

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** : 12 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 25/43** : **DEPUTY MANAGER: DEMAND MANAGEMENT (REFERENCE: S8/3/2009/432)**
Directorate: Supply Chain Management
- SALARY** : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Matric (Grade 12) certificate and extensive experience in Supply Chain Management/ Demand Management. * Result-driven, customer focused individual with excellent planning, organizing, communication (written and verbal), analytical and presentation skills. * Dynamic Leadership. * Knowledge of the public sector procurement processes, rules and regulations. * Understanding of the PFMA, PPPFA and SCM guidelines and other related prescripts. * Good computer literacy in Microsoft Office Suite and accounting systems. * Ability to work under pressure and deliver to tight deadlines.
- DUTIES** : Demand management is a new function in the Department, and therefore the successful candidate will be expected to assist in the implementation of the Demand Management throughout the Department. He/she will * Render an advisory service to the department on acquisition processes and ensure adherence to SCM policies and procedures. * Develop demand management systems, policy and procedures. * Perform needs, expenditure, commodities and market analysis to develop a procurement plan. * Coordinate and management of the demand management plan's processes and produce a consolidated DMP. * Develop and implement sourcing strategies. * Management of the Bid specification processes. * Provide training and support to subordinates, client offices and other decentralized offices. * Provide Management information and reports to all relevant stakeholders
- POST 25/44** : **SENIOR SUPPLY CHAIN PRACTITIONER (REF S8/3/2009/446)**
Directorate: Supply Chain Management
- SALARY** : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate and at least three years working experience in Acquisition Management (Quotation Management). * Sound knowledge of the public sector procurement processes, rules and regulations. * Demonstrate sound understanding of the PFMA, Treasury Regulations and other related prescripts. * Good verbal and written

communication skills, interpersonal relations, time management, office management and administration skills. * Knowledge of LOGIS and BAS transversal systems will be an added advantage. * Good computer literacy in Microsoft Office Suite and accounting systems. * Ability to work under pressure and deliver to tight deadlines. * Possession of a Driver's License will be an added advantage.

DUTIES : Assist with the processing in procurement of goods and services within the Department by means of quotation. * Ensure that the database is utilised effectively in the sourcing of quotations and that client expectations are met. * Provide support in maintaining effective systems and procedures for the procurement of goods and services. * Provide support to clients. * Assist in supporting the evaluation of quotations. * Ensure that the procurement of goods and services are within your respective delegation authority. * Draft Comparative schedules for different commodities. * Provide support to supervisors in liaising and co-ordinating with client offices on outstanding requests for goods and services. * Work closely with the Supervisor to ensure that the Procurement of goods and services are compliant and fair. * Support the management and monitoring of the procurement function of the Department. * Assist supervisor in the preparation of management information, statistics are reporting on procurement

NOTE : Males are encouraged to apply

POST 25/45 : **PRINCIPAL SURVEY OFFICER (TOPHOGRAPHIC COMPILATION)**
(REFERENCE: S8/3/2009/436)
Chief Directorate: Surveys and Mapping

SALARY : R117 501 per annum
CENTRE : Mowbray, Cape Town
REQUIREMENTS : Survey Officer Certificate in Surveying or Cartography (or equivalent) qualification. * At least 5 years post qualification appropriate experience, particularly in photogrammetry or aerial photo interpretation for topographic mapping. * Knowledge of geo-spatial information science and systems. * Ability to work with advanced computerised systems.

DUTIES : The incumbent will operate in a high production environment to: undertake the compilation of topographic information using various photogrammetric methods. * Assure the quality of work. * Control the work of contractors. * Assist in various projects of the Chief Directorate

NOTE : Preference will be given to qualifying applicants with good stereoscopic vision. All qualifying applicants will be considered

POST 25/46 : **PRINCIPAL SURVEY OFFICER (ORTHOPHOTO PRODUCTION)**
(REFERENCE: S8/3/2009/437)
Chief Directorate: Surveys and Mapping

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

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