

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- CLOSING DATE** : 21 April 2017 at 16:00
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

**MANAGEMENT ECHELON**

- POST 14/22** : **DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2017/051**
- SALARY** : R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Office Of The Surveyor General: Free State (Bloemfontein)
- REQUIREMENTS** : An appropriate Bachelor of Technology (NQF 7) in Surveying/Geomatics or equivalent qualification. Registration with the Geomatics Profession registration body (as a Professional Surveyor, Surveyor or Survey Technician). 5 years of experience at middle/senior management level. Extensive 5 to 10 years experience in Cadastral Surveys. Experience in supervision of other Professional Land Surveyors, Land Surveyors in Training and Technical Surveyors. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Town and Regional Planning knowledge. Information Technology knowledge. Latest survey technology and methods. Legal principles and presumptions. Servitudes and Real Rights. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Project management skills. Team management skills. interpersonal skills. Budget management skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Creative skills. Legislation and policy making skills. Time management skills. Business skills. Communication skills. Empowerment skills. Information technology skills. The ability to work efficiently and effectively at all times.
- DUTIES** : Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide PC support to normal users

within a 24 hour period. Provide IT related training upon pro-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to professional land surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the electronic cadastral survey system (e-css) aligned with e-government programme. Note all approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant GIS services as and when requested by clients. Maintain cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

**NOTE**

: Appointment is subject to a positive security clearance and the signing of a performance agreement. 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 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.