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 : 21 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). 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. 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.

MANAGEMENT ECHELON

POST 20/43 : SURVEYOR GENERAL REF NO: 3/2/1/2019/226
(1 Year Contract)
Office of the Surveyor General

SALARY : R1 189 388 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS).
CENTRE : North West (Mafikeng)

DUTIES : Approve diagrams, general plans and Sectional Plans in compliance with legislation and provide tenure security and sustainable rural and urban development. Examine cadastral documents for approval in accordance with the Land Survey Act and all applicable statutory consents. Ensure complete, accurate, current Cadastral Spatial Information development. Update the spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Compile a decentralised delivery system. Train Professional Land Surveyors, Technologists, Survey

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Technicians and Geomatics Officers as well as in general administration from targeted groups. Provide support to various programmes including Land and Tenure Reform, Restitution Programmes and Land Administration Institutions. Provide technical support and advice as well as information from time to time. Manage the implementation of the Land Survey Act, Number 8 of 1997 (LSA). Ensure that all surveys performed in South Africa are compliant with LSA. Manage allocated resources. Oversee the transformation process in the office in line with the new vision for the Public Service as contained in the White Paper on Transformation of the Public Service and other relevant Policy documents continuously. Ensure compliance with all lawful requirements imposed by way of Laws, Ministerial Directives, Cabinet Decisions, Cabinet Circulars, Treasury instructions and communications from the Public Service Commission and Auditor-General at all times. Ensure that assurance arrangements appropriate to the Surveyor-General information systems are implemented timeously. Manage allocated funds efficiently. Monitor the utilisation of equipment including vehicles facilities. Take responsibility for measures aimed at promoting representativeness in the Departments personnel structure (including putting in place Employment Equity Plans on an on-going basis). Ensure that powers/responsibilities are clearly specified and formally delegated within the Office of the Surveyor-General at all times. Ensure that appropriate internal controls and reporting systems are established and maintained on a regular basis. Develop service delivery improvement of the component.

ENQUIRIES : Ms B Mathulwe Tel No: (083) 282 2306
APPLICATIONS : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

POST 20/44 : DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2019/227 Office of the Surveyor General

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

CENTRE : North West (Mafikeng)


DUTIES : Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide Personal
Computer support to normal users within a 24 hour period. Provide Information Technology related training upon pro-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the Electronic Cadastral Survey System (E-CSS) aligned with e-government programme. Note approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant Geographic Information System (GIS) services as and when requested by clients. Maintain cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

**ENQUIRIES**

Ms B Mathulwe at (083) 262 2306

**APPLICATIONS**

Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**POST 20/45**

DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/228

Office of the Surveyor General
This is a re-advertisement, applicants who applied previously must reapply

**SALARY**

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

**CENTRE**

Limpopo (Polokwane)

**REQUIREMENTS**


**DUTIES**

Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and Government officials. Report on Directorate progress monthly and as required. Know and
apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

ENQUIRIES: Ms B Mathulwe at (083) 282 2306
APPLICATIONS: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 20/46: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/229
Office of the Surveyor General
This is a re-advertisement, applicants who applied previously must reapply

SALARY: R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
CENTRE: Eastern Cape (East London)
DUTIES: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors.
Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Know and apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to Policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and Government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

ENQUIRIES
Ms B Mathulwe at (083) 282 2306

APPLICATIONS
Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE
Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS
POST 20/47
CHIEF PROFESSIONAL SURVEYOR REF NO: 3/2/1/2019/231
Office of the Surveyor General

SALARY
R898 569 per annum (Salary in accordance with the OSD for Engineers)

CENTRE
Free State (Bloemfontein)

REQUIREMENTS

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. Develop cost effective solutions and obtain approval of surveys according to prescribed requirements/standards. Promote 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 Departmental objectives. Monitor maintenance efficiencies according to Departmental 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 Departmental 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 Departmental 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 Departmental 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 Departmental 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 to ensure component knowledge base for the continued success of survey services according to Departmental needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

ENQUIRIES
APPLICATIONS
NOTE
POST 20/48
SALARY
CENTRE
REQUIREMENTS
DUTIES

Ms B Mathulwe Tel: (083) 282 2306
Applications can 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.
Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: 3/2/1/2019/233
Directorate: Social Organisation and Youth Development

R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
North West (Mmabatho)


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 Skills Education Training
Authorities (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 approved 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 trench 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. 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 supported through further study opportunities.

ENQUIRIES: Mr K Sebitielle Tel: (018) 388 7115
APPLICATIONS: Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply

POST 20/49: DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2019/234 (X2 POSTS)
Directorate: Forensic Investigations
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Pretoria
REQUIREMENTS: Bachelor’s Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. Certified Fraud Examiners will be an added advantage. 6 years’ credible and applicable experience in the Forensic Investigation field. 3 - 5 years’ middle management/project management experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector, Understanding of forensic investigation techniques, tools and processes, ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving, Staff and interpersonal relations, Project Management, Computer literacy, Investigation. A valid driver’s licence.

DUTIES: Participate in the compilation of Annual Forensic Investigation Case Register for approval by the Director by March annually. Provide inputs to the development of the Annual Forensic Investigation Case Register for approval by the Director by March annually. Manage/perform the preliminary investigation of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile/review all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Manage the execution of the allocated
ENQUIRIES: Ms K Motsisi/Ms B Ntsoereng Tel: (012) 312 8581
APPLICATIONS: Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE: Coloured and Indian males and African and Coloured females and Persons with disabilities are encouraged to apply.
POST 20/50: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2019/235 (XS POSTS)
Directorate: Forensic Investigations
This is a re-advertisement, applicants who applied previously must reapply
SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Bachelor’s Degree or National Diploma with Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/Bluris. Certified Fraud Examiners will be an added advantage. 3 years’ credible and applicable experience in the forensic investigation field. Project Management or supervisory experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, Understanding of forensic investigation techniques, tools and processes, ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving ability, Staff and interpersonal relations, Project Management, Computer literacy, Investigation. A valid driver’s licence.
DUTIES: Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution and reporting deliverables of all allocated projects within approved timelines. Execute the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Report on the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile the reports of all the allocated projects within approved timelines. Report to the Deputy Director on status of all the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate’s status of the Annual Forensic Investigation Case Register Projects on a bi-weekly basis. Participate in the preparation of the quarterly progress report to the Audit Committee of the Annual Forensic Investigation Case Register Projects three weeks prior to the Audit Committee meeting date. Manage/perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile/review the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required. Manage the implementation of Project management action plans by responsible line managers on all the allocated projects, within approved timelines.
disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

**ENQUIRIES**  
Ms K Motsisi/Ms B Ntsoereng Tel No: (012) 312 8581

**APPLICATIONS**  
Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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