

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** : DRDLR has launched an e-Recruitment System where applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>
- CLOSING DATE** : 01 June 2018 at 16:00
- NOTE** : Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. 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.

MANAGEMENT ECHELON

- POST 20/41** : **CHIEF DIRECTOR: PROVINCIAL SHARED SERVICE CENTRE (REF NO: 3/2/1/2018/174)**
Chief Directorate: Provincial Shared Service Centre
- SALARY** : R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Bachelor's Degree or Btech in Public Administration/Public Management/Business Administration/Business Management/Commerce (NQF Level 7). 5 year's experience at a senior managerial level. Ability to implement an outcome based performance management approach. Ability to coordinate the office of the Provincial Shared Service Centre (PSSC) to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic rural development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure that the PSSC functions effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of policies, procedures and processes. Proven experience in Project Management. Good monitoring and evaluation skills. Good problem solving skills. Ability to design and implement change management programmes. Ensure good customer care. A valid driver's license. Willingness to travel extensively and work under pressure and irregular hours. Ability to interact at all levels within management and Inter-Governmental Relation (IGR) context.
- DUTIES** : Drive the implementation of the integrated operational plan of the department in the province. Manage the relationship with the Provincial Government and Districts Municipalities in order to achieve transversal national strategic objective. Facilitate and coordinate provincial Comprehensive Rural Development Programmes (CRDP's). Ensure CRDP quality and oversee Monitoring and Evaluation. Facilitate comprehensive reporting on national outcomes in line with the programme of action. Liaise and interact with relevant stakeholders in the province. Develop and implement system to support CRDP's. Develop and implement service level agreements with line functions. Implement resolutions of the provincial coordinating committee meetings and submit monthly management reports. Chair the provincial delivery forum. Manage the provincial human resource functions in conjunction with line managers as per delegations model. Coordinate budget management in the province with the respective responsibility managers in the province in conjunction with the National Office. Ensure effective outcome-based performance systems. Coordinate supply chain management services in strict accordance with the PFMA.
- 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.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

OTHER POSTS

POST 20/42 : **CHIEF PROFESSIONAL SURVEYOR (REF NO: 3/2/1/2018/162)**
Office of the Surveyour General

SALARY CENTRE REQUIREMENTS : R805 806 per annum (Salary in accordance with OSD)
: Gauteng
: 4 years Surveys/Geomatics Degree (BSc-Survey/Geomatics) (NQF level 8). 6 Years post qualification professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the SA Geomatics Council. Knowledge of the following: Programme and Project Management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analyzing; Decision making; Team leadership; Creativity, Financial Management, Customer focus and responsiveness, Communication; Computer literacy; People management; Planning and organizing; Conflict management; Negotiation; Change management; Archival investigation and historical research; Dispute resolution; Beacon and boundary reconstruction practice. A valid driver's license (code 08).

DUTIES : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain surveys operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational resources. Provide technical consulting services for the operation on survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. 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 financial management. Ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and efficient people management. Manage 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.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 20/43</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR (REF NO: 3/2/1/2018/163)</u> Office of the Surveyour General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R805 806 per annum (Salary in accordance with OSD) Western Cape 4 years Surveys/Geomatics Degree (BSc-Survey/Geomatics) (NQF level 8). 6 Years post qualification professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the SA Geomatics Council. Knowledge of the following: Programme and Project Management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analyzing; Decision making; Team leadership; Creativity, Financial Management, Customer focus and responsiveness, Communication; Computer literacy; People management; Planning and organizing; Conflict management; Negotiation; Change management; Archival investigation and historical research; Dispute resolution; Beacon and boundary reconstruction practice. A valid driver's license (code 08).
<u>DUTIES</u>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain surveys operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational resources. Provide technical consulting services for the operation on survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. 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 financial management. Ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and efficient people management. Manage 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.

<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 20/44</u>	:	<u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION (REF NO: 3/2/1/2018/164)</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Eden/ Central Karoo) Bachelor's Degree in the field of Humanities or Social Science or equivalent. At least 3-5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Policy development, Departmental legislation and risk management. Job related skills: Planning and organizational; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. Knowledge and application of the Constitution of South Africa. Good governance and Batho Pele Principles. Labour and Employment legislation. Public Service Regulations. Government systems and structures. The political landscapes of South Africa. Performance Management and Monitoring. Public Finance Management Act. Upgrading of Land Tenure Rights Act. Land Titles Adjustment Act. Distribution and transfer of certain State Land Act. Transformation of Certain Rural Areas Act. Communal Property Associations Act. Extension of Security of Tenure Act. Labour Tenant Act. The Restitution Act. Proactive Acquisition of land strategy. State land Lease policy. A valid driver's license (code 08).
<u>DUTIES</u>	:	Establish and maintain data base for land rights cases. Mediate between the farm occupiers and farm owners in land rights violation cases. Mediate between community members and traditional councils in land rights violation cases. Negotiate an offer to sell with the farm owners. Facilitate out of court settlement between the parties. Engage the relevant stakeholders, municipalities, executive mayors, councillors, office of the Premier, mining companies, etc. regarding land rights matters. Facilitate relocation of farm occupiers. Establish and chair the Land Rights Management Committee. Establish and chair the farm occupiers and labour tenant forums. Maintain Land Rights Management Committees and Task Teams. Respond to all urgent eviction cases. Refer the land rights violation cases to court through the LRMF. Provide support to the legal representatives during court process. Facilitate the upgrading of tenure rights in terms of ULTRA. Conduct land rights awareness and capacity building to internal and external stakeholders (farm dwellers, farmer's association's labour tenants NGOs municipality Department of Labour etc.). Receive and screen the land title adjustment applications. Liaise with stakeholders, Department of COGTA, CONTRALESA, and NHTL to ensure dispute resolution between parties. Communal property associations. Settlement of labour tenants. Disposal of state farms to farm occupiers and land labour tenants. Acquisition of land for settlement of labour tenants and farm dwellers. Facilitate the Transformation of Certain Rural Areas Act.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X10, Mowbray, 7705 or hand it delivered to: Van der Sterr Building, Room G39, Rhodes Avenue, Mowbray, 7705
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 20/45</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF NO: 3/2/1/2018/165)</u> Directorate: Support Services
<u>SALARY</u>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu-Natal (Pietermaritzburg) Bachelor's Degree/National Diploma in Human Resource Management/Public Administration/Public Management. 3 years experience as an Assistant Director in the Human Resource environment. Job related knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act and Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project, financial and conflict management; Leadership. A valid driver's license (code 08).

DUTIES : Provide human resource management services. Manage recruitment and selection process. Implement and manage performance management systems. Manage human resource benefits. Manage human resource training and development. Manage and monitor the implementation of the Skills Development Act and internship / learnerships programmes. Coordinate and facilitate the training and development of employees. Manage and administer bursaries. Manage employee relation. Facilitate labour relations grievances. Manage employee grievances. Manage labour disputes. Facilitate and manage collective bargaining. Coordinate employee health and wellness. Design and implement employee wellness programmes. Design and implement HIV/AIDS and TB programmes. Monitor and evaluate employee wellness and HIV/AIDS programmes. Promote healthy lifestyles within the Department. Design and implement programmes to address environment risk.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/46 : **PROJECT COORDINATOR: PRE-SETTLEMENT (REF NO: 3/2/1/2018/166) (02 POSTS)**
Directorate: Operational Management

SALARY : R417 552 per annum (Level 10)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : A Bachelor's Degree or National Diploma Development Studies/Agricultural Studies/Social Science. 3-5 year's experience in restitution or land reform environment. Job related knowledge: Project management; Research methods and techniques; Community facilitation; Understand and interpret valuation reports for escalation; Land reform prescripts and policies. Job related skills: Presentation; Communication; Facilitation; Project management; People management; Research; Analytical; Interpersonal relations; Report writing. A valid driver's licence (code 08). Willing to travel to spend extended period in the field and work irregular hours.

DUTIES : Validate restitution claims. Conduct oral and archival research. Conduct site inspection process (mapping). Homestead identification. Partaking in analysis of aerial photograph report. Facilitate where there are overlapping land claims. Separation of tenants, beneficial of occupation and registered land rights. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the OVG. Escalation of historical valuation of Offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Analysis of family tree. Signed off of completed name verification report. Draft Sec42D submission. Finalise claims. Conduct in loco-inspection. Produce in loco-inspection report. Assist in closing of commitment register. Clearance of suspense account. Payment of beneficiaries.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE : African, Coloured and White males and Coloured and White females and Persons with disabilities are encouraged to apply.

POST 20/47 : **CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/167)**
Office of the Surveyour General

SALARY : R396 375 per annum (Salary in accordance with OSD)
CENTRE : North West
REQUIREMENTS : National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programme and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).

<u>DUTIES</u>	:	<p>Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manages and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render 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.</p>
<u>APPLICATIONS</u>	:	<p>Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria</p>
<u>NOTE</u>	:	<p>African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.</p>
<u>POST 20/48</u>	:	<p><u>CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/168)</u> Office of the Surveyour General</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R396 375 per annum (Salary in accordance with OSD) KwaZulu-Natal National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programme and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).</p>
<u>DUTIES</u>	:	<p>Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs</p>

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- POST 20/49** : **CONTROL SURVEYOR TECHNICIAN (REF NO: 3/2/1/2018/169) (02 POSTS)**
Office of the Surveyour General
- SALARY** : R396 375 per annum (Salary in accordance with OSD)
- CENTRE** : Western Cape
- REQUIREMENTS** : National Diploma in Survey (NQF level 6). 6 years post qualification technical (survey) experience. Compulsory registration with SA Geomatics Council. Knowledge of Programme and project management, Survey, Legal and operational compliance, Survey operational communication, Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgement, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and Organising; Conflict management; Negotiation; Archival investigation and historical research. A valid driver's license (code 08).
- DUTIES** : Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manages and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between

operations and individuals to ensure effective knowledge management according to departmental objectives. Render 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 and key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/50 : **SENIOR PROJECT OFFICER: LAND ACQUISITION (REF NO: 3/2/1/2018/170)**
Directorate: Strategic Land Acquisition

SALARY : R281 418 per annum (Level 08)
CENTRE : KwaZulu-Natal (Richardsbay)
REQUIREMENTS : An appropriate three years Bachelor's Degree/National Diploma in Economics or Natural Sciences or relevant qualification. 2-3 years relevant working experience. Job related knowledge: Understanding and interpretation of budget management; Project management; Departmental land reform programmes, legislation and procedures; Understanding of the value-added development of communities. Job related skills: Project, financial, people and performance management; Conflict resolution; Facilitation; Capacity building; Good negotiation skills. Good in map reading skills, analysis and interpretation. A valid driver's licence (code 08). Willing to travel and work irregular hours.

DUTIES : Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Make arrangement with the farmer/land owner for farm assessment. Conduct farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), (PDARD) and municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to land acquisition projects support requirements. Liaise with land acquisition and warehousing at National Office to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the presidential enquiries, ministerial tasks and queries. Liaise with the office of the public protector to investigate and respond the query within 7-14 days. Liaise with the banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from the Department of Minerals. Consult with Eskom on electricity related matters.

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

NOTE : Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 20/51 : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/171)**
Branch: Corporate Support Services

SALARY : R226 611 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to Senior Management. Knowledge of Government systems and structures and office administration. Understanding of the management information and formal reporting system. Professional office etiquette. Good interpersonal skills. Communication skills (Verbal and written). Organisational and planning skills. Good reporting skills. Good interpersonal relations skills. Computer literacy. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES : Render the administration, secretarial and support services to the DDG. Receive and screen incoming calls on behalf of the DDG and take messages when required.

Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the DDG. Ensure that OFTAR's and DOTR's for DDG are completed and approved. Compile and submit S&T's and SMS claims for the DDG. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring them to the DDG referrals of incoming and outgoing mails to relevant officials (mail, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the DDG. Arrange and coordinate meetings on behalf of the DDG (Workshops, short listings, interviews Monthly Management and Staff meetings. Circulation of invitations for DDG meetings. Making appointments for internal and external client. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type/draft letters to stakeholders, memorandums (petty cash, stationery, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-players. Use a tape recorder to recording minutes. Provide secretariat services for committees and forums. Provide support with regards to management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the office of the DDG and track the implementation thereof.

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- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/52** : **ICT DESKTOP SUPPORT TECHNICIAN REF NO: 3/2/1/2018/172 (04 POSTS)**
Directorate: ICT Service Management
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (Level 07)
: Pretoria
: National Diploma in Information Technology/Computer Science. Appropriate technical IT qualifications: Cisco CCNA Certificates, ITIL Foundation Certificate, Technical Certificates (A+, N+, MCSE). 1 year working experience in IT Technical support environment and ICT supporting hardware, software and network (2nd level support). Network management experience. Job related knowledge: Information Technology acts and policies; Internal control and risk management; Project management principles and tools; Technical aspects of information and communication technology goods and services. Job related skills: Planning and organizing; Communication (written and verbal); Supervisory; Computer literacy; Project management; Interpersonal relations; Problem solving and analysis; Change and diversity management; Ability to offer lessons and practical training. A valid driver's licence (code 08).
- DUTIES** : Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff about potential uses of existing technology. Train staff about new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security

measures are met and policies are adhered and workshop ICT Policies. Educate users about ICT policies such as password policy, email policy, internet policy, desktop policy and etc. Monitor and maintain technology to ensure maximum access. Troubleshoot all technology issues. Maintain log and/or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software. Test and rollout all projects that OCIO is rolling out to the department and serve as a point of contact to regional technical staff regards to all projects undertaken by OCIO. Test new applications before implemented/installed in departmental Network and advice accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technician from other regions if there is a new applications in the Department.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 20/53** : **MESSENGER (REF NO: 3/2/1/2018/173)**
Office of the Surveyor General
- SALARY** : R107 866 per annum (Level 03)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Grade 12/Senior Certificate. Job related knowledge: Office procedures. Job related skills: Communication (Written and verbal); Interpersonal relations and liaison. A valid driver's license (code 08).
- DUTIES** : Perform internal collection and delivery of documents and related, as per requests on the plan safe logging system. Collect and dispatch survey records, plans and diagrams within the office of the Surveyor General. Request, collect and return deeds documents from Deeds Office. File various documents in the plan safes. Conduct 2 clearances per day. Assist in the preparation of newly approved documents for archiving. Assist in the extraction of new documents from their jackets and move them to the relevant areas for filing. Assist in repairing damaged documents. Collect mailbag from post office. Transport parcels and mails to and from post office and sister offices. Assist with banking.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.