



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 59/2008

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2008/06/30

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

www.fs.gov.za



local government & housing

Department of
Local Government and Housing
FREE STATE PROVINCE

Enquiries: Ms. S. Phillips
Tel: 051 4033802
Fax: 051 4033421
E-mail: Sonette@lgh.fs.gov.za

PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST COMMITTEE CO-ORDINATOR: FREE STATE HOUSE
OF TRADITIONAL LEADERS (3 POSTS)

SALARY : Level 7 R117 501 per annum

CENTRE : BLOEMFONTEIN

REQUIREMENTS: Grade 12 or an equivalent qualification

RECOMMENDATIONS Experience in the field

DUTIES:

- Provide secretariat service to Committees of the House of Traditional Leaders.
- Compile minutes, reports and keep record of proceedings.
- Arrange and co-ordinate public hearings.
- Conduct research and gather information for the Committees.
- Advise Committees on administrative issues.
- Evaluate the performance of committees.
- Knowledge of indigenous systems applicable in the province.

ENQUIRIES : Mr. P Moloi
Tel : 051 407 6742

REFERENCE NR. : LGH2008/21

APPLICATIONS : (Attention: Ms. S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

OR

Security Entrance Lebohang Building, C/O St.
Andrew- and Markgraaff Streets, Bloemfontein

CLOSING DATE: 29 July 2008

PO Box 211, Bloemfontein, 9300

Lebohang Building, 7th Floor, cnr St Andrews and Markgraaf Streets, Bloemfontein



PROVINCIAL GOVERNMENT: FREE STATE
DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST ASSISTANT DIRECTOR: LAND TENURE

SALARY: R174 243 per annum (Level 9)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A Bachelors Degree (or equivalent qualification) in Law or Management/Social Science. A valid driver's licence.

RECOMMENDATIONS Knowledge of conveyancing, knowledge of tenure upgrading and planning legislation. Preparedness to travel.

KEY RESPONSIBILITIES:

1. TO RENDER ADVICE AND MANAGE THE LAND TENURE FUNCTION WITHIN THE DEPARTMENT BY ENSURING THE FOLLOWING:
 - Implement the Conversion of Certain Rights into Leasehold or Ownership Act, 1988 (Act 81/1988)
 - To manage and facilitate the process of opening Township registers for general plans without Township Registers
 - To manage the facilitation process of acquisition of well located land and funding thereof for housing development purposes
 - To ensure the interfacing of housing projects allocated and township establishment applications.
2. TO COMPILE MONTHLY QUARTERLY AND ANNUAL REPORTS ON MATTERS RELATED TO LAND TENURE SERVICES
3. TO DEVELOP, IMPLEMENT LAND TENURE POLICIES WITHIN THE DEPARTMENT AND TRAIN MUNICIPALITIES THEREON
4. TO REPRESENT THE DEPARTMENT IN VARIOUS COMMITTEES, FORA ETC
5. TO MANAGE ALL RESOURCES.

ENQUIRIES : Mr. TJ Kumalo
Tel : 051 405 4701

REFERENCE NR. : LGH2008/27

APPLICATIONS : (Attention: Ms. S Phillips)
Chief Directorate Corporate Services
P.O. Box 211
BLOEMFONTEIN
9300

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local government & housing

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PROVINCIAL GOVERNMENT: FREE STATE DEPARTMENT LOCAL GOVERNMENT AND HOUSING

POST SENIOR LAND TENURE OFFICER (2X POSTS)

SALARY: R145 920 per annum (Level 8)

CENTRE : BLOEMFONTEIN

REQUIREMENTS : A Bachelors Degree (or equivalent qualification) in Law /
Administration/Social Sciences. Valid driver's licence

RECOMMENDATIONS Knowledge of conveyancing. Knowledge of the following functional fields:
Land tenure upgrading legislation such as Conversion of Certain Rights into Leasehold or Ownership
Act (Act 81 of 1988), Act 113 of 1991, Act 112 of 1991, Deeds Registry Act 47 of 1937, Marriage-
and estate legislation.

KEY RESPONSIBILITIES:

- Implement the Conversion of Certain Rights Into Leasehold or Ownership Act, 1988 (Act 81/1988) by:
- (a) As a member of a team, conduct investigations at various towns in the Free State in terms of Act 81/1988 to determine qualifying sites and beneficiaries.
- (b) Conduct deeds searches and other searches from the Surveyor General
- (c) Supervise and ensure the typing and placement of annexure B, C and D advertisements in the Provincial Gazette
- (d) Supervise and ensure the typing of deeds of transfer, tax clearance certificates and other documents.
- (e) Ensure the correct conditions and other details are contained in the deeds and supporting documents in line with, inter alia, the Deeds Registries Act, 1947 (Act 47/1937)
- (f) Prepare deeds of transfer for lodgment at the Deeds Office.
- (g) Make necessary interventions and/or presentations at the deeds office to ensure registration of deeds.
- Facilitate the opening of Township Registers for general plans without Township Registers.
- Facilitate the vesting and transfer of state land to affected Municipalities
- Facilitate the acquisition of privately owned land for housing and development purposes
- Provide interface in respect of township establishment applications and housing projects allocated.

ENQUIRIES : Mr. TJ Kumalo
Tel : 051 405 4701

REFERENCE NR. : LGH2008/28

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