

POST 39/116**: AUXILIARY SERVICE OFFICER REF NO: 3/1/1/1/2026/327**

Directorate: Information Services

SALARY**: R237 453 per annum (Level 05)****CENTRE****: Gauteng (Pretoria)****REQUIREMENTS****: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy. Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising. Above average attention to detail.****DUTIES****: Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Reproduce cadastral documents for the registration copies. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all document vaults. Ensure that worn-out hanging strips are replaced, and damaged documents**

are repaired. Provide cadastral information to internal and external clients. Extract and deliver documents requested by staff manning and public counters on behalf of external clients. Supply cadastral information to external clients. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct captured errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file all these documents in their respective documents' vaults. Conduct a random check of the state of filing as well as the state of documents. Archive newly approved cadastral documents and refill old documents. Insert mark out boards and dummy trips in the place of extracted documents.

ENQUIRIES
APPLICATIONS

: Mr KC Segole Tel No: (012) 337 3658
: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post327@dlrrd.gov.za

NOTE

: EE Targets: African, Indian and White Males and African and Indian Females and Persons with Disabilities.