

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : 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 attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application.
- CLOSING DATE** : 14 June 2019 at 16:00
- NOTE** : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively 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 apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) 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/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 19/68** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2019/222**
Directorate: Social Organisational and Youth Development
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : National Diploma in Public Administration//Human Resources Management/Human Resource Development/Education. 3 years' management experience in training and development/human resource development. Job related knowledge: Constitution, Food Governance and Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, National Skills Development Strategy (NSDS) III, Skills Development Act, South African Qualifications Act, National Development Plan (NDP), New Growth Path (NGP), Industrial Policy Action Plan (IPAP) II, National Skills Development Accord. Job related skills: Strategic planning, Problem solving, Communication and interpersonal relations, Project Management, Conflict resolution, Leadership, People Management, Results oriented, Corporate governance, Presentation and facilitation, Computer literacy, Financial Management, Monitoring and Evaluation. A valid driver's licence.
- DUTIES** : Develop, update and maintain a Provincial Skills Development Plan for the National Rural Youth Service Corps (NARYSEC) Programme. Research and identify scarce skills based on the economic priorities for the Districts and Province annually. Identify appropriate learning programmes, linked to the identified scarce skills annually. Plan and conduct career and vocational guidance sessions for participants who have been recruited into the NARYSEC programme. Compile and submit the Provincial Skills Development Plan. Manage the implementation of the Provincial Skills Development Plan. Identify and engage accredited training

providers to deliver the identified learning programmes. Ensure the involvement of the relevant Sector Education and Training Authority (SETA) in the delivery of the identified learning programmes. Identify host employers (if required) that can be used for workplace training and assist them to obtain site approval from the relevant SETAs. Prepare training approval documentation for Provincial and National projects approval committees. Ensure that approval learning programmes are implemented, as stipulated in the implementation plans. Manage and maintain Provincial skills development stakeholder partnerships. Identify and engage strategic partners for the implementation of the skills development needs within the Province. Conduct monthly meetings with training providers, host employers and SETAs with regard to the skills development being implemented. Conduct monthly meetings with District Coordinators with a view to ensure the successful implementation of skills development in the Province. Monitor and quality assure the implementation of the Provincial Skills Development Plan. Conduct monitoring visits on a monthly basis at training providers and workplaces, completing the skills development monitoring tools, developed for this purpose. Compile and submit monthly skills development reports, as well as quarterly National Skills Fund (NSF) report. Discuss skills development challenges with the management of training providers, workplaces and NARYSEC, and ensure that remedial action is taken to address the challenges. Ensure that training providers submit their tranche payments as expected and verify correctness of claims and supporting documents. Engage SETAs with regard to the uploading of learners onto the SETA Management System, site approvals, quality assurance of the training being delivered and issuing of certificates. Manage and maintain participant information related to skills development. Compile skills development spread-sheets, reflecting the information of all learners engaged in skills development activities. Update and maintain the status of the skills development information on a monthly basis. Report on status of participant information in the monthly skills development report. Coordinate exit opportunities through further studies. Facilitation and coordination of awareness campaign on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Report on youth support through further study opportunities.

- ENQUIRIES** :
- APPLICATIONS** : Mr W Mambana Tel No: (012) 337 3655
- Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 19/69** : **CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/223**
Directorate: Mapping Services
- SALARY** : R446 202 per annum (Salary in accordance with the OSD for Engineers)
- CENTRE** : Western Cape (Cape Town/Mowbray)
- REQUIREMENTS** : National Diploma (NQF 6) in surveying or cartography. Compulsory registration with South African Geomatics Council. 6 years' post qualification technical (survey/cartography) experience. 3 years' supervisory experience. Job related knowledge: Programme and project management, Survey, legal, operational compliance and operational communication, Mobile equipment, Process knowledge and skills, Maintenance skills and knowledge, Geo-database design and analysis knowledge, Creating high performance organisational culture, Technical consulting, Survey design and analysis knowledge, Research and development, Computer aided survey application, Digital photogrammetry (advanced), Topographic mapping, Digital elevation/surface models, Process of aerial triangulation blocks, including accuracy assessment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Report writing, Literacy, Understanding geo-spatial data and computer graphics environment, Advanced computer literacy, Interpersonal relations, Time Management, Supervisory, Analytical, Facilitation, Resource planning and team management, Ability to

DUTIES

perform and apply quality control checks, Ability to work in a high production environment. A valid driver's licence.

: Survey design and analysis effectiveness. Perform planning/final review and approvals or audits on digital photogrammetry applications according to set standards and design principles or theory. Co-ordinate digital photogrammetry efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of photo control (including aerial triangulation) and digital elevation capture and processing through the provision of appropriate structures, systems and resources. Set photo control (including aerial triangulation) and digital elevation capture and processing maintenance standards, specifications and service levels according to organisational objectives. Monitor photo control (including aerial triangulation) and digital elevation capture and processing maintenance efficiencies according to organisational goals to direct or redirect survey service. Ensure effective and efficient governance. Allocate, monitor and control resources. Compile risks logs (database) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of mapping related matters to minimise possible mapping risks. Manage and implement knowledge sharing initiatives e.g short term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Ensure effective and efficient 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.

ENQUIRIES

: Mr A Parker Tel No: (021) 658 4302

APPLICATIONS

: Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.

NOTE

: African males and African females and Persons with disabilities are encouraged to apply.