DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE: 21 February 2020 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. Important 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. 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 05/67: SURVEYOR GENERAL REF NO: 3/2/1/2020/052
Re-advertisement, applicants who applied previously must reapply.
Office of the Surveyor General

SALARY: R1 251 183 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 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: (012) 060 0351
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 : Certificate for entry into the SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 05/68 : CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES REF NO: 3/2/1/2020/053
Re-advertisement, applicants who applied previously must reapply Office of the Chief Surveyor General

SALARY : R1 251 183 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
CENTRE : Pretoria
REQUIREMENTS : Pre-entry Certificate for Senior Management Services (SMS). 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,

**DUTIES**

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 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 compliance 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 Surveyors, 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.

**ENQUIRIES**

Ms B Mathulwe Tel No: (012) 060 0351

**APPLICATIONS**

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POST 05/69

CHIEF DIRECTOR: NATIONAL GEO-SPATIAL INFORMATION REF NO: 3/21/2020/054

Re-advertisement, applicants who applied previously must reapply.
Chief Directorate: National Geo-Spatial Information

SALARY: R1 251 183 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Western Cape


ENQUIRIES: Ms B Mathulwe Tel No: (012) 060 0351

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: Certificate for entry into the SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be
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POST 05/70

DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/055
Re-advertisement, applicants who applied previously must reapply
Office of the Surveyor General

SALARY
R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE
Gauteng (Pretoria)

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. Knowledge and application of all relevant land administration legislation, Policies and information 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
ENQUIRIES: Ms B Mathulwe Tel No: (012) 060 0351

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POST 05/71: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/056
Re-advertisement, applicants who applied previously must reapply Office of the Surveyor General

SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Limpopo (Polokwane)


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. Knowledge and application of all relevant land administration legislation, Policies and information 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 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 Tel No: (012) 060 0351

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POST 05/71: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/056
Re-advertisement, applicants who applied previously must reapply Office of the Surveyor General

SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Limpopo (Polokwane)


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. Knowledge and application of all relevant land administration legislation, Policies and information 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 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.

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SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Limpopo (Polokwane)


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POST 05/72 : DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/057
Re-advertisement, applicants who applied previously must reapply
Office of the Surveyor General

SALARY : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Mpumalanga (Nelspruit)


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.
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POST 05/73: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/058
Office of the Surveyor General
Re-advertisement, applicants who applied previously must reapply

SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Eastern Cape (East London)

REQUIREMENTS: Pre-entry Certificate for Senior Management Services (SMS). Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years’ experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey Technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding the management of

**DUTIES**

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**ENQUIRIES**

Ms B Mathulwe Tel No: (012) 060 0351

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POST 05/74 : DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2020/059
Office of the Surveyor General
Re-advertisement, applicants who applied previously must reapply.

SALARY : R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : western Cape (mowbray/cape town)


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. Knowledge and application of all relevant land administration legislation, Policies and information 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.

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POST 05/75: DIRECTOR: CADAstral INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2020/060

Re-advertisement, applicants who applied previously must reapply.
Office of the Surveyor General

SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: North West (Mafikeng)

REQUIREMENTS:


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 pre-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 Tel No: (012) 060 0351

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: Certificate for entry into the SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. 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 05/76: SYSTEM ANALYST REF NO: 3/2/1/2020/061
Chief Director: Cadastral Spatial Information

SALARY: R869 007 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Pretoria


DUTIES: Conduct research and development and advise National Geomatics Management Services (NGMS) on maintaining currency and efficacy of the Cadastral Information System. Coordinate activities related to the design, configuration and implementation of the Cadastral Information System. Gather, analyse and document requirements for the selection, implementation, integration and support of Cadastral Information Systems. Collaborate in the testing of configurations with Department representatives, communicate with internal customers, network and server administrators and vendors to ensure the NGMS is using the systems to their full potential and in accordance with best practices. Develop and deploy strategies, standards, methodologies and best practices for implementation, maintenance and upgrades of information systems. Provide management and oversight of multiple technology projects. Collaborate with stakeholders at all levels in the formulation of plans and activities to support project implementation. Identify potential points of resistance or confusion and develop specific plans to mitigate or address concerns. Coordinate and manage activities related to the design, configuration and implementation of...
the Cadastral Information Systems. Collaborate in the testing of software programmes and applications. Communicate with network and server administrators, vendors, end-users and software developers to ensure quality assurance, program logic and data processing. Develop, implement and disseminate information on best practices for application usage. Coordinate feasibility studies for software and system products under consideration for purchase and provide findings and recommendations. Develop and coordinate training including development of training materials, user procedures and training curriculum. Conduct training sessions as necessary. Develop and maintain user documentation, implementation and maintenance plans. Create custom administrative and quantitative reports for internal customers based on business requirements. Facilitate the maintenance, support and upgrade of existing systems. Coordinate and communicate software upgrades, enhancements and changes with vendors, consultants and internal customers. Oversee integration between multiple systems either through in-house or outsourced development. Compile and maintain an inventory of all software and system assets and corresponding contracts and agreements. Analyse technical literature and provide explanations understandable to end-users.

ENQUIRIES: Ms B Mathulwe Tel No: (012) 060 0351
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: African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 05/77: PROJECT COORDINATOR: COMMUNAL TENURE REF NO: 3/2/1/2020/062 (3 POSTS)
Re-advertisement, applicants who applied previously must re-apply
Directorate: Tenure Reform Implementation

SALARY: R470 040 per annum (Level 10)
CENTRE: Limpopo (Waterberg, Capricorn/Sekhukhune, Vhembe/Mopani District)

DUTIES: Facilitate the implementation of Interim Protection of Informal Land Rights Act (IPILRA). Facilitate community relations on site demarcations, state land disposal/long term leases, servitudes and hunting rights. Facilitation of dispute resolutions on communal land and among Tribal Authorities pertaining to boundaries. Facilitate implementation of Labour Tenants Applications. Conduct land rights enquiries to determine nature and extent of rights of applicant. Draft a notice to the owner and serve them. Where agreements are reached, draft settlement agreement and procure their signature. Obtain approval of certification memoranda and present to Departmental Committees. Keep records and file records. Facilitate implementation of Land Title Adjustment. Receive applications and verify information. Prepare terms of reference for identification of a Commissioner. Prepare memorandum to Minister for designation and appointment of Commissioner. Develop implementation plan. Facilitate implementation of
distribution and transfer of Certain State Land Act. Facilitate implementation of Extension of Security of Tenure Act (ESTA). Facilitate resolution of disputes between farm owners and farm dwellers. Conduct land rights awareness campaigns to different stakeholders. Identify land to secure land tenure rights. Facilitate legal representation for farm dwellers.

ENQUIRIES:
Mr M Shai Tel No: (015) 284 6303

APPLICATIONS:
Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.

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

POST 05/78
ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2020/063
Office of the Chief Surveyor General

SALARY:
R376 596 per annum (Level 9)

CENTRE:
Pretoria

REQUIREMENTS:
National Diploma in Public Administration/Public Management/Business Administration. 3 years’ of experience in supervisory level in the administration environment. Job related knowledge: Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Accounting System (PASTEL) and Logistics Information Systems (LOGIS), Relevant procurement legislation and statutory provisions, Human Resource Management, Finance, Supply Chain Management and Asset, Delegation and instructions, Performance management and monitoring, Government decision making processes, Programme setting process. Understanding the management information and formal reporting system, Internal control systems and risk management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Team Management, Business, Communication, Ability to interpret directives, Accounting and financial, Organising and planning. The ability to work efficiently and effectively at all times. A valid driver's licence. Ability to work under pressure. Ability to adhere to deadlines.

DUTIES:

ENQUIRIES:
Ms B Mathulwe Tel No: (012) 060 0351

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