

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** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 19 October 2018 at 16:00
- NOTE** : 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. 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.

MANAGEMENT ECHELON

- POST 40/66** : **DIRECTOR: SURVEY SERVICES (REF NO: 3/2/1/2018/283)**
Chief Directorate: National Geo-Spatial Information
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Western Cape (Cape Town/Mowbray)
- REQUIREMENTS** : A B. Degree in Surveying/Geomatics (NQF Level 7). A NQF Level 8 qualification in Surveying/Geomatics will be an added advantage. Appropriate post qualification experience in surveying. Compulsory registration with SA Geomatics Council in the professional category. 5 years of middle or senior management experience. Job related knowledge: Geo-spatial Information Management; Geodesy; Geodetic surveying; Topographic surveying; Performance management and monitoring; Government systems and structures; Government decision making processes; Programme setting processes; Understanding of the management information and formal reporting system; Ability to deal with misconduct; Public financial management; Internal control and risk management; Project management principles and tools and the political landscape of South Africa. 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; Change management; Data and information management; Data search; Facilitation and project

DUTIES

management; Interpersonal relations; Analytical; Time management and contract management. A valid driver's licence.

: Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework of South Africa. Provide Strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform Programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform Programmes and other organs of state, as required, in accordance with best practice for project management and user needs. Participate in development projects in Africa, as approved. Plan and execute projects in accordance with best practice for project management as required.

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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 40/67

: **CHIEF GIS PROFESSIONAL (REF NO: 3/2/1/2018/322)**
Directorate: Spatial Planning and Land Use Management

**SALARY
CENTRE
REQUIREMENTS**

: R854 154 per annum (Salary in accordance with the OSD for Engineers)
: Northern Cape (Kimberley)

: Post Graduate qualification in the GISc field (NQF level 7) or related qualification. Compulsory registration with PLATO in the category of Professional GISc Practitioner and 6 years post qualification GISc professional experience. Job related knowledge: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing; Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Job related skills: Organisational; Process knowledge; Systems maintenance; Mobile equipment operating; Advanced computer skills; Interaction and communication. A valid driver's licence.

<u>DUTIES</u>	:	Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc functions within the Department. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc project activities. Monitor and evaluate GISc function within the Department. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify organisational GIS challenges. Policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modeling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organisational objectives. Provide implementation guidance on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and technical systems. Undertake requirements analysis. Undertake high level cost benefit analysis. Develop process model and workflows diagram. Ensure development and implementation of GIS standards. Develop business cases for technical and GIS projects. Manage maps production and customise to meet client needs accordingly. Stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key stakeholders. Build and maintain alliances and networks of clients, colleagues and interest groups inside and outside the Department.
<u>APPLICATIONS</u>	:	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.
<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 40/68</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/323)</u> Directorate: Social Organisational and Youth Development
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Public Administration/Management. 2 – 3 years working experience in administrative environment. Job related knowledge: Ability to manage budget; Ability to manage finance; Ability to liaise at different level of management; Ability to perform supply chain management; Public Works policies and Regulations; Functioning of the switchboard; Application of financial procedures; Treasury regulations; Basic Accounting System (BAS); Develop and monitor Service Level Agreements. Job related skills: Excellent communication (verbal and written); Interpersonal relations; Liaison; Project management; Decision making; Computer literacy; Multi-tasking; Technical. A valid driver's licence.
<u>DUTIES</u>	:	Provide support to NARYSEC youth, activities and project stakeholders. Compile recruitment advertisement in consultation with the head of the Directorate. Coordinate logistics for recruitment, selection and orientation of new youth into the NARYSEC programme. Arrange logistics for youth attending training, community services and events. Accompany youth to events/trips. Provide administrative support to departmental approval youth representative body. Perform administrative function. Coordinate logistical arrangements for meetings. Manage departmental assets including machinery and equipment. Compile letters and memorandums related to youth activities. Liaise with collages and municipalities with regards to training and community service. Compile monthly reports. Compile inputs for Demand Management Plan and monthly projections and monitor expenditure. Manage files for NARYSEC participants.

Record keeping of NARYSEC documents and files. Execute project activities. Coordinate sites where participants will perform community services. Coordinate and assist with the collection of attendance register during community services. Notify management of participant's attendance trends and report absenteeism. Coordinate complaints related to performance of community service and training projects. Assist with administration and collection of allowance forms when participants are attending training at various institutions. Coordinate information related to activities that the youth were engaged in during the month. Assist with the monitoring of training community services. Manage information for NARYSEC participants. Compile data base for youth recruited and submit report to management. Ensure that participant's particulars including personal, education, residential and contact details are recorded and stored using departmental system. Update participant's information on completion of each NARYSEC phases. Update database using resignation and termination approval. Track programmes of youth that have exited the programme for impact assessment. Compile statistical reports. Coordinate monthly and quarterly reporting for monitoring and evaluation purpose.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smut Building, Polokwane 0700.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White female and Persons with disabilities are encouraged to apply.
- POST 40/69** : **PRINCIPAL PROVISIONING CLERK (REF NO: 3/2/1/2018/324)**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R242 475 per annum (Level 07)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Grade 12/Senior Certificate or equivalent. 3 – 5 year's experience required in supply chain management. Job related knowledge: Supply chain management duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment. Job related skills: Planning and organizing; Computer literacy (SCM system); Interpersonal relations; Flexibility; Communication (verbal and written). Team work. Working under pressure. Meeting deadlines.
- DUTIES** : 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 captured in registers and databases. Receive request for goods from end users. Issue 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.
- 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** : Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
- POST 40/70** : **CADASTRAL OFFICER (REF NO: 3/2/1/2018/325)**
Office of the Surveyor General
- SALARY** : R196 407 per annum (Level 06)
CENTRE : Free State (Bloemfontein)
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: Understanding of spatial data; Functions of the Surveyor

General Office. Job related skills: Good interpersonal relations; Good communications (verbal and written); Computer software; Good organising. Attention to detail.

DUTIES

: Capture alpha numeric data of cadastral documents. Capturing of property description of diagrams, GPs and sectional titles with relevant SG number. Manual and electronic archiving of cadastral documents. Scanning and updating of new/historical approved diagrams, GPs, sectional titles, comps and saving into the database or archiving room. Technical examination of cadastral documents. Examining of diagrams, GPs and sectional titles according to the Land Survey Act. Plot new cadastral surveys in relation to existing cadastral position. Plotting of coordinates of new/historical approved diagrams and GPs in order to obtain position. Provide clients with cadastral information. Attend to over the counter clients (walk-ins). Attend to SG data email requests. Ensure correct and legible data is issued to clients. Attend to research jobs. Keep the clients informed of the progress. Capture, maintain and update spatial data. Capturing of boundary descriptions of diagrams and GPs in order to construct continuous map and saving into spatial database.

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

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