

## 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.*

**CLOSING DATE** : 17 November 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 clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. 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.

## OTHER POSTS

**POST 45/55** : **CONTROL SURVEY TECHNICIAN: SURVEY SERVICES (FIELD SURVEYS)**  
**(REF: 3/2/1/2017/264)**

**SALARY** : R396 375 per annum (Salary in accordance with OSD for Engineers)

**CENTRE** : Directorate: Survey Services: Western Cape (Mowbray)

**REQUIREMENTS** : National Diploma (NQF 6) in surveying. Compulsory registration with SA Geomatics Council. Valid driver's license (code 08). Competently drive a vehicle in off-road conditions. Undertake field trips of up to six weeks at a time. When required camp while on field trip, and must provide own camp gear. Six years post qualification technical (survey/cartography) experience. Three years supervisory experience. Job Related knowledge of programme and project management. Survey legal and operational compliance and communication. Mobile equipment. Process knowledge and skills. Maintenance skills and knowledge. Geo-database design and analysis knowledge. Research and development. Creating high performance organizational culture. Technical consulting. Survey design and analysis knowledge. Computer aided survey application. Modern survey equipment. GIS knowledge with regard to data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Geodetic surveying. Job Related Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication, computer, negotiation, report writing, computer literacy. interpersonal, time management, supervisory analytical, facilitation, resource planning and team management. People management. Planning and organizing. Conflict management. Change management. Understanding geo-spatial data and computer graphics environment. Advanced computer literacy. Ability to perform and apply quality control checks. Ability to work in a high production environment. Knowledge and application of legislations, policies and procedures, constitution, good governance and Batho Pele Principles, labour and employment legislation, public service regulation, PFMA, Land survey act, spatial data infrastructure act and NGI standards and procedures.

- DUTIES** : Perform field annotation/field appraisal according to set standards and design principles or theory. Perform surveying of town survey schemes according to set standards and design principles or theory. Perform surveying of levelling routes according to set standards and design principles or theory. Perform surveying of trigonometrical beacons according to set standards and design principles or theory. Perform surveying of TrigNet stations according to set standards and design principles or theory. \*Perform surveying of special projects including cadastral surveys according to set standards and design principles or theory. Perform surveying of photo ground control points (PGCs) according to set standards and design principles or theory. Maintain survey operational effectiveness. Assist with the setting up of survey maintenance standards, specifications, procedures and service levels according to organizational objectives. Ensure effective and efficient Governance. Compiles risk logs(database) according to sound risk management practise and organizational requirements. Provide technical consulting services for the operation of mapping related matters to minimize possible survey risks. Implement knowledge sharing initiatives eg, short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange of protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure effective and efficient people management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- 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>
- POST 45/56** : **CONTROL SURVEY TECHNICIAN: MAPPING SERVICES (AERIAL TRIANGULATION AND ELEVATION CAPTURE) (REF: 3/2/1/2017/265)**
- SALARY CENTRE REQUIREMENTS** : R396 375 per annum (Salary in accordance with OSD for Engineers)  
: Directorate: Mapping Services: Western Cape (Mowbray)  
: National Diploma (NQF 6) in surveying or cartography. Compulsory registration with SA Geomatics Council. Valid driver s' license (code 08). Six years post qualification technical (survey/cartography) experience. Three years supervisory experience. Job Knowledge of programme and project management. Survey, legal, operational compliance and operational communication. Mobile equipment. Legal and operational compliance. Process knowledge and skills. Maintenance skills and knowledge. Geo-database design and analysis knowledge. Creating high performance organizational culture. Technical consulting. Survey design and analysis knowledge. Research and development. Computer aided survey application. Digital photogrammetry (advanced). Topographic mapping. Digital elevation/surface models. Process of aerial triangulation blocks, including accuracy assessment. Job Related Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication, computer, negotiation, report writing, literacy, interpersonal, time management, supervisory analytical, facilitation, resource planning and team management. People management. Planning and organizing. Conflict management. Change management. Understanding geo-spatial data and computer graphics environment. Advanced computer literacy. Ability to perform and apply quality control checks. Ability to work in a high production environment, knowledge and application of legislations, policies and procedures, constitution, good governance and batho pele principles, labour and employment legislation, public service regulation, PFMA, Land survey act, Spatial data infrastructure act and NGI standards and procedures.
- DUTIES** : Perform planning and final review and approvals or audits on digital photogrammetry applications according to set standards and design principles or

theory. Co-ordinate digital photogrammetry efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of photo control (including aerial triangulation) and digital elevation capture and processing through the provision of appropriate structures, systems and resources. Set photo control (including aerial triangulation) and digital elevation capture and processing maintenance standards, specifications and service levels according to organizational objectives. Monitor photo control (including aerial triangulation) and digital elevation capture and processing maintenance efficiencies according to organizational goals to direct or redirect survey service. Ensure effective and efficient Governance. Allocate, monitor and control resources. Compiles risks logs(database) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of mapping related to minimize possible mapping risks e.g short term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure effective and efficient people management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**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>

**POST 45/57** : **CHIEF NETWORK CONTROLLER (REF: 3/2/1/2017/266)**

**SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Directorate: Support Services: Western Cape (Cape Town)  
**REQUIREMENTS** : Degree/diploma in information Technology or equivalent qualification. 2–3 year's relevant experience. Experience with hardware and software. Experience with Servers. Extensive experience in IT technical support. Appropriate server and network management experience. Job Knowledge. Technical aspects of information and communication technology, good and services, Information technology acts and policies, Government systems and structures, Government decision making processes, Understanding management of information and formal reporting system, Internal control and risk management, Project management, principles and tools. Job Related Skills: Planning, Organising, Financial, Communication (written and verbal), Managerial, Advanced computer, Project management and interpersonal. Knowledge and application of legislation, policies and procedures, constitution, government decision making processes, internal performance evaluation and reporting, good governance and batho-pele principles, diversity management, labour and employment legislation, public service regulation, government system and structures, political landscape of South Africa, performance management and monitoring, public service transformation, PFMA, information technology act of 2000, state information technology agency amendment act of 2002.

**DUTIES** : Install and troubleshoot hardware and software. Provide desktop and network support. Monitor local area network performance. Assist with planning, design, implementation, and maintenance of LAN infrastructure. Maintain inventory of all desktop and network related equipment. Ensure a secure environment by installation and updating of antivirus software. Advise clients on IT equipment procurement. Provide server support.

**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>

<b><u>POST 45/58</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: LEASE MANAGEMENT (REF: 3/2/1/2017/258)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Directorate: Plas Asset And Lease Revenue Management: Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Accounting/ Financial Management. 2 years experience in an accounting environment with specific experience in lease revenue. Knowledge of Public Financial Management Act. Treasury Regulations. Budget and budgetary procedures. Lease and Revenue Management. Supervision skills. Communication (written and verbal). Computer literacy. Analytical skills. A valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	Manage the lease register. Record all lease contracts in Accpac system. Review newly created debtors and contracts on ACCPAC. Ensure that an accurately completed lease contract received from provinces is recorded on the lease register and updated weekly. Review invoice and interest batches generated on ACC-PAC-AR. Timely allocate income accrued or received to the correct accounts. Generate monthly aging analysis report. Facilitate process of writing off debts. Identify and review debtors with credit balances. Reconcile balances with rental deposits received and rental contracts. Compile monthly reconciliation of Account receivable account. Reconcile municipal rates and taxes accounts and other property charged.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 45/59</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (2 POSTS) (REF3/2/1/2017/233)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Office Of The Valuer- General: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree/ National Diploma in Public Administration or equivalent qualification. 2-3 years in relevant working environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS) system. Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (Written and Verbal). Analytical skills. Problem solving skills. Financial Management skills.
<b><u>DUTIES</u></b>	:	Provide financial management services in the Directorate. Facilitates, plan, oversee, drive the timely and accurate preparation of the Directorate's annual budget in line with PFMA, Treasury Regulations Strategic priorities weekly/monthly/quarterly. Compilation of DMP, MTEF, adjustment estimates and ENE. Compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the Directorates funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions of the Directorate. Verification of T&S and sundry and overtime payment. Client liaison. Coordinate Supply Chain Management services. Compile, manage and maintain of the Demand Management Plan for Directorate. Management of Supply Chain Management functions. Facilitate monthly, quarterly and annual reporting on SCM related matters. Manage/ control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capturing and authorisation of goods/ services on logis system. Handle queries from internal and external clients relating to supply chain matters. Client Liaison. Convene performance management meeting within Directorate. Render administrative support services. Manage, motivating and developing staff through individual performance agreements. Provide assist in the developing/reviewing of Directorate's operational plan.
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private bag x918, Pretoria, 0001. For attention: Human Resource Management, Rentmeester Building, room 412, 4 <sup>th</sup> floor, Corner Pretorius and Bosman Street

<b><u>POST 45/60</u></b>	:	<b><u>SURVEY TECHNICIAN (PRODUCTION) A-C (TOPOGRAPHIC COMPILATION) (REF: 3/2/1/2017/261)</u></b>
<b><u>SALARY</u></b>	:	R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)
<b><u>CENTRE</u></b>	:	Directorate: Imagery And Topographic Data: Western Cape (Mowbray/Cape Town)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) in surveying or cartography. Compulsory registration with SA Geomatics Council as a Technician. *Valid drivers licence (code 08). Knowledge of programme and project management. Survey legal and operational compliance and communication. Process knowledge and skills. Maintenance skills and knowledge. Geo-database design and analysis knowledge. Creating high performance organizational culture.. Technical consulting. Survey Design and analysis knowledge. Research and development. Computer-aided survey applications. Imagery interpretation. Job Related Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication skills. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Report writing skills. Literacy Understanding geo-spatial data and computer graphics environment. Interpersonal skills. Time management skills. Supervisory skills. Analytical skills. Facilitation skills. Resource planning skills. Team management skills. Ability to perform and apply quality control checks. Ability to work in a high production environment.
<b><u>DUTIES</u></b>	:	Provide technical services in terms of imagery acquisition and analysis, maintenance, archiving and information supply of topographic information and submit for evaluation/approval by the relevant authority. Perform topographic surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidates survey technician/ officers and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liase with relevant bodies/councils on survey-related matters.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 45/61</u></b>	:	<b><u>SURVEY TECHNICIAN (PRODUCTION) A-C (IMAGERY ACQUISITION AND ANALYSIS) (REF: 3/2/1/2017/262)</u></b>
<b><u>SALARY</u></b>	:	R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)
<b><u>CENTRE</u></b>	:	Directorate: Imagery And Topographic Data: Western Cape (Mowbray/Cape Town)
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) in surveying or cartography. Compulsory registration with SA Geomatics Council as a Technician. Valid drivers licence (code 08). Knowledge of programme and project management. Survey legal and operational compliance and communication. Process knowledge and skills. Maintenance skills and knowledge. Geo-database design and analysis knowledge. Research and development. Computer aided survey applications. Imagery interpretation and analysis. understanding geo-spatial data and computer graphic environment. Ability to perform and apply quality control checks. Ability to work in a high production environment. Job Related Skills: Strategic capability and leadership. Problem solving and analysis. decision making. Team leadership. Creativity. Customer focus and responsiveness. People management. Planning and

organizing. Report writing, team management resource planning, facilitation, communication, computer, analytical, supervisory, time management, interpersonal, literacy, negotiation and change management skills. Conflict management. Advanced computer literacy. Knowledge and application of legislation, policies and procedures, constitution, good governance and batho pele principles, labour and employment legislation, public service regulation, PFMA, Land survey act, Spatial data infrastructure act and NGI standards and procedures.

**DUTIES** : Provide technical services in terms of imagery acquisition and analysis, maintenance, archiving and information supply of topographic information and submit for evaluation/approval by the relevant authority. Perform imagery analysis and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Provide inputs into the budgeting process as required\*compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidates survey technician/ officers and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liase with relevant bodies/councils on survey-related matters.

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**POST 45/62** : **STATE ACCOUNTANT: SALARIES AND PAYROLL (REF: 3/2/1/2017/267)**

**SALARY CENTRE** : R226 611 per annum (Level 7)  
: Directorate: Financial And Supply Chain Management Services: Free State (Bloemfontein)

**REQUIREMENTS** : Bachelor's Degree/Diploma in Finance Management or Accounting Environment with 1-2 years experience in salaries and payroll. Knowledge of Treasury Regulations (TR), and Public Financial Management Act (PFMA). PERSAL (personnel salaries). Managerial skills. Written and verbal communication skills. Computer literacy.

**DUTIES** : Approval of all salary advices and all payroll information on PERSAL System. Updating all payroll information on PERSAL. Submitting of payroll reconciliation report on a monthly basis to the Supervisor. Effective and efficient control over payroll and salaries. Answering Audit queries related to salaries and payroll. Contributing to the development and implementation of the departmental accounting systems, policies and procedures. Supervision of staff. Provide any other duties as requested by the Supervisor on salaries and payroll. Safekeeping of financial documents.

**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>

**POST 45/63** : **STATE ACCOUNTANT: PLAS MANAGEMENT ACCOUNTING (REF: 3/2/1/2017/257)**

**SALARY CENTRE** : R226 611 per annum (Level 7)  
: Directorate: Plas Trading Account Financial Management: Pretoria

**REQUIREMENTS** : National Diploma: Cost and Management Accounting, Accounting or Financial Management. 1-2 year's experience in financial management. Knowledge of Financial systems, BAS and Accpac, PFMA, Treasury Regulations, Medium Term Expenditure Framework. Budgeting planning, expenditure monitoring and reporting in the public service will be an added advantage. Planning and organizing skills. Analytical skills. Presentation skills.

<b><u>DUTIES</u></b>	:	Monitor budget performance. Compile weekly financial performance report for the entity as well as the Chief Directorate and submit for review within the set timelines. Request report to identify misallocations and ensure that it is cleared on a weekly basis (BAS & ACCPAC). Co-ordinate the alignment of the DMP for the Chief Directorate. Assist in compiling budget during budget process. Compile financial and treasury reports. Gather and co-ordinate all inputs required for the compilation of IYM reports, entities quarterly reports and declaration of surplus to treasury. Compile other ad-hoc budget and expenditure reports. Keep accurate & complete accounting information. Keep physical and electronical records of all budget and expenditure information. Retrieve the information as required and during the audit periods.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 45/64</u></b>	:	<b><u>PRINCIPAL PROVISIONING CLERK (DEMAND AND ACQUISITION) (REF: 3/2/1/2017/260)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R226 611 per annum (Level 7)
<b><u>REQUIREMENTS</u></b>	:	Directorate: Financial And Supply Chain Management Services: Western Cape (Cape Town) A Grade 12 certificate. 3 years' experience in the supply chain management environment. Job Knowledge: Basic knowledge of Supply Chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation skills, computer literacy skill, communication (verbal and written) skills, interpersonal relations skill, flexibility, team work, working under pressure and meeting deadlines. Knowledge and application of legislation, policies and procedures, the constitution, good governance and Batho pele principles, internal performance evaluation and reporting, government decision making processes, diversity management, performance management and monitoring, Public Service Regulations, government systems and structure, PFMA.
<b><u>DUTIES</u></b>	:	Supervise and render asset management and clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Supervise and render demand and acquisition clerical service. Update and maintain supplier (Including contractors) database. Ensure that supply are captured and registered on the system. Request and receive quotations. Attend evaluation sessions for quotation and bids. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are capture in registers and databases. Receive request for goods from end users. Issues goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 45/65</u></b>	:	<b><u>GEOMATICS OFFICER (ANCILLARY DATA) (REF: 3/2/1/2017/263)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R183 558 per annum (Level 6)
<b><u>REQUIREMENTS</u></b>	:	Directorate: Survey Services: Western Cape (Mowbray/Cape Town)

<b><u>REQUIREMENTS</u></b>	:	Survey Officer Certificate or National Certificate in Geomatics or an equivalent accredited qualification. Good GIS knowledge with regard to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of geographical names. Good data and information management. Data search skills. Good computer literacy. Good communication skills (both verbal and written). Good network sources of ancillary data Job Related Skills. Knowledge and application of legislation, policies and procedures, constitution, government decision making processes, internal performance evaluation and reporting, Land survey act, Spatial data infrastructure act and NGI standards and procedures, SA geographical names council act, good governance and Batho Pele principles, diversity management, labour and employment legislation, public service regulations, government systems and structures, the political landscape of south Africa and performance management and monitoring.
<b><u>DUTIES</u></b>	:	Acquire and process ancillary data for all mapping purposes. Search for appropriate ancillary geo-spatial data available from sources outside Chief Directorate: NGI including from media sources under supervision. Manipulate ancillary data w.r.t. data integrity and positional accuracy in accordance with standards. Use aerial images to verify ancillary data at all times under supervision. Perform quality and data verification on ancillary data at all times. Translate data into a format that can be used by the production stream in accordance with the annual production plan, under supervision. Update database. Update and report on production records when required. Update information on database at all times, under supervision. Process SA Geographical names Council information. Verify information of geographical names for SAGNAC when required. Update records on approved geographical names upon being gazetted, under supervision. Supply ancillary data. Prepare ancillary data for map production in accordance with production plan, under supervision.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 45/66</u></b>	:	<b><u>PROVISIONING CLERK (DEMAND AND ACQUISITION) (REF: 3/2/1/2017/259)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R152 862 per annum (Level 5) Directorate: Financial And Supply Chain Management Services: Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. Job Knowledge: Basic knowledge of Supply Chain duties, Practices as well as the ability to capture data, Operate computer and collecting statistics, basic knowledge and understanding of the legislative frameworks governing the public service, basic knowledge of working procedures in terms of the working environment. Job related skills: Planning and organisation skills, computer literacy skill, communication (verbal and written) skills, interpersonal relations skill, flexibility, team work, working under pressure and meeting deadlines. Knowledge and application of legislation, policies and procedures, knowledge of constitution, good governance and Batho pele principles, internal performance evaluation and reporting, government decision making processes, diversity management, performance management and monitoring, PSR, government systems and structure, PFMA.
<b><u>DUTIES</u></b>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders, Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contract conclusion process. Compile draft documents as required.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>

**POST 45/67** : **SENIOR LAUNDRY SUPERVISOR (REF: 3/2/1/2017/268)**

**SALARY** : R175 155 per annum (Level 4) (All inclusive package 1 year contract)

**CENTRE** : Directorate: Social Organisational And Youth Development (Narysec): Free State (Thabanchu)

**REQUIREMENTS** : Grade 10 certificate or NQF Level 2. 2 or more years in housekeeping/laundry environment. Knowledge in housekeeping practices and procedures. Knowledge of safelifting and handling of equipment. Ability to use commercial laundry equipment. Sewing skills, excellent time management skills. Good interpersonal skills. Good standard of personal presentation. Thoroughness and attention to details. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. High level of reliability and communication skills (written/verbal).

**DUTIES** : Ensure the laundry room is clean and tidy. Ensure all linen is cleaned regularly. Comply with college Health and Safety procedures. Report faults and failures of electrical appliances. Ensure safety and secure storage of laundry services.

**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>