

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

- CLOSING DATE** : 16 November 2018 at 16:00
- 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.
- 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. **Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post.**
- : 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 44/89** : **DIRECTOR GENERAL (Reference: 3/2/1/2018/413)**
- SALARY** : R1 880 736 per annum (Level 16) (All inclusive package to be structured in accordance with the rules for SMS plus 10% non-pensionable allowance) (This is a performance based contract position of 5 years which may be renewed at the expiration of the period)
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Postgraduate qualification [NQF level 8] in Public Management, Business Management or a relevant postgraduate qualification underpinned by an appropriate Bachelor's Degree or Advanced Diploma [NQF level 7]. 8 - 10 years of experience at executive managerial level and the ability to provide strategic leadership and direction to the current team (3 years must be within any organ of State). Job related knowledge: Thorough understanding of the political mandate of Department. Understanding of key government priorities. Knowledge and experience in land reform, policy and rural development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department. Ability to implement outcome based performance management system. Extensive managerial experience in the management of financial and human resources. Proven ability to innovate. Job related skills: Highly developed liaison skills. Communication and negotiation skills. Monitoring and evaluation skills. Coordination and facilitation skills. Project Management skills. Change Management skills. A valid driver's licence. Passion to drive the Department's

- critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability. The job will require the official to work irregular and extended hours.
- DUTIES** : Drive the Agrarian Transformation Agenda of Government through implementing the Land Restitution and Comprehensive Rural Development Programmes with the aim to achieve vibrant and sustainable rural communities. Managing the process of access to rights in land including land ownership and sustainable development. Developing, managing and facilitating the implementation of agrarian transformation. Oversee the Land Administration Systems and Cadastral Services [Deeds Registration and National Geomatic Management Services]. Provision of special services in support of sound land administration including deeds registration. Provision of special services in support of sound land administration including cadastral surveys. Foster good Corporate Governance and fast track service delivery underscored through compliance within the applicable legal frameworks. Evaluate the adequacy and effectiveness of internal controls, governance and risk management of all business processes. Coordinate activities of the economic cluster. Co-ordination and collaboration with counterparts at levels of Government on matters of Rural Development and Land Reform. Developing and coordinating policies and programmes in support of the implementation of land reform. Facilitate planning and environmental support to the Department including compliance with relevant legislation. Developing, managing and facilitating the implementation of rural enterprises and industries. Developing, managing and facilitating the implementation of rural infrastructure development.
- NOTE** : This is a re advertisement. Candidates that applied previously should please re apply. Completion of Form Z83 is a compulsory requirement when applying for this post and this must be uploaded with your CV when applying online. 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. Completion of Form Z83 is a compulsory requirement when applying for this post and this must be uploaded with your CV when applying online.
- 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.
- POST 44/90** : **DEPUTY DIRECTOR GENERAL: LAND TENURE AND ADMINISTRATION**  
**(Reference: 3/2/1/2018/414)**
- SALARY** : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Branch: Land Tenure and Administration (Pretoria)
- REQUIREMENTS** : Bachelor Degree in Law or Social Sciences (NQF level 7) and post graduate qualification (NQF level 8). 8 – 10 years' experience at a senior managerial level in the implementation of land reform policies or related field, Senior Management generic functions, policy and legislative development. Job related knowledge: Understanding of agrarian transformation as well as key priorities of government. Understanding of Comprehensive Rural Development Programmes. Knowledge of Transformation of Certain Rural Areas Act. Job related skills: Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's licence.
- DUTIES** : Ensure development of Tenure Reform, Land Administration and Land Rights Policies, procedures and products. Develop Land Rights Policies, Systems and products. Ensure the registration and management of Land Holding Institutions (CPI). Develop Communal Tenure Security Policies, Systems and Products.

Oversee provision of property management and advisory support services. Manage and provide state land information. Provide property management and policy development services. Provide property research and immovable asset management support. Oversee provision of programme support and service delivery coordination services. Provide Land Tenure and Land Administration Information, Risk and Compliance Management Services. Provide program management and service delivery coordination services. Provide Land Tenure and Administration programme and administrative support services. Ensure provision property management support services at provincial and district level. Administer and provide property holdings and disposals services. Administer and provide lease administration support. Ensure implementation tenure reform and land rights products at provincial and district. Provide land tenure rights implementation support. Provide communal land rights support. Provide communal property holdings establishment support. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

**NOTE** : This is a re advertisement. Candidates that applied previously should please re apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.

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**POST 44/91** : **DEPUTY CHIEF LAND CLAIMS COMMISSIONER (Reference: 3/2/1/2018/415)**  
The Minister of Rural Development and Land Reform, in terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, seeks to appoint a Deputy Chief Land Claims Commissioner. The Minister hereby invites nominations from the general public of candidates who meet the requirements outlined below. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. Appointment will be made in compliance with the recruitment process as outlined in the Public Service Regulations, 2016

**SALARY** : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS) (5 year contract post)

**CENTRE** : Branch: Restitution: National Office: Pretoria  
**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Social/Natural/Economic Science/Law or Development Studies (NQF Level 7). 5 years' working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management, Monitoring and Evaluation, Strategic

Planning and Stakeholder Relations, Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, A good track record of working with communities, Strong research and analytical, Good written and verbal communication. A valid driver's licence.

**DUTIES**

: Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/policies/appropriate documentation for the Minister and the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief land Claims Commissioner. Brief Minister and the Chief Land Claims Commissioner on all restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Lead and manage the Commission in the Chief Land Claims Commissioner absence. Act as Deputy Head of the Commission. Act as Chief Land Claims Commissioner in his/her absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at national office and provincial office. Provide provincial coordination support to the Chief Land Claims Commissioner. Provide provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to restitution provincial offices. Coordinate provincial roll out of restitution related initiatives. Coordinate and support provincial coordination across provinces. Support sector collaboration across sectors, spheres of government and provinces. Develop and coordinate restitution policy, including drafting of standard operating procedures, ensuring alignment with government wide policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate restitution policy development. Participate and advise on all land reform related policies. Review, Advice and facilitate coordination with government wide objectives. Develop, update and maintain land restitution strategic framework. Engage with various stakeholders in the development and update of restitution or related policies. Liaise and foster working relationships with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Liaise, foster and promote sector collaboration with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

**ENQUIRIES**

: Mr B Moemedi Tel: (012) 312 9696

**NOTE**

: This is a re-advertisement, all nominations submitted previously must be resubmitted. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to be nominated. 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**

: Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

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| <b><u>POST 44/92</u></b>   | : | <b><u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u></b><br><b><u>(Reference: 3/2/1/2018/416)</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)  |
| <b><u>CENTRE</u></b>       | : | Office of The Chief Surveyor General (Pretoria)  |
| <b><u>REQUIREMENTS</u></b> | : | A Degree (NQF 7) In Geomatics/Surveying. Registration with South African Geomatics Council as a Professional Land Surveyor. Registration as a Sectional Title Practitioner. 5 years' appropriate experience at a senior managerial level. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Performance Management and Monitoring, Government systems and structures, Government decisions making processes, Programme setting process, Understanding of management information and formal reporting system, Dealing with misconduct, Internal Control and Risk Management, Project Management principles and tools, The political landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Forecasting, Computer Literacy, Resource Planning, Problem Solving and Decision Making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times. A valid driver's licence.   |
| <b><u>DUTIES</u></b>       | : | Manage and oversee special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Facilitation of State Survey undertakes through the private sector (Public-Private Partnerships). Survey on surveyed State and Trust Land. Survey of State Domestic Facilities (SDF). Manage and oversee Cadastral Research and Development. Research ways of transforming improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislatives framework, compare with other systems, propose amendments and report of findings. Attend relevant workshop's, conferences/seminars and courses for internal and career path findings and make recommendations. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/Investigate concerns, proposals for amendments and streamlining of legislation. Assist Chief Surveyor General with administration and control of Survey Regulations Broad (SRB). Manage and oversee the Provision of internal and external Professional Advisory and Support Services. Research, Compile reports and supply information in respect of internal and external cadastral matters and request from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislations and time frame, client's request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in complains with legislation. Manage the research, investigation and resolving of anomalies in the Republic of South Africa international boundaries. Manage advisory services on the Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Manage and oversee the registration of Professional Land Surveyors, Sectional Title Practitioners, Professional Surveyors, Technical Surveyors. Train Professional Land Surveys, Professional Surveyors, Survey Technicians. Monitor Surveyor General Practical Training Program (PLS-30 days) In accordance with Plato Training Schedule. Monitor examination for registration in compliance with South African Geomatics Council (SAGC) requirements, including moderating. Oversee the training of Pupil Survey Officers, Candidate Professional, Candidate Technologist and experiential geomatics students and interns. Manage and oversee the preparation of technical procedure and standards. Assist Chief Surveyor General in management of updating Surveyor General procedure and standards, in compliance with legislative and in consultation with professional/stakeholders. Investigate effects of technological advancement of Technical Procedures and Standards transforms accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and Survey Regulations Boards (SRB) for review of regulations framed under the Act. |

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- POST 44/93** : **DIRECTOR: PROPERTY MANAGEMENT (Reference: 3/2/1/2018/417)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Directorate: Property Management: Gauteng (Pretoria)
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's licence.
- DUTIES** : Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental Immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.
- NOTE** : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.

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**POST 44/94** : **DIRECTOR: PROPERTY MANAGEMENT (Reference: 3/2/1/2018/418)**

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

**CENTRE** : Directorate: Property Management: Mpumalanga (Nelspruit)  
**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's licence.

**DUTIES** : Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental Immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

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- assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
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- POST 44/95** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/419)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Mpumalanga (Nelspruit)  
 : Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.
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- POST 44/96** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/420)**



- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Limpopo (Polokwane)  
: Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal Land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.
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- POST 44/97** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/421)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Northern Cape (Kimberley)  
: Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and

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|-----------------------------------|---|---|
| <b><u>DUTIES</u></b>              | : | Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.   |
|                                   | : | Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity. |
| <b><u>NOTE</u></b>                | : | This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.  |
| <b><u>APPLICATIONS</u></b>        | : | 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.  |
| <b><u>POST 44/98</u></b>          | : | <b><u>DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/422)</u></b>  |
| <b><u>SALARY</u></b>              | : | R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Directorate: Tenure Reform Implementation: North West (Mmabatho)  |
|                                   | : | Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.   |
| <b><u>DUTIES</u></b>              | : | Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity   |

building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.

- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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.
- POST 44/99** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/423)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Western Cape (Cape Town)  
 : Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute

resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.

**NOTE** : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. 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 44/100** : **CHIEF PROFESSIONAL SURVEYOR (Reference: 3/2/1/2018/424)**

**SALARY** : R854 154 per annum (Salary in accordance with the OSD for Engineers)  
**CENTRE** : Office Of The Surveyor General: Western Cape (Cape Town)  
**REQUIREMENTS** : 4 years' Survey/Geomatics Degree (BSc-Survey/Geomatics) (NQF 8). 6 years' post qualification Professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey application, Creating high performance culture, Technical consulting, Survey and professional judgment, 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, Financial Management, Customer focus and responsiveness, Computer Literacy, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Archival investigation and historical research, Dispute resolutions, Beacon and boundary reconstruction. A valid driver's licence.

**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. Promotes 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 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 organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for

the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to department objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organisational 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and effective people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure component knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

- NOTE** : African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- 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.
- POST 44/101** : **CHIEF PROFESSIONAL SURVEYOR (Reference: 3/2/1/2018/425)**
- SALARY** : R854 154 per annum (Salary in accordance with the OSD for Engineers)
- CENTRE** : Office Of The Surveyor General: Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : 4 years' Survey/Geomatics Degree (BSc-Survey/Geomatics) (NQF 8). 6 years' post qualification Professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey application, Creating high performance culture, Technical consulting, Survey and professional judgment, 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, Financial Management, Customer focus and responsiveness, Computer Literacy, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Archival investigation and historical research, Dispute resolutions, Beacon and boundary reconstruction. A valid driver's licence.
- 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. Promotes 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 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 organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage

and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to department objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organisational 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and effective people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure component knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

- NOTE** : African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- 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.
- POST 44/102** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (Reference: 3/2/1/2018/426)**
- SALARY** : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Strategic Land Acquisition: Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years' relevant experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform: Land Tenants Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. A valid driver's licence.
- DUTIES** : Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or Service Provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to determine the business of compatibility between the Service Provider and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Project. Conduct the analysis and selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partner for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalisation project procedure within the relevant Policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders

regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible Recapitalisation Project support requirements. Facilitate the provision of mentorship strategic to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share equity arrangement and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Directorate. Manage and supervise human resources of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for sub directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

**APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**POST 44/103** : **DEPUTY DIRECTOR: PRE-SETTLEMENT (Reference: 3/2/1/2018/427)**

**SALARY** : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Directorate: Operation Management: Limpopo (Polokwane)  
**REQUIREMENTS** : Bachelor's Degree qualification in one of the following fields: Law, Humanities, Economics or Development Studies. 5 years' appropriate working experience. Job related knowledge: Understanding of and experience in land reform (in particular restitution) and/or development-related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Experience in research management and implementation. Job related skills: Strategic Planning, General Management, Operational Planning, Proven supervisory, Project Management, Excellent communication (verbal and written), Computer literacy. A valid driver's license is compulsory. Willingness to undertake field trips entailing long distance and work irregular hours.

**DUTIES** : Manage the lodgement of claims. Advising the claimants on the process for lodgement. Assist claimants in signing of appropriate affidavits. Manage the validation of lodged claims. Investigations. Gazetting. Manage the verification of validated claims. Listing claimants. Adoption of verification list. Manage the settlement of claims. Signing of settlement agreements. Compiling of S42D/S42E/Court referral. Manage the negotiations for the settlement of claims. Valuation .Presentation of offer.

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

**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.

**Post 44/103** : **CONTROL GISc TECHNOLOGIST (Reference: 3/2/1/2018/428)**

**SALARY** : R714 393 per annum (Salary in accordance with the OSD for Engineers)

**CENTRE** : Directorate: Spatial Planning And Land Use Management: Free State (Bloemfontein)

**REQUIREMENTS** : 3 - 4 years' GISc Degree or relate Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organisational, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's licence.

**DUTIES** : Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and

capturing of spatial data from various formats and source. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain Geographic Information Services unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and Geographic Information Services to all clients in the department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximise efficiency. Publish data into a web based Geographical Information System to provide geographical information through the internet. Ensure easy access to spatial information at all times. Documents Geographical Information System processes. Provide stakeholder management services. 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide Geographical Information System implementation support. Support Geographical Information System and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of Geographical Information System Standards. Support draft Terms of Reference for Geographical Information System projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System 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 Geographical Information System standards.

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

**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.

**POST 44/105** : **DEPUTY DIRECTOR: PROPERTY LEASES (Reference: 3/2/1/2018/429)**

**SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Directorate: Property Management: Limpopo (Polokwane)  
**REQUIREMENTS** : Bachelor Degree or National Diploma Real Estate, Property Management or Bachelor's Degree in Law or any Degree or Diploma coupled with 5 years' experience at Assistant Director level in a Property Management field in the Public Service. 3 - 5 years' management experience in property management or related field. Job related knowledge: Public Service Regulation, Treasury Regulations, Public Finance Management Act (PFMA). Job related knowledge: Government Immovable Asset Management Act 2007, Land Reform Provision of Land and Assistance Act, State Land Disposal Act, Any other relevant law. Job related skills: Project Management, Analytical, Planning and organisation, Computer Literacy (MS Word, Excel, Power Point Project), Communication (verbal and written), Problem solving and decision making, Facilitation and Presentation, Report writing, Interpersonal Relations. A valid driver's licence. Willingness to travel.

**DUTIES** : Manage compliance with Property Management Systems and support to District. Administer the signing of lenses and caretaker agreements. Manage records of original contracts and inspection reports. Manage and coordinate periodic land use investigations on leased immovable assets. Participate in the beneficiary selection committee. Monitor of proper usage and maintenance of leased assets. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subjects to agricultural lease or agricultural caretaker arrangements. Manage human financial and other resources of the Directorate.



Manage and monitor budget and expenditure of the sub-directorate. Manage the sub-directorates as part of Demand Management Plan of the Directorate. Manage human resource of the sub-directorate. Ensure effective use of physical resources.

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

**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.

**POST 44/106** : **PROFESSIONAL TOWN AND REGIONAL PLANNER (2 POSTS) (Reference: 3/2/1/2018/430)**

**SALARY CENTRE** : R585 366 per annum (The salary in accordance with the OSD for Engineers)  
: DIRECTORATE: SPATIAL PLANNING AND LAND USE MANAGEMENT:  
LIMPOPO (POLOKWANE)

**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification. 3 years post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy; Attention to detail. A valid driver's licence.

**DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at provincial and municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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

**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.

**POST 44/107** : **SENIOR LEGAL ADMINISTRATION OFFICER (Reference: 3/2/1/2018/431)**

**SALARY CENTRE** : R448 269 per annum (Salary in accordance with the OSD for Legal)  
: Directorate: Support Services: Limpopo (Polokwane)

**REQUIREMENTS** : Degree/Diploma in LLB as determined by the Minister of Justice and Constitutional Development. 8 years' post qualification experience in the relevant field. Job related knowledge: Labour Law, Public Finance Management Act, Treasury Regulations and the Promotion of Administrative Justice Act. Job related skills:

|                             |   |  |
|-----------------------------|---|--|
|                             | : | Ability to interpret the law, Ability to research the law, Written and Presentation, Client Relations, Communication, Computer Literacy, Managerial. A valid driver's licence.   |
| <b><u>DUTIES</u></b>        | : | Handle all legal matters arising from the Provincial Support Services Directorate. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration. Draft or edit legal correspondence.  |
| <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>APPLICATIONS</u></b>  | : | 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.  |
| <b><u>POST 44/108</u></b>   | : | <b><u>PROJECT COORDINATOR: LAND RIGHTS (10 POSTS) (Reference: 3/2/1/2018/432)</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R444 693 per annum (Level 10)  |
|                             | : | Directorate: Tenure Reform Implementation: Kwazulu Natal (2 Posts Pietermaritzburg, 2 Posts Ladysmith, 2 Posts Port Shepstone, 2 Posts Richardsbay, 2 Posts Vryheid)   |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (ESTA, LTA, IPILRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing, A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.   |
| <b><u>DUTIES</u></b>        | : | Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in land reform policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants Act (LTA) claims that have been lodged. Categories LTA Cases according to claimant's settlements choices as required. Respond to all enquiries on LTA accordingly. Liaises with justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist Staff in the District Offices to incorporate changes in land reform policy and procedures into their planning and implementation. |
| <b><u>NOTE</u></b>          | : | African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.   |
| <b><u>APPLICATIONS</u></b>  | : | Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.   |
| <b><u>POST 44/109</u></b>   | : | <b><u>PROJECT COORDINATOR: LAND RIGHTS (Reference: 3/2/1/2018/433)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R444 693 per annum (Level 10)  |
|                             | : | Directorate: Tenure Reform Implementation: Limpopo (Capricorn/Sekhukhune District)   |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (ESTA,  |

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|                             |   | LTA, IPILRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing. A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.  |
| <b><u>DUTIES</u></b>        | : | Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants Act (LTA) claims that have been lodged. Categories LTA Cases according to claimant's settlements choices as required Respond to all enquiries on LTA accordingly. Liaises with justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist staff in the District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation. |
| <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>APPLICATIONS</u></b>  | : | 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.   |
| <b><u>POST 44/110</u></b>   | : | <b><u>PROJECT COORDINATOR: COMMUNAL TENURE (3 POSTS) (Reference: 3/2/1/2018/434)</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R444 693 per annum (Level 10)   |
|                             | : | Directorate: Tenure Reform Implementation: Limpopo (Waterberg, Capricorn/Sekhukhune, Vhembe/Mopani District)  |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (TRANCRA, ULTRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing. A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.   |
| <b><u>DUTIES</u></b>        | : | Facilitate the implementation of upgrading of Land Tenure Rights. Develop land profile. Consult with internal and external stakeholders. Compile a report. Facilitate the implementation of Land Title Adjustments. Conduct investigation. Prepare terms of reference. Consult with internal and external stakeholders. Compile report. Coordinate the implementation transformation of certain rural areas. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval .Compile executing report.   |
| <b><u>NOTE</u></b>          | : | Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.  |
| <b><u>APPLICATIONS</u></b>  | : | 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.   |
| <b><u>POST 44/111</u></b>   | : | <b><u>CONTROL SURVEY TECHNICIAN (Reference: 3/2/1/2018/435)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R422 139 per annum (Salary in accordance with the OSD for Engineers)  |
|                             | : | Office Of The Surveyor General: Limpopo (Polokwane)   |

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| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Survey (NQF 6). 6 years' post qualification technical (survey) experience. Compulsory registration with South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, 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 licence.  |
| <b><u>DUTIES</u></b>       | : | 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 discipline 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 surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of 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 within 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 utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. |
| <b><u>NOTE</u></b>         | : | African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.  |
| <b><u>APPLICATIONS</u></b> | : | 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.   |
| <b><u>POST 44/112</u></b>  | : | <b><u>CONTROL SURVEY TECHNICIAN (Reference: 3/2/1/2018/436)</u></b>  |
| <b><u>SALARY</u></b>       | : | R422 139 per annum (Salary in accordance with the OSD for Engineers)   |
| <b><u>CENTRE</u></b>       | : | Office Of The Surveyor General: Gauteng (Pretoria)   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Survey (NQF 6). 6 years' post qualification technical (survey) experience. Compulsory registration with South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research   |

and Development, Computer aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, 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 licence.

**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 discipline 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 surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of 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 within 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 utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

**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.

**POST 44/113** : **CONTROL GISc TECHNICIAN (Reference: 3/2/1/2018/437)**

**SALARY** : R422 139 per annum (The salary in accordance with the OSD for Engineers)  
**CENTRE** : Directorate: Spatial Planning And Land Use Management: Limpopo (Polokwane)  
**REQUIREMENTS** : Undergraduate Qualification in GISc field or related qualifications. 6 years' post qualification experience. Compulsory registration with PLATO under the category of GISc Technician. Job related knowledge: Legal and Operational Compliances, GIS implementation, Standards Development, Policy formulation, GIS operational communication, Spatial modeling design and analysis knowledge, GIS Applications, Technical consulting. Job related skills: Organisation, Process knowledge, Systems Maintenance, GIS mobile devices operating, Advanced Computer Literacy, Interaction. A valid driver's licence.

**DUTIES** : Manage, Supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial

databases. Manage maps production and customise to meet clients' needs accordingly. Manage maps production and customise to meet needs accordingly. Manage the operations of GIS equipment's, software, data and products. Undertake spatial analysis with regard to GIS Projects. Ensuring data compatibility and preparing/interpreting metadata. Developing, testing and performance data capturing, analysis and quality control procedures. Maintain GISc unit Effectiveness. Maintain GISc tools. Train end-user on basic GISc skills. Compile content for web publishing. Capture and maintain metadata. Updating of GISc software and renewal of license. Documentation of GISc processes. Functional Requirements analysis. Undertake and document user requirements and analysis. Identify gap analysis on available spatial information in the organisation. Evaluate software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Assisting in determining operational and project requirements. Conduct Research. Research investigate and advice on new GISc 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 GISc standards.

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

**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.

**POST 44/114** : **ASSISTANT DIRECTOR: ASSETS AND FACILITIES (Ref No: 3/2/1/2018/438)**

**SALARY CENTRE** : R356 289 per annum (Level 9)  
: Directorate: Financial And Supply Chain Management Services: Limpopo (Polokwane)

**REQUIREMENTS** : Bachelor Degree or National Diploma in Supply Chain Management or equivalent qualifications. 3 years' experience at supervisory level within asset and facilities environment. Job related knowledge: Public Finance Management Act, Public Service Regulations, Government tender procedures. Job related skills: Computer Literacy, Report writing, Communication, Interpersonal Relations. A valid driver's licence.

**DUTIES** : Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Retire the lost and non-recoverable. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report loss assets to the loss control for further investigations. Follow ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreements. Submits request for extensions for approval. Compile and submits the new need to National Office for approval. Engage OHS officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance. Maintain 10% vacancy rate on funded posts.

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

**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.

**POST 44/115** : **ASSISTANT DIRECTOR: FINANCE (Reference: 3/2/1/2018/439)**

**SALARY CENTRE** : R356 289 per annum (Level 9)  
: Branch: Rural Infrastructure Development (Pretoria)

**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Accounting/Financial Accounting/Financial or Public Management/Finance/Auditing. 3 - 5 years' experience in finance and administration environment. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Generally Recognise Accounting Practice (GRAP), Preferential

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|                             |   | Procurement Policy Framework Act (PPPFMA), Departmental Transversal Systems (BAS; PERSAL and LOGIS). <u>Job related skills:</u> Accounting, Analytical, Computer Literacy, Communication (verbal and written), Problem solving and decision making, Planning and organizing, Facilitation and presentation, Report writing, Strategic leadership capability, Training and development, Interpersonal Relations. A valid driver's licence. Willing to travel and ability to work under pressure and work irregular hours.  |
| <b><u>DUTIES</u></b>        | : | Administer budget and expenditure of the Branch. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projections. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply chain management policies and procedures. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Provide financial reports. Compile budget reports. Compile weekly and monthly expenditure reports. Compile and report on cash flow.   |
| <b><u>NOTE</u></b>          | : | African, Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.  |
| <b><u>APPLICATIONS</u></b>  | : | 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.  |
| <b><u>POST 44/116</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ADMINISTRATION (2 POSTS) (Reference: 3/2/1/2018/440)</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R356 289 per annum (Level 9)  |
|                             | : | Directorate: Support Services: Limpopo (Waterberg And Capricorn/Sekhuhune District)   |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma in Public Administration/Public Management/Human Resource Management. 3 years' experience in relevant working environment. Job related knowledge: Supply chain management processes, Government systems, Public Financial Management Act (PFMA), Preferential Procurement Policy Framework Act PPPFMA, Public Service Regulations, Department Transversal Systems (BAS, PERSAL, LOGIS). Job related skills: Planning and organizing, Document Management, Financial Management, Office Management, Interpersonal Relations, Project Management, Resource planning, Communication, Computer Literacy. Managerial. A valid driver's licence.   |
| <b><u>DUTIES</u></b>        | : | Administer budget control and expenditure control. Ensure enough budgets for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure MTEF processes are adhered to. Ensure that expenditure. Take precaution unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Manage travel arrangements. Manage building maintenance and office cleaning services. Provide frontline services to stakeholders and visitors. Provide administrative and secretariat function at meetings. Compile reports on a monthly basis. Prepare and consolidate presentations. Provide supply chain management support. Compile and execute Demand Management Plan. Compile and execute demand procurement plan. Manage commitment (LOGIS) effectively. Safeguard asset. Ensure compliance with internal and external financial and supply chain policies. Comply with PFMA Act, Preferential Procurement Policy Framework Act and Treasury regulations. Provide human resource administration support services. Facilitate all training requirements and activities. Facilitate recruitment process. Maintain accurate leave record and manage attendance of officials. Manage Performance of officials. |
| <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>APPLICATIONS</u></b>  | : | 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.   |