

advanced typing work. Operates and ensures that office equipment, e.g. Fax machine and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

- ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 9840
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [P58@dlrrd.gov.za](mailto:P58@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 45/92** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2025/19**  
Directorate: Corporate Services
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Good communication (verbal and written), Interpersonal relations, Flexibility and Teamwork.

<b><u>DUTIES</u></b>	:	Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human Resource 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 services. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. 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.
<b><u>ENQUIRIES</u></b>	:	Ms. T Oliphant Tel No: (053) 830 4056
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to <a href="mailto:P19@dlrrd.gov.za">P19@dlrrd.gov.za</a>
<b><u>NOTE</u></b>	:	EE Targets: African and White Males and Coloured, Indian and White Females and Persons with disabilities.
<b><u>POST 45/93</u></b>	:	<b><u>SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2025/49</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Eastern Cape Deeds Registry: Qonce
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Minimum of One (1) years relevant working experience within switchboard environment. Knowledge of MS Package. Telephone etiquette. Computer literacy. Customer care. Good Communication Skills. Interpersonal Skills. Switchboard Operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the department's services delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
<b><u>DUTIES</u></b>	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the department's services when required. Manage switchboard service. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in working condition at all times. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone or fax with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.
<b><u>ENQUIRIES</u></b>	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by hand delivery during working hours to 113 Alexander Road, Qonce, 5600 Eastern Cape or by email <a href="mailto:Advert11@deeds.gov.za">Advert11@deeds.gov.za</a> before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. EE Targets: African, Coloured, Indian and White Males and African, Indian and White Females and Persons with Disabilities.
<b><u>POST 45/94</u></b>	:	<b><u>REGISTRY CLERK REF NO: 3/1/1/1/2025/56</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)