIONS : Applications can be submitted by post to Private Bag X9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

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

POST 17/06 : **PROJECT COORDINATOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2023/369**
Directorate: Land Development Support, District Office

SALARY : R527 298 per annum (Level 10)
CENTRE : Frances Baard / John Taolo Gaetsewe, Northern Cape
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in Agricultural Economics/ Agri-Business/ Agricultural Management/ B.Com. Agriculture/ Agri-Business (NQF 7). Minimum of 3 years' relevant experience at supervisory level. Job Related Knowledge. Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring & Evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research Methodology. Good Corporate Governance Principles. Knowledge in Human Resource and Financial Management. Job related skills: Project Management skills, Communication skills (verbal and written), Agricultural Development, Conflict Management, Stakeholder mobilisation, Financial Management, Computer Literacy and Information Management and Analytical skills. A Valid driver's license.

DUTIES : Assist in facilitating the development, review and management of policies and programmes for Land Development and Post Settlement support. Assist in facilitating the engagement with relevant stakeholders on policy matters. Assist in facilitating capacity building sessions for officials and stakeholders on policies and programmes developed. Participate in the development and review of standard operating procedures. Assist with the implementation of projects for the development of producers towards commercialization. Co-ordinate the process of identifying producers to be supported. Assist in the establishment and management of partnership between producers and development partners. Organise capacity building and training programme for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilization of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of business plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies/standard operating procedure (SOPs). Present the submissions to the relevant committees and structures. Facilitate the effective promotion and practice of good corporate governance and compliance with Financial and Human Resource. Conduct ongoing monitoring and reporting of projects under implementation. Manage Human and Financial Resources in line with relevant policy and legislative framework. Mitigate identified operational and fraud risks. Implement internal and external controls in line with the policies.

ENQUIRIES : Ms. T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300

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

POST 17/07 : **ASSISTANT DIRECTOR: SMS REF NO: 3/2/1/2023/362**
Directorate: Human Resource Administration

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 3 years' experience at supervisory level in a Human Resource Management/Administration environment. s. Job related knowledge: Public Service Act. Public Service Regulations. Public Finance Management Act. Human Resource (HR) matters. Reporting procedures. Compilations of management reports. Labour relations. Human Resource Administration (HRA) policies and practices. Public Service Reporting. Computer base HR information systems. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Interpersonal skills. Problem solving skills. Conflict resolutions skills. Interpretation skills. Analytical skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Mentoring and coaching skills. Valid Divers' license.

DUTIES : Supervise the allocated resources. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Monitor and ensure proper utilization of equipments and reporting thereof. Provided HR advisory to line managers on HR compensations management, HR service benefits and conditions, and the recruitment and selection of SMS members. Provide advisory services and respond to all enquiries received, in line with the government's legislative frameworks and the Department's policies and directives to the Department's line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions and recruitment and selection. Conduct regular guidance and training to trade union representatives and line functionaries on recruitment and selection processes of SMS members. Administer the capturing appointments/acting appointment of SMS members on the PERSAL System. Ensure that HR systems and processes are in place to enable HR support to SMS members. Assist in the management and quality assurance of the source documents submitted and approve. Know and apply legislation, policies and procedure. Administer the condition of service and service benefits for SMS members. Ensure compliance with the legislative frameworks (leave, termination of service, etc.). Quality assure and manage the submission of documents on the relevant systems and approved. Plan and facilitate the recruitment, selection and appointment of SMS members. Communicate with line functionaries to determine staff requirements. Advise management on the employment equity and other legislative requirements. Provide support in developing job advertisements. Assist in the management of the placement of advertisement in the relevant media platforms (newspaper, DPSA vacancy circular, recruitment agencies and notice boards. Provide a secretariat services during shortlisting and interviews. Assist in the management of the verification processes (personnel suitability checks) of candidates (qualifications, employment confirmation, financial checks and criminal checks). Assist in facilitating competency assessment. Compile employment contracts and offer letters. Respond to audit, cabinet or presidential hotlines matters. Provide recruitment and selection information to the DPSA, PSC, Auditor-General etc. Avail monthly statistics on the vacancy of SMS posts in the Department per Branch.

ENQUIRIES : Ms L Strydom Tel No: (012) 312 9527
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 17/08 : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/2/1/2023/375**
Directorate: Human Resource Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management (NQF 6). Minimum of 2 years' experience in Human Resources environment. Job related knowledge: Human Resource Strategy, Planning and Systems. Human Resource Transformation,

Monitoring and Evaluation. PERSAL control. Human Resource function and interpretation of legislation / prescripts. Job related skills: Communications (verbal and written) skills. Strategic planning and leadership skills. Monitoring and evaluation skills. Negotiation and conflict resolutions skills. Presentation and facilitation skills. Report writing skills. People management skills. Customer focus skills. Computer literacy. Acceptance of responsibilities. Mentoring and coaching skills. Valid Divers' license.

DUTIES

: Implement and administer the outcome of recruitment and selection processes and adjustment to employees rank and salary positions, personal positions and Job Evaluation (JE) results and all related matters. Administer appointments (All types), transfers (All types), translation Rank, retention / higher notches, update records, salary packages (Tax/Medical) and verification of information on #4.16 on the PERSAL System. The updating of personal information and implementation of JE results. Continued employment in higher posts. Update JEs. Implement structure changes and job title changes. Maintain records regarding JE results, marital status, addresses, dependents, qualifications, etc. Process System Change Control (SCC) requests. Unique tasks and / or responsibilities (once a year): Grade progression. Intern appointments. Cost of Living Adjustments (COLA). Capture, monitor and approve transactions on PERSAL. Attend to all related correspondence, enquiries, follow ups / feedbacks / checklists / advise and identify challenges or delays. Administer the probationary processes as well as allowances and benefits and related databases / records and related matters. Confirmation of Probationary period. Verify information on probation database. Administer acting allowances. Update acting allowance database. Administer personal Non-Pensionable Allowance (PNPA) (when applicable). Administer resettlement. Capture. Monitor and approved transactions on PERSAL. Administer System Change Control (SCC) requests, monitoring of PERSAL transactions and other processes relating to enquiries and other related matters. Verify schedules for SCC information. Capture, monitor and approve transections on PERSAL. Attend to all related correspondence, enquiries, follow ups, feedback, checklists, advice and identify challenges or delays. Administer business and functional and operational activities, information and statistics related to this position. Discipline and control. Motivate and encourage initiative and help develop abilities and talent of staff. Provide training and participate during training sessions. Manage and record leave and flexi time of staff. Filling of vacant positions. Exit Interviews. Conduct staff meetings. Compile performance agreements. Put systems in place to keep track of workflow and monitor work. Monitor work operations with respect to Human Resource functions in accordance with prescripts and procedures. Update / maintain procedure manual regarding functions applicable to post. Forward inputs regarding templates to supervisors for consideration, submit interns schedule / claims. Mentor interns in division as per arrangement.

ENQUIRIES

: Ms L Strydom Tel No: (012) 312 9527

APPLICATIONS

: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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

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

POST 17/09

: **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2023/366**
Directorate: Corporate Support Services

**SALARY
CENTRE**

: R359 517 per annum (Level 08)
: Limpopo (Polokwane)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science/Information Technology. Job Related Work Experience. Minimum of 2 years relevant experience in IT Support. Experience with hardware and software. Experience network support. Experience in IT technical support. Appropriate server and network management experience. Job Related Knowledge. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems skills change control. Project management principles and tools. Job Related Skills. Planning skills. Organising skills.

<u>DUTIES</u>	: Communication (written and verbal) skills. Advanced computer skills. Project management. Interpersonal skills. Other. A Valid Driver's licence. : Provide IT user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on ITSM. Render IT security. Ensure a secure environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update Anti-virus software to all workstation. Identify IT requirements. Advise clients on IT equipment procurement. Inspect all the switches and network points. Ensure that all ICT related work is done according to agreed standard and quality. Verify the warranty of warranty of ICT equipment before allocation. Maintain IT applications. Ensure that all applications are up and running on a daily basis. Uninstall unwanted applications on the workstation. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipment. Monitor local area network performance and report any anomalies. Maintain networks and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation, and maintenance of LAN infrastructure.
<u>ENQUIRIES</u>	: Mr Moraka Shai Tel No: (015) 495 1954
<u>APPLICATIONS</u>	: Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700, or hand delivered to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	: African, Coloured, Indian and White males and Coloured, Indian and White females are encouraged to apply.
<u>POST 17/10</u>	: <u>ANIMAL PRODUCTION TECHNICIAN REF NO: 3/2/1/2023/363</u>
<u>SALARY</u>	: R359 517 per annum (Level 08)
<u>CENTRE</u>	: Directorate: Animal Production Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Animal Production. Minimum of 2 years relevant experience. Job Related Knowledge: Public Service Regulations. Animal Production (Husbandry). Anatomy and Physiology of animals. Knowledge of collection, extension and storage of semen, embryos and oocytes. Produce regular and accurate animals, exports and imports reports. Skills and knowledge transfer by training on aspects of Animal Improvement Act, 1998 (Act 62 of 1998) and animal production. Livestock and game industry. International agreements, conventions and bilateral agreements relating to animal improvement matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning. Law enforcement. Interpersonal. Problem solving. Interpretation. Analytical. Influencing. Listening. Computer literacy. Report writing. Valid driver's licence and the ability to drive. Extended working hours. Travel.
<u>DUTIES</u>	: Administer certain prescripts of the Animal Improvement Act, 1998 (Act 62 of 1998) Administer registration process of animal reproduction centres. Conduct inspections and assessment of animal reproduction centres. Administer the registration process of donor animals. Conduct inspections and assessments on donor animals. Administer exportation and importation of animal genetic resources. Verify and review applications for import and export of animal genetic resources to ensure compliance with guidelines and legislation. Provide support on genetic impact studies for new exotic or new composite breeds. Provide lectures in terms of the Act. Maintain and update animal improvement database (e.g. reproductive operators, animal genetic material imports and exports, breeder's societies. Import agents, donor animals etc). Provision of technical and regulatory support in relation to the Animal Improvement Act, 1998 (Act 62 of 1998) Provide support on technical and advisory services on implementation of animal improvement schemes. Provide regulatory support on implementation of animal improvement schemes. Make recommendations on animal improvement programs. Advise stakeholders on procedures, norms and standards on animal improvement matters. Provide reports (e.g. statistics, status and progress) on animal improvement issues. Liaison with the livestock canine and game production sectors on technical and legislative issues on animal improvement. Liaise with relevant stakeholders on animal improvement matters. Communicate technical and legislative issues on animal improvement. Render administrative functions. Ensure capacity and development of staff. Ensure proper utilization of equipment. Apply discipline.
<u>ENQUIRIES</u>	: Ms. M Setati Tel No: (012) 319 7424

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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** : African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 17/11** : **ANIMAL HEALTH TECHNICIAN REF NO: 3/2/1/2023/364**
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Directorate: Animal Health: (Skukuza)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health or relevant Qualification recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. Minimum of 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal. Problem solving. Interpretation. Analytical. Listening. Computer literacy. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive daily travelling. Work in harsh outdoor conditions, rough terrain and isolated areas. Exposure to wild animals, e.g. elephant and buffalo.
- DUTIES** : Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fence. Regular patrol and inspection of fence. Coordinate repair and maintenance of fence. Replace worn out fence. Cut and eradicate trees and vegetation along the fence. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fence. Assist in identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infectious animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisitions of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorization and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head office. Deliver fencing material on sites. Supervision of Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advice and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. EPMDS evaluation of Tradesmen Aids. Submit S&T claims for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.
- ENQUIRIES** : Dr L. Van Schalkwyk Tel No: (013) 735 5641/ 5642
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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, and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities are encouraged to apply.
- POST 17/12** : **ANIMAL HEALTH TECHNICIAN REF NO: 3/2/1/2023/365**
Re-advertisement, applicants who applied previously must re-apply.
- SALARY** : R359 517 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	: Directorate: Animal Health: (Hectospruit) : Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health or relevant Qualification recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. Minimum of 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal. Problem solving. Interpretation. Analytical. Listening. Computer literacy. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive daily travelling. Work in harsh outdoor conditions, rough terrain and isolated areas. Exposure to wild animals, e.g. elephant and buffalo.
<u>DUTIES</u>	: Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fence. Regular patrol and inspection of fence. Coordinate repair and maintenance of fence. Replace worn out fence. Cut and eradicate trees and vegetation along the fence. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fence. Assist in identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infections animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisitions of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorization and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head office. Deliver fencing material on sites. Supervision of Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advice and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. EPMDS evaluation of Tradesmen Aids. Submit S&T claims for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.
<u>ENQUIRIES APPLICATIONS</u>	: Dr M Bronkhorst Tel No: (012) 319 7481 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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
<u>NOTE</u>	: Coloured, and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities are encouraged to apply.
<u>POST 17/13</u>	: <u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/377</u> Directorate: Information Technology Systems and Security Management Office Of the Chief Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	: R359 517 per annum (Level 08) : Pretoria : Applicants must be in possession of a National Diploma in Public Administration/ Public Management / Business Administration/Business Management. 2 years' experience in administration environment. Knowledge of Public Service Regulations, Financial Procedures, Treasury Regulations, Basic Accounting System (BAS) system. Computer Literacy, Interpersonal Skills, Organising and Planning Skills, Communication (Written and Verbal), Analytical skills, Problem Solving Skills, Financial Management Skills, Report Writing Skills.

- DUTIES** : Provide financial management services; facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly/monthly/quarterly; Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE), Oversee effective, efficient and economical utilisation of funds, Document and communicate procedures for accessing and shifting of funds, Coordinate budgeting, audit and financial functions, Verify T&S and sundry and overtime payment. Administer the procurements of goods and services; Compile, manage and maintain of the Demand Management Plan, Facilitate Supply Chain Management services, Facilitate monthly, quarterly and annual reporting on SCM related matters, Control over safekeeping, utilisation and maintenance of all assets, Ensure proper administration of sourcing and evaluation of quotations, Capture and authorise of goods/ services on LOGIS system, Handle queries from internal and external clients relating to supply chain matters. Render general office support services; Supervise, motivate and develop staff through individual performance agreements, Provide assistance in the developing/reviewing of operational plan, Compile various submissions/ memoranda and responses, Attend to queries from Internal Audit, Administer leave forms/attend to queries, Make travel/conference bookings and confirmations, Provide secretariat services; Administer asset, Maintain asset register, Liaise with asset unit during asset verification, Manage outgoing and on-going assets, Allocate equipment to officials.
- ENQUIRIES APPLICATIONS** : Mr R Saila Tel No: (012) 338 7296 / Mr LM Tshivhase Tel No: (012) 338 7211
: 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 219 Rentmeester Building, Bosman Street, Pretoria, 0002 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian, and White Males, African, Coloured, Indian, and White Females and people with disabilities are encouraged to apply.
- POST 17/14** : **JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/378 (X3 POSTS)**
Directorate: Examination, Execution, and Deeds Training Services
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pietermaritzburg
: Applicants must be in possession of a Grade 12 Certificate and 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** : Ms Z Mthembu Tel No: (033) 355 6812

- APPLICATIONS** : 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 Pietermaritzburg Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, and, Indian Males, African, and, Coloured Females, and people with disabilities are encouraged to apply.
- POST 17/15** : **STATE ACCOUNTANT: PLAS MANAGEMENT SERVICE REF NO: 3/2/1/2023/372**
Directorate: PLAS Trading Account Financial Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
Pretoria
Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience in the financial management services. Job related knowledge: Understanding of National Treasury Regulations, Public Finance Management Act (PFMA) and Knowledge of a Complete and Comprehensive Program for Accounting Control (ACCPAC), Safety Web Systems. Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint, Project), Communication skills (written and verbal), Planning and organising skills and time management skills. A valid driver's licence.
- DUTIES** : Effect payment to Service Providers. Ensure all payments are recorded accurately on the incoming document register and supported by valid supporting documents. Pay the correct supplier with the correct banking details and amount within the 30 days from date of receipt of invoice. Ensure compliance with the relevant Proactive Land Acquisition Strategy (PLAS) Payment checklist and process payments within 5 days of receipt of complete payment parcel. Compile reports for the section (age analysis, payment report and relevant registers). Compile payment reports on a regular basis after payments have been processed. Compile and submit payment reports accurately and completely to relevant users. Compile accounts payable on a monthly, quarterly and yearly basis. Maintain complete and accurate vendor master file. Update electronic vendor register on a regular basis. Perform and sign-off vendor reconciliations on a weekly basis. File all vendor forms accurately. Ensure effective document control and safeguarding of financial records and documents. Stamp and quality control all payment documents daily after payments. Review and sign-off batch listing report for payments and journals after month end closure. Ensure that all journals are captured on the system and compiles with internal control processes. File all payments and journals sequentially in a lockable area.
- ENQUIRIES APPLICATIONS** : Ms L Malisa Tel No: (012) 312 8419/8175
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 17/16** : **PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2023/368**
Directorate: Corporate Services
Re-advertisement, applicants who applied previously must re-apply.
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
KwaZulu Natal (Pietermaritzburg)
Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills,

<u>DUTIES</u>	: Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours. : Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure that regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipments and assets of the Department. Coordinate and ensure duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment (where applicable) in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.). Monitor working conditions of security equipments in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.
<u>ENQUIRIES APPLICATIONS</u>	: Ms YP Ngubane Tel No: (033) 264 9500 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<u>NOTE</u>	: African, Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
<u>POST 17/17</u>	: <u>SUPPLY CHAIN CLERK: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/2/1/2023/373</u> Directorate: Logistics and Asset Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R202 233 per annum (Level 05) : Pretoria : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understating of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills. Computer skills. Language Skills. Good verbal and written communication Skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	: 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 database. Receive request for

goods from end users. Issue goods to end users. Maintain goods registers.
Update and maintain register of suppliers.

ENQUIRIES
APPLICATIONS

: Mr Ernest Khutswane Tel No: (012) 312 8469
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or
hand delivered during office hours 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

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