

noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries. Manage presidential/departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report. Approve the Service Delivery Improvement plan. Oversee the archiving of deeds/documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.

**ENQUIRIES  
APPLICATIONS**

: Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel No: (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**

: 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. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. 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 successful completion of the course before the interviews commence. 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.

**POST 14/06**

: **DEPUTY REGISTRAR OF DEEDS: EXAMINATION, EXECUTIVE AND DEEDS TRAINING REF NO: 3/2/1/2022/090**  
 Office of the Registrar of Deeds  
 (Re-advertisement: those who applied previously are encouraged to apply)

**SALARY**

: R1 073 173 per annum (Level 13), all-inclusive package to be structured in accordance with SMS

**CENTRE  
REQUIREMENTS**

: Kimberly  
 : B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7)/ Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law Certificate for entry into the SMS. 5 years' experience as Assistant Registrar

of Deeds /Deeds Law Lecturer /Deputy Registrar of Deeds /Middle or Senior Management level in property conveyance. Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project Management Principles and Tools. Court procedures. Supply chain management prescript and financial management. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Presentation skills. Policy Analyses and Development.

**DUTIES**

: Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common-, statutory- and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee/Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.

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