

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.

<u>APPLICATIONS</u>	:	Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx .
<u>CLOSING DATE</u>	:	20 July 2018 at 16:00
<u>NOTE</u>	:	DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. 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/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. 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.

OTHER POSTS

<u>POST 27/27</u>	:	<u>GISC TECHNOLOGIST (REF NO: 3/2/1/2018/232)</u> Chief Directorate: National Geospatial Information
<u>SALARY</u>	:	R344 271 per annum (Salary in accordance with the OSD for Engineers, post registration relevant experience may be considered for a higher commencing notch)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	B. degree (NQF 7) in Geospatial Information Science or Cartography. 3 years post-qualification in technical (GISc/cartography) experience. Compulsory registration with SA Geomatics Council as a GISc Technologist. Job related knowledge: Programme and project management; GISc 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; GISc design and analysis knowledge; Research and development; Computer-aided survey applications; Geospatial analysis; Geospatial mapping; Web-based services; Metadata and data quality. 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 organizing; Conflict management; Negotiation; Change management; Report writing; Literacy; Understanding geo-spatial data and computer graphics environment; Interpersonal relations; 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. A valid driver's license (code 08).

- DUTIES** : Perform technical functions. Collect and capture of data from various formats and sources. Design and implement a spatial database to store the required datasets. Data manipulation and analysis including quality assurance. Creation and maintenance of spatial data topology and attributes, format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users. Verify spatial data and compile report as required. Design, develop and create geo-databases, maps and other related project. Supervise capture and publish metadata records. Promote and participate in stakeholder relations. Maintain GISc unit effectiveness. Develop Geographical Information Science (GISc) spatial information tools within organization process. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Train end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Render effective and efficient governance. Allocate, control, monitor and report on all resources. 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. Undertake GIS Implementation. Undertake system audit. Undertake requirements analysis. Undertake cost benefit analysis. Develop process model and workflows diagram; Implement GIS standards. Draft Terms of Reference for GIS projects. Undertake research. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.
- 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 males and females and Persons with disabilities are encouraged to apply.
- POST 27/28** : **SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: 3/2/1/2018/233)**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
: Western Cape (Cape Town)
: National Diploma in Financial Management/Logistics/Purchasing Management/Supply Chain Management/Public Administration. 2 years' experience in procurement administration/acquisition management/provisioning administration. 2 years supervisory experience will be an added advantage. Job related knowledge: Good knowledge and experience of supply chain management with emphasis on procurement administration, and government and CIDB procurement policies; Transversal contracts and the PFMA, treasury regulations and relevant prescripts; LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Job related skills: Computer literacy (Microsoft office); Good verbal and written communication; Be able to work under pressure and independently; Interpersonal relations; Analytical. A valid driver's license (code 08) and being able to drive.
- DUTIES** : Maintain an efficient and effective system of procurement of goods and services. Administer departmental requests. Manage the sourcing of quotations above R500 000, using the electronic departmental data base. Compile comparative schedules for requests above R30 000. Check compliance of all procurement documents and processes. Arrange and facilitate the Bid specification and evaluation committee procedures. Arrange and represent the demand and acquisition management sub-directorate at briefing and site visits. Manage the invitation of bids. Opening bids and recording on relevant systems/web sites. Prepare comparative schedules in terms of the preferential procurement policy framework act and regulations. Compile and check minutes of all the meetings, where necessary. Draft and

package the submissions to the BID adjudication committee for consideration. Prepare appointment letters and update the registers. Implement and ensure effective systems and procedures for suppliers' registration and accreditation. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier database. Administer budget and administrative tasks for the demand and acquisition management sub directorate. Conduct market research to ensure competitiveness in the procurement of goods and services. Ensure competitive, transparent, equitable, open and cost effective procurement of goods and services. Manage spreadsheets of requests and reports to management. Compile spreadsheets and reports to management on a monthly and quarterly basis.

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 and Indian males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 27/29 : **PRINCIPAL CADASTRAL OFFICER (REF NO: 3/2/1/2018/234)**
Office of the Surveyor General

SALARY : R299 709 per annum (Level 08)
CENTRE : Free State (Bloemfontein)
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 relations; Communication. A valid driver's license (code 08) will be an advantage.

DUTIES : Maintain status of judicial boundaries. Incorporate cadastral documents. Cancel or withdraw cadastral documents or endorse beacon replacement or beacon/boundary agreements. Update cadastral documents with changes or correction (example street name changes). Compile status reports for park and street closure. Endorse/amend cadastral documents. Compile status report for park and street closure. Note and endorse public place and street closure. Endorsement of proclamation of approved township. Conversion/metrification of areas. Frame cadastral documents (section 16 diagram or compilation plan). Information verification/examination of cadastral documents. Verify new cadastral surveys in relation to existing cadastral position. Develop and update spatial database. Update documents tracking and registers. Conduct research and supply cadastral information to client. Conduct research from cis launcher and filled cadastral documents. Print information from launcher and cadastral documents and make copies from original documents.

APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

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

POST 27/30 : **HUMAN RESOURCE OFFICER (SERVICE BENEFITS) (REF NO: 3/2/1/2018/235)**
Directorate: Human Resource Management

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data, and operate a computer; Understanding of the legislative framework governing the Public Service; Understanding the importance of document management as well as filing of documents; Understanding the work in Human Resource Benefits. Job related skills: Planning and organising; Computer literacy; Good verbal and written communication; Interpersonal relations. Working under pressure. Meeting deadlines. Ability to work in busy

working environment. Capturing of bulk leave forms and service termination applications.

DUTIES

: Implement housing allowances. Ensure effective management of housing allowances for owners and rentals at all times. Ensure effective management on withdrawals of GEHS: ILSF. Ensure effective management on withdrawals of enrolment with GEHS. Provide technical advice on Housing allowances at all times (Home owners; Rentals; Withdrawals of GEHS: ILSF and Enrolment with GEHS). Address housing allowances (Home owners; Rentals; Withdrawals of GEHS: ILSF and Enrolment with GEHS) enquires. Implement overtime, Injury on duty, service bonus, structuring of package and medical aid benefits. Ensure effective management of overtime, injury on duty, service bonus, structuring of package and medical aid benefits at all times. Provide technical advice on overtime, injury on duty, service bonus, structuring of package and medical aid benefits at all times. Address overtime, injury on duty and service bonus, structuring of package and medical enquires. Implement acting allowances. Ensure effective management of acting allowances benefits at all times. Provide technical advice on acting allowances at all times. Address acting allowances benefits enquires. Audit compliance on human resources benefits. Assist with the monitoring of service benefits in the Department. Audit compliance on service benefits when changes occur.

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 and Indian females and Persons with disabilities are encouraged to apply.