

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 5 July 2009
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Intranet and on <http://www.dla.gov.za>

## OTHER POSTS

- POST 24/50** : **MANAGER: STATISTICAL SERVICES (REFERENCE: S8/3/2009/411)**  
Directorate: Monitoring and Evaluation
- SALARY** : R407 745 per annum (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree or postgraduate qualification related to Statistics, Mathematics, Demography, Economics or equivalent qualifications. \* Minimum of 4 years working experience of which at least 2 should be related statistical or research or information management or monitoring and evaluation environment. \* A valid driver's license, willingness to travel and work irregular hours. \* The following will be recommended: Management/supervisory experience. \* Understanding of project management. \* Ability to interact at both operational and strategic level. \* Good written and verbal communication as well as presentations skills coupled with sound interpersonal relations and networking skills at all levels. \* Understanding of government programmes and policies. \* Understanding of monitoring and evaluation. \* Advanced computer literacy especially in MS Excel or SPSS.
- DUTIES** : The incumbent will be responsible for providing guidance, and to develop / implement / manage a framework within which the statistical information will be collected, processed and distributed. \* Facilitate and support the development, implementation and maintenance of department's statistical information management system. \* Determine the statistical information needs of the department and develop action plan to address the needs. \* Setting up standards for data / information collection, capturing and verification/validation, and accuracy measures. \* Analysis of trends based on statistics, and using information for forecasting of land reform delivery as well as other department's programmes. \* Manage Statistics sub-directorate. \* The incumbent will further be responsible for: assisting and giving support to research / survey activities conducted by the Directorate and the department. \* Data management, analysis and information dissemination, and publication of reports. \* Render statistical advise to the directorate, and support to the other branches of the department in establishing and refining management information system
- NOTE** : The candidate must be prepared to undertake competency test as part of selection process

<b><u>POST 24/51</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN (MEDIUM SCALE MAPPING)</u></b> <b><u>(REFERENCE: S8/3/2009/414)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Bachelor's Degree in Cartography or Surveying or registration with SA Council for Professional and Technical Surveyors as a Technologist or Certificate of Competence in Surveying or Cartography. * At least 7 years post qualification appropriate experience, particularly in cartography and map production. * Information technology skills. * Experience in managing people.
<b><u>DUTIES</u></b>	:	The incumbent will manage a high production division: planning the production of maps. * Controlling the production of maps. * Designing special purpose maps. * Arranging for the printing of maps. * Assuring quality of products. * Managing people and other resources. * Management reporting
<b><u>POST 24/52</u></b>	:	<b><u>PRINCIPAL GEOGRAPHER (CLIENT RELATIONS AND MARKETING)</u></b> <b><u>(REFERENCE: S8/3/2009/415)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Geography, Environmental Studies or Geomatics/Cartography. * At least 4 years post qualification appropriate experience, particularly in the use of maps and other geo-spatial information. * Excellent client relations skills. * Good marketing skills. * Excellent communication skills. * Information technology skills. * A valid Code B driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will: market the products and services of the Chief Directorate: Surveys and Mapping. * Assist clients, at their location or telephonically, in the utilisation of products and services of the Chief Directorate: Surveys and Mapping. * Determine user needs. * Prepare and conduct exhibitions and workshops. * Manage the Pretoria sub-office
<b><u>NOTE</u></b>	:	All qualifying applicants will be considered.
<b><u>POST 24/53</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER (REFERENCE: S8/3/2009/410)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Provincial Land Reform Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	An appropriate completed Bachelor's degree or equivalent qualification from an accredited institution. * At least four years experience on Government Motor Transport Administration. * Relevant experience in fleet management. * Exposure to transport administration policies. * Knowledge of BAS and Logis. * Transport policies. * Treasury Regulations. * Government systems and structures. * Understanding of the management information and formal reporting system. * Internal control and risk management. * Customer relations' skills. * Interpersonal and communication (written and verbal) skills. * Computer literacy (Ms Word, Excel and Power Point). * Report writing skills. * Leadership qualities.
<b><u>DUTIES</u></b>	:	Perform payment functions. * Manage the transport register. * Perform other administration functions. * Will also be responsible for the management and supervision of subordinates and yearly strategic planning for division. * Perform ad hoc functions. * Manage operation to achieve planned outcomes. * Knowledge and apply legislation and procedures
<b><u>POST 24/54</u></b>	:	<b><u>SENIOR GEOGRAPHER (CLIENT RELATIONS AND MARKETING)</u></b> <b><u>(REFERENCE: S8/3/2009/416)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Geography, Environmental Studies or Geomatics/Cartography. * At least two years post qualification appropriate experience, particularly in the use of maps and other geo-spatial information. * Excellent client relations skills. * Marketing skills. * Excellent communication skills. * Information technology skills. * A valid Code B driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will: assist in marketing the products and services of the Chief Directorate: Surveys and Mapping. * Assist clients, at their location or telephonically, in the utilisation of products and services of the Chief Directorate: Surveys and Mapping. * Determine user needs. * Prepare and conduct exhibitions and workshops

<b><u>POST 24/55</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (VARIOUS) (QUALITY ASSUARANCE)</u></b> <b><u>(REFERENCE: S8/3/2009/417)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors as technician or Certificate of Competence in Surveying or Cartography. * At least 5 years post qualification appropriate experience in surveying and mapping. * Knowledge of total quality management. * Excellent interpersonal skills. * Excellent verbal and written communication skills. * Information technology skills.
<b><u>DUTIES</u></b>	:	The incumbent will: administer the quality management system of the Chief Directorate: Surveys and Mapping. * Conduct quality audits. * Facilitate the development of standards. * Maintain the business processes documentation. * Administer the client complaint system. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	All qualifying applicants will be considered
<b><u>POST 24/56</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (VARIOUS) (FIELD SURVEY)</u></b> <b><u>(REFERENCE: S8/3/2009/418)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors as technician or Certificate of Competence in Surveying or Cartography. * At least 5 years post qualification appropriate experience. * A valid Code EB driver's licence. * Ability to undertake fieldwork without supervision.
<b><u>DUTIES</u></b>	:	The incumbent will: undertake fieldwork for the national control survey network, including GNSS and precise leveling. * Undertake fieldwork for the national mapping programme, including photo control and image annotation. * Process fieldwork. * Supervise and train other employees. * Assure the quality of work. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	The incumbent must provide their own camping gear for fieldwork. All qualifying applicants will be considered
<b><u>POST 24/57</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (TECHNICAL TRAINING) (REFERENCE: S8/3/2009/419)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography • at least 5 years post qualification appropriate experience in surveying or Certificate of Competence in Surveying or Cartography. * Excellent ability to train students and present lectures. * A valid Code B driver's licence and a Professional Driver's Permit (PDP - Passenger) (or be able to obtain such permit within a reasonable time).
<b><u>DUTIES</u></b>	:	The incumbent will: * Provide technical training to experiential students in surveying and cartography, including undertaking field work. * Prepare and present lectures of relevant courses for the Pupil Geomatics Officer Course. * Supervise and mentor students. * Assure the quality of work
<b><u>NOTE</u></b>	:	The successful applicant will be required to qualify as a trainer and assessor in terms of the Skills Development framework within a reasonable period. All qualifying applicants will be considered
<b><u>POST 24/58</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (GEO-SPATIAL DATA MANAGEMENT)</u></b> <b><u>(REFERENCE: S8/3/2009/420)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors as technician or Certificate of Competence in Surveying or Cartography. * At least 5 years post qualification appropriate experience in working with geo-spatial information in a computerized environment. * Knowledge of data security, archiving and backup systems.
<b><u>DUTIES</u></b>	:	The incumbent will operate in a high production, high data volume environment to: maintain Chief Directorate: Surveys and Mapping Data Model. * Render an Electronic Data Archive System. * Render Data Security System. * Render a

secure Data Storage and Disaster Recovery Facility. \* Assist with DBA services.  
 \* Manage and analyse regular geo-spatial data user needs within the Chief Directorate: Surveys and Mapping. \* Assist with and support the implementation of new technologies or systems in operational environments. \* Assure the quality of work

**NOTE** : All qualifying applicants will be considered

**POST 24/59** : **CHIEF INDUSTRIAL TECHNICIAN (MEDIUM SCALE MAPPING)**  
**(REFERENCE: S8/3/2009/421)**  
 Chief Directorate: Surveys and Mapping

**SALARY** : R145 920 per annum  
**CENTRE** : (Mowbray, Cape Town)  
**REQUIREMENTS** : National Diploma in Cartography or registration with SA Council for Professional and Technical Surveyors as GIS Technician or Certificate of Competence in Cartography. \* At least 5 years post qualification appropriate experience in cartography and map production. \* Ability to work with advanced computerised systems.

**DUTIES** : The incumbent will manage a high production division: preparing information for map production. \* Production of maps using computer-assisted cartographic systems. \* Designing special purpose maps. \* Preparing maps for printing. \* Assuring quality of products

**POST 24/60** : **CHIEF INDUSTRIAL TECHNICIAN (SMALL SCALE MAPPING)**  
**(REFERENCE: S8/3/2009/422)**  
 Chief Directorate: Surveys and Mapping

**SALARY** : R145 920 per annum  
**CENTRE** : Mowbray, Cape Town  
**REQUIREMENTS** : National Diploma in Cartography or registration with SA Council for Professional and Technical Surveyors as GIS Technician or Certificate of Competence in Cartography. \* At least 5 years post qualification appropriate experience in cartography and map production. \* Ability to work with advanced computerised systems.

**DUTIES** : The incumbent will manage a high production division: preparing information for map production. \* Production of maps using computer-assisted cartographic systems, including generalization. \* Designing special purpose maps. \* Preparing maps for printing. \* Assuring quality of products

**POST 24/61** : **PRINCIPAL SURVEY OFFICER (MEDIUM SCALE MAPPING) (REFERENCE: S8/3/2009/423)**  
 Chief Directorate: Surveys and Mapping

**SALARY** : R117 501 per annum  
**CENTRE** : Mowbray, Cape Town  
**REQUIREMENTS** : Survey Officer Certificate in Cartography (or equivalent) qualification. \* At least 5 years post qualification appropriate experience, particularly in cartographic map production. \* Ability to work with advanced computerised systems.

**DUTIES** : The incumbent will operate in a high production environment to: \* Prepare information for map production. \* Produce maps using computer-assisted cartographic systems. \* Prepare maps for printing. \* Assure the quality of work

**NOTE** : All qualifying applicants will be considered

**POST 24/62** : **PRINCIPAL SURVEY OFFICER (CLIENT RELATIONS AND MARKETING)**  
**(REFERENCE: S8/3/2009/424)**

**SALARY** : R117 501 per annum  
**CENTRE** : Provincial Land Reform Office: Western Cape  
**REQUIREMENTS** : Survey Officer Certificate in Surveying or Cartography (or equivalent) qualification. \* At least 5 years post qualification appropriate experience. \* Knowledge of the products and services of the Chief Directorate: Surveys and Mapping. \* Excellent interpersonal skills. \* Excellent written and verbal communication skills.

**DUTIES** : The incumbent will: assist in preparing marketing material. \* Assist in marketing the products and services of the Chief Directorate: Surveys and Mapping. \* Assist in determining user needs. \* Prepare materials for and conduct exhibitions

<b><u>POST 24/63</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (VARIOUS) (REFERENCE: S8/3/2009/425)</u></b> Chief Directorate: Surveys and Mapping
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Mowbray, Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors as technician or Certificate of Competence in Surveying or Cartography. * At least 2 years post qualification appropriate experience in surveying and/or cartography.
<b><u>DUTIES</u></b>	:	The incumbent can be required to work in various divisions to: undertake field surveys, acquisition and processing of ancillary data from various sources, compilation of topographic information, aerial triangulation, GIS, control survey network calculations and adjustments, map production and distribution of products to clients. * Assure the quality of work. * Assist in various projects of the Chief Directorate
<b><u>NOTE</u></b>	:	Employees undertaking field surveys must have a valid Code EB drivers licence and provide their own camping gear. Short-listed applicants will be assessed for stereoscopic vision – for at least two of these posts preference will be given to persons with excellent stereoscopic vision.
<b><u>POST 24/64</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER: ORDERS (REFERENCE: S8/3/2009/428)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Degree or Senior Certificate with extensive years experience in Supply Chain Management (Orders and Transit). * Knowledge of the public sector procurement processes, rules and regulations. * A sound understanding of PFMA Act, Treasury Regulations, PPPFA Act and other related prescripts. * Extensive knowledge of Logis systems and completion of any Logis (LOGIS 1 Certificate). * Excellent verbal and written communication skills, Analytical and innovative skills. * Good computer literacy in Word and Excel. * Ability to work under pressure and deliver according to tight deadlines. * Knowledge of BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist with capturing orders on LOGIS and Logis Integration. * Create and verify transaction manually and systematically, within your respective delegated authority. * Reconcile orders. Monitor internal control measures to ensure compliance with policies and procedures of the Department. * Improve the turn-around times of orders. * Assist supervisor in the preparation of management information, statistics and reporting of orders to management. * Consolidate monthly commitments for reporting purposes. Handling of queries related to orders. * Assist with year end closure and preparation of working files for audit purposes. * Supervise and ensure development of subordinates
<b><u>POST 24/65</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER: PAYMENTS (VARIOUS) (REFERENCE: S8/3/2009/405)</u></b> Directorate: Logistics, Transport and Asset Management
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Degree or Senior Certificate with extensive years experience in Supply Chain Management (Payments and Transit) *Knowledge of the public sector procurement processes, rules and regulations *A sound understanding of PFMA Act, Treasury Regulations, PPPFA Act and other related prescripts *Extensive knowledge of Logis systems and completion of any Logis (LOGIS 1 Certificate) *Excellent verbal and written communication skills *Analytical and innovative skills *Good computer literacy in Word and Excel *Ability to work under pressure and deliver according to tight deadlines *Knowledge of BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	Monitor the handling and resolving of all queries related to Supply Chain Assist with managing payments on LOGIS and Logis Integration *Create and verify transaction manually and systematically, within your respective delegated authority *Reconcile payments *Monitor internal control measures to ensure compliance with policies and procedures of the Department *Improve the turnaround times of payments *Assist supervisor in the preparation of management information, statistics and reporting of payments to management *Conduct monthly reconciliations of statements for agencies, leases and government printers accounts *Monthly update and management of 0-9 filing spreadsheet for agencies, leases, consultancies and once-off orders *Receipt of invoices and registering them and management of all 0-9 files *Handle all

payment related enquiries \*Assist with year end closure and preparation of working files for audit purposes \*Supervise and ensure development of subordinates

**POST 24/66** : **CHIEF DEEDS REGISTRATION CLERK (VARIOUS) (REFERENCE: S8/3/2009/408)**

**SALARY** : R94 326 per annum  
**CENTRE** : Office Of The Registrar Of Deeds: Mpumalanga  
**REQUIREMENTS** : Applicant must be in possession of a grade 12 certificate and computer literate. \* Relevant experience in relation to duties. \* Good interpersonal and communication skills. \* Experience in the Deeds office will be added advantage.  
**DUTIES** : Receive deeds lodged by clients. \* Prepare deeds for execution. \* Delivery of deeds and documents. \* Numbering sealing of deeds and documents. \* Keeping of registration statistics,\* Scan lodgement covers. \* Furnish deeds registration information to clients. \* Final check deeds and document .Or any other duty assigned by the Registrar

**POST 24/67** : **CHIEF DEEDS REGISTRATION CLERK: IMAGE SCANNING (Reference: S8/3/2009/409)**

**SALARY** : R94 326 per annum  
**CENTRE** : Office Of The Registrar Of Deeds: Mpumalanga  
**REQUIREMENTS** : Grade 12 certificate. \* Experience in the microfilming/ scanning of documents is essential. \* Computer literacy MS Word, Excel. \* Working experience in Deeds Registry Microfilming Section will be an added advantage. \* Good communication skills and ability to work in a team and under pressure. \* Ability to prioritise urgent matters.  
**DUTIES** : Prepare deeds and documents for scanning. \* Scan deeds and documents. \* Verify scanned deeds and documents. \* Assist with General Supervision of Microfilm Personnel. \* Assist with the control films in the strong rooms and monitor temperatures and humidity. \* Develop microfilms. \* Ensure that proper safekeeping standards of microfilm are adhered to. \* Report faulty equipment and slow response time to supervisor

**POST 24/68** : **INDUSTRIAL TECHNICIAN (VARIOUS) (REFERENCE: S8/3/2009/426)**  
Chief Directorate: Surveys and Mapping

**SALARY** : R94 326 per annum  
**CENTRE** : Mowbray, Cape Town  
**REQUIREMENTS** : National Diploma in Surveying or Cartography or registration with SA Council for Professional and Technical Surveyors as technician.  
**DUTIES** : The incumbent can be required to work in various divisions to: undertake field surveys, acquisition and processing of ancillary data from various sources, compilation of topographic information, aerial triangulation, GIS, control survey network calculations and adjustments, map production and distribution of products to clients. \* Assure the quality of work. \* Assist in various projects of the Chief Directorate  
**NOTE** : Short-listed applicants will be assessed for stereoscopic vision – for at least two of these posts preference will be given to persons with excellent stereoscopic vision

**POST 24/69** : **SENIOR AUXILIARY SERVICE OFFICER (REFERENCE: S8/3/2009/427)**

**SALARY** : R94 326 per annum  
**CENTRE** : Chief Directorate: Surveys And Mapping (Mowbray, Cape Town)  
**REQUIREMENTS** : Grade 12 (or equivalent) certificate. \* At least 4 years appropriate administrative work experience.  
**DUTIES** : The incumbent will: control the use of vehicles. \* Prepare vehicle trip sheets and complete log sheets. \* Care of, storage and control use of equipment. \* Arrange for repair of equipment when required. \* Administer student study records