

## 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** : Applications can be submitted by clicking on the link to apply for the post above <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>.
- CLOSING DATE** : 08 June 2018 at 16:00
- NOTE** : DRDLR has launched an e-Recruitment System where applicants apply for a post on line. 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 21/22** : **DIRECTOR: ICT PLANNING AND GOVERNANCE (REF NO: 3/2/1/2018/175)**  
Directorate: ICT Planning and Governance
- SALARY** : R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Computer Science/Information Technology or equivalent qualification (NQF Level 7). Cobit, ITIL and ISO standards qualifications will be an added advantage. 5 years experience at middle management or senior managerial level. Job related knowledge: Risk management frameworks, ICT security best practice standard, Business continuity planning; Understanding of King VI; Corporate governance of ICT policy framework and the implementation approach thereof. Job related skills: Communication; Presentation; Financial, conflict and project management; Problem solving; MS Project Office. A valid driver's license (code 08) and ICT background will be added advantage.
- DUTIES** : Ensure business continuity, ICT governance and compliance. Develop and maintain ICT strategy and plans. Develop and maintain ICT Governance Frameworks. Develop and maintain technology architecture. Perform research and development on ICT. Lead ICT innovation. Create awareness of policies and standards associated with governance and risk. Ensure business value realisation. Review and assess the impact of projects delivered. Report project impact to applicable committees. Assess and report on ICT risks to business. Coordinate the implementation of audit resolutions and report on progress. Monitor and advise on new technology trends impacting on core business function. Develop and maintain ICT strategy, plans and architectures aligned to business objectives. Establish, Implement, review and improve ISMS. Develop, implement and maintain ICT policies, standards and process. Monitor, coordinate and report on ICT risks. Ensure ICT based information Confidentiality, Integrity and Availability. Ensure adherence to Business Continuity Management initiatives. Develop and implement ICT Disaster Recovery plans in alignment with BCM policy and frameworks. Identify and

coordinate the development of ICT and recovery procedures. Develop and maintain ICT Disaster Recovery test plans.

**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** : 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.

#### **OTHER POSTS**

**POST 21/23** : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/176)**  
Directorate: Rural Enterprise and Industrial Development

**SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE REQUIREMENTS** : Eastern Cape (OR Tambo/Alfred Nzo District)  
Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme; Enterprise development; Research management; Local and provincial government; Understand and interpret strategic documents. Job related skills: Communication (excellent verbal and written); Negotiating; Marketing networking; Strategic management and leadership; Project management; Team management; Presentation; Conflict management; Budgeting and financial management. A valid driver's licence (code 08). Willingness to travel.

**DUTIES** : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilize resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and district IGR forums to present departmental programmes. Identify potential enterprise to be supported by the Department aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Organise primary cooperatives to register secondary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks programme in the OR Tambo and Alfred Nzo Districts. Ensure that the District committees are operational. Align district plans to the Agriparks programme. Identify projects aligned to the Agriparks programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

**APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney, 1st Floor, East London, 5201

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

**POST 21/24** : **SENIOR SUPPLY CHAIN PRACTITIONER: POLICY PERFORMANCE AND RISK MANAGEMENT (REF NO: 3/2/1/2018/177)**  
Chief Directorate: Supply Chain and Facilities Management Services

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Pretoria  
: National Diploma in Purchasing Management/Supply Chain Management/Public Administration/Financial Management. 2 years of experience in supply chain management environment. Job related knowledge: Public Finance Management Act; Supply Chain Management Framework; Treasury Regulations; Broad Based Black Economic Empowerment; Preferential Procurement Policy Framework Act (PPPFA); Departmental SCM procedures and policy and CIDB Act and Regulations. Job related skills: Communication (verbal and written); Analytical and innovative; Management; Computer literacy; Project management; Presentation. Team work and working under pressure. A valid driver's license (code 08).

**DUTIES** : Conduct Supply Chain Monitoring Compliance. Ensure pre audit function on daily basis in each and every SCM request in National Office. Ensure compliance on all SCM requests and ensure all is done in line with Treasury Regulations on daily basis. Ensure supply chain compliance monitoring, spot checks, site visitation in all Provinces. Ensure the SCM risk register is updated and all AG, IA findings are addressed in all Provinces. Submit compliance reports on SCM performance. Compile daily/weekly/monthly reports on SCM processes. Ensure all clerical functions are done in the office. Supervision of the junior staff. Update the workplans of junior staff. Conduct performance assessments as per public sector schedule. Update staff leave schedule. Ensure staff have a clear skills development schedule.

**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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 21/25** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT (REF NO: 3/2/1/2018/178)**  
Directorate: Operational Management

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Northern Cape (Kimberley)  
: Bachelor's Degree/National Diploma in the field of Commerce, Human, Agriculture and Development Studies, Town Planning. 2-3 years experience in Restitution and Land Reform environment. Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, understand and interpret business plans, thorough knowledge in land reform and development related issues, Knowledge of at least three local African languages will be an added advantage. Job related skills, Project management, Negotiation, Contract management, Leadership, Communication, Computer literacy, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08), Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES** : Research, validate and verify the Restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that Restitution projects are included in municipalities intergrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase,

packages land claims. Facilitate community participation in projects and write reports for submission. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage monitor and evaluate implementation of projects. Take responsibility of budgeting. Draw up detailed business plan. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.

**APPLICATIONS** : Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302

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

**POST 21/26** : **SENIOR PROJECT OFFICER: POVERTY REDUCTION (REF NO: 3/2/1/2018/179)**

Directorate: Rural Enterprise and Industrial Development

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Western Cape (Cape Town Metro/West Coast)

**REQUIREMENTS** : Bsc in Agriculture/Bachelor of Social Sciences/Degree in Agricultural Economics/National Diploma in Agriculture/Degree in Development Studies NQF6 or NQF7. 2 years experience. Job related knowledge: Rural development; Social survey household profiling methodologies; Agricultural management; Cooperatives and enterprises; Regularise cooperatives into formal registered entities; Community facilitation; Stakeholder facilitation; Financial, contract and project management; Markets for enterprises and cooperatives support. Job related skills: Report writing; Computer literacy; Project management; Negotiation; Conflict management; Communication; Presentation. A valid driver's license (code 08).

**DUTIES** : Conduct household profiling; research, profiling in CRDP sites and land reform project. Identify households with CRDP sites, FPSU as well as land reform project to conduct households profiling. Conduct analysis of the outcomes of the households profiling conducted in the FPSU, CRDP sites and land reform projects. Write up the analysis of the household profiling on the NSIS system and qualitative report. Conduct extensive research on household profiling that will ensure information can be used for budgetary planning on municipal level as well as branches within the department. Support cooperatives and enterprise to ensure that they are legally registered and development of business plans. Ensuring that cooperative we support are legally registered and constitution is in place. Organise the training of the cooperatives. Assisting and supporting the cooperatives with the development of business plans. Ensuring that cooperatives are legally compliant but also are implementing the constitution as per the cooperatives act. Ensuring that all cooperatives have registration numbers, and have emblem of their cooperatives. Ensure that cooperatives are compliant with SARS and are submitting their AFS. Monthly workshops on the cooperatives act. Facilitate financial support, capacity building and mentoring of Rural Enterprises. Implement the business plans for cooperatives which the department will be supporting. Research other financial support which cooperatives can obtain to enhance cooperatives. Provide capacity support to cooperatives in the form of training. Mentoring the cooperatives which we support of various business methodologies that will make these cooperatives sustainable. Develop various sustainable models that will enhance cooperatives. Obtain markets for these cooperatives for their produce. Being actively involved in the overseeing of these cooperatives that will to ensure sustainability. Developing terms of reference in specification of projects. Sitting on the Bid Adjudication and Bid Evaluation committees. Provide support to District Agri-parks management committees and stakeholder engagement and attending of DJOC meetings. Provide secretariat support to the District Agri-parks Management Council. Provide transport and accommodation for the DAMC where necessary. Oversee the administration processes of the DAMC. Conduct workshop on the Terms of Reference of the DAMC. Facilitate the creation of jobs and skills development in the district.

- APPLICATIONS** : 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
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/27** : **PRINCIPAL CADASTRAL OFFICER (REF NO: 3/2/1/2018/182)**  
Office of the Surveyor General
- SALARY** : R281 418 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Survey Officer Certificate/National Certificate in Geomatics. 2 years relevant Cadastral Survey and GIS experience. Job related knowledge: Geographical Information Systems Software and fundamentals; Surveyor-General's office procedures and processes; Cadastral Surveys. Job related skills: Analysing; Report writing; Interpersonal relation and Communication (written and verbal). A valid driver's licence (code 08) will be an advantage.
- DUTIES** : Allocate parcel numbers. Reserve and/or check the reservation of parcel numbers electronically or manually. Frame cadastral documents (section 16 diagrams or compilation plans). Verify new cadastral surveys in relation to existing cadastral position by Noting diagrams and general plans prior to examination electronically or manually. Endorse and note beacon replacements and beacon/boundary agreements. Attend to the Technical examination of cadastral documents (Including Diagrams, General plans, Draft Sectional Title Plans).
- APPLICATIONS** : Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, Cnr Steve Biko and Stanza Bopape Street, Arcadia
- NOTE** : African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 21/28** : **SURVEY TECHNICIAN (PRODUCTION) A-C (TOPOGRAPHIC COMPILATION) (REF NO: 3/2/1/2018/180)**  
Directorate: Imagery and Topographic Data
- SALARY** : R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)
- CENTRE** : Western Cape (Mowbray/Cape Town)
- REQUIREMENTS** : National Diploma (NQF 6) in surveying/geomatics or cartography/GISc. Compulsory registration with SA Geomatics Council as a Technician. 3 years post qualification experience in geomatics. A valid driver's licence (code 08). Knowledge of the following: Programme and project management; Survey legal and operational compliance and communication; Survey 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 applications; Imagery interpretation. 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 organizing, conflict management, negotiation, change management, report writing, literacy, understanding geo-spatial data and computer graphics environment, advanced computer literacy, interpersonal, time management, supervisory, analytical, facilitation resource planning, team management, ability to perform and apply quality control checks, ability to work in a high production environment.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of topographic compilation, maintenance, archiving and information supply of topographic information and submit for evaluation/approval by the relevant authority. Perform topographic survey 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. Perform administrative and related functions. 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. Undertake research and development. 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. Liaise with relevant bodies/councils on survey-related matters.

**APPLICATIONS** : 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

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

**POST 21/29** : **SURVEY TECHNICIAN (PRODUCTION) A-C (IMAGERY ACQUISITION AND ANALYSIS) (REF NO: 3/2/1/2018/181)**  
Directorate: Imagery and Topographic Data

**SALARY** : R274 440 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)

**CENTRE REQUIREMENTS** : Western Cape (Mowbray/Cape Town)  
National Diploma (NQF 6) in surveying/geomatics or cartography/GISc. Compulsory registration with SA Geomatics Council as a Technician. 3 years post qualification experience in geomatics. A valid driver's licence (code 08). Knowledge of the following: Programme and project management; Survey, legal and operational compliance; Survey operational communication; Mobile equipment; Legal and operational compliance; Process knowledge and skills; Maintenance skills and knowledge; Geo-database design and analysis knowledge; Create high performance organizational culture; Technical consulting; Survey design and analysis knowledge; Research and development; computer-aided survey applications; imagery interpretation and analysis. Related skills: Strategic and leadership, problem solving, decision making, team leadership, creativity, customer focus and responsiveness, communication, computer literacy, people management, planning and organizing, conflict management, negotiation, change management, report writing, literacy, understanding geo-spatial data and computer graphics environment, advanced computer literacy, interpersonal, time management, supervisory, analytical, facilitation, resource planning, team management, ability to perform and apply quality control checks, Ability to work in a high production environment. Knowledge and application of legislation, policies and procedures: The Constitution; Good governance and Batho Pele principles; Labour and employment legislation; Public Service Regulations; Public Financial Management Act; Land Survey Act; Spatial Data Infrastructure Act; NGI standards and procedures.

**DUTIES** : Provide technical survey services and support. 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 administrative and related functions. 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 technicians/ officers and related personnel and assets. Undertake research and development. 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. Liaise with relevant bodies/councils on survey-related matters.
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/30</u></b>	:	<b><u>PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2018/183 (X2 POSTS)</u></b> Directorate: Operational Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611 per annum (Level 07) North West (Mafikeng) Bachelor's Degree/National Diploma in the field of Law, Social Humanities, Economics and Development. 1-2 years' experience in restitution/land reform environment. Job related knowledge: Restitution of land rights; Land Reform and rural development; At least three local African languages will be an added advantage. Job related skills: Sound communication, negotiation and excellent report writing; Initiate and able to take responsibility and meet deadlines; Computer literacy; Ability to produce reports on a word processor; Ability to facilitate community meetings; Project management; Good networking; Report writing; Development facilitation; Ability to draft terms of reference for service providers; Ability to manage consultants; Willingness to travel, to spend extended periods in the field and work irregular hours; A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Validate lodged claims. Verify validated claims. Gazette, negotiate and settle land claims. Prepare for negotiations and settlement of claims. Settle negotiated claims. Prepare settlement claims.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X74, Mmabatho, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, megacity, Mmabatho, 2735
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 21/31</u></b>	:	<b><u>SECRETARY (REF NO: 3/2/1/2018/184)</u></b> Directorate: Support Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R183 558 per annum (Level 06) Limpopo (Polokwane) Grade 12/Senior Certificate. Relevant working experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Job related skills: Good telephone etiquette, sound organizational ability, good interpersonal relations, basic written communication, language and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure as well as the willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Provide a secretariat/receptionist support service to the Director. Receive and refer calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minutes taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment

- to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9552, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 21/32** : **CADASTRAL OFFICER (REF NO: 3/2/1/2018/185)**  
Office of the Surveyor General
- SALARY** : R183 558 per annum (Level 06)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Grade 12/Senior Certificate plus Survey/Cadastral Officer Certificate. 2 years training according to Survey/Cadastral Officer's course requirements, including rotation through divisions. Job related knowledge: Computer literacy; Understanding of Spatial Data and functions of Surveyor- General Office. Job related skills: Good interpersonal relations; Communication (verbal and written); Organising; Computer software; Attention to detail.
- DUTIES** : Capture alpha numeric data of cadastral documents. Data capture and mathematical verification of newly submitted work for approval. Update database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Archive every newly approved cadastral document and maintain. Archive newly approved hard copy cadastral records. Extract and issue out cadastral records. Repair and keep cadastral records in good usable order. Refile returned cadastral records. Withdraw cadastral document. Deduct, cancel and endorse cadastral document with registered land parcel, leases or servitudes. Amend approved and registered cadastral documents. Technical examination of cadastral documents. Check designation of newly submitted lodgements. Technical examination of diagrams and general plans. Technical examination of sectional title plans. Plot new cadastral surveys in relation to existing cadastral position. Update the noting sheets through the addition of every approved cadastral land parcel. Capture, maintain and update spatial data. Captured newly submitted documents to determine spatial for approval. Add all newly created land parcel to the spatial data sets. Update and maintain an accurate dataset of cadastral spatial information. Produce customise maps. Scan cadastral document. Re-scan update cadastral documents. Link the scanned images to the alpha numeric data.
- 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.