

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 December 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (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 ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. 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, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.
- ERRATUM:** The positions of Scientist Manager for the Directorate: Plant Health: Gauteng (Pretoria) with Ref No: 3/2/1/2022/646 and Ref No: 3/2/1/2022/647 that was advertised in Public Service Vacancy Circular 43 dated 11 November 2022 has reference. The positions have been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 45/01** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: 3/2/1/2022/710**
Directorate: Organizational Development and Service Delivery Improvement
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Management Services / Production Management / Operational Management (NQF Level 7). A certificate in Management Services. Minimum of 5 years' experience in a middle / senior managerial level. Job related knowledge: People and Project management. Business process management. Job evaluation process. Change management process. Strategic planning / management. Total quality management. Operations management. Service delivery improvement process. Job related skills: Interpersonal skills, Computer literacy skills, Client orientation, problem solving skills, Communication skills (verbal and written), Organisational design skills, Conflict management skills, Analytical skills, Decision-making skills, Financial management skills, Report writing skills, Presentation and facilitation skills, Influencing / negotiation skills, Project management skills, Operational planning skills and Business process mapping skills. A valid driver's license. Willingness to travel and work additional hours.
- DUTIES** : Manage organisational design and establishment services. Oversee the development of the organisational structure based on Departmental Strategic Objectives, Mandate and Medium-Term Expenditure Framework (MTEF). Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Oversee the organisational design and development of database. Provide strategic leadership and guidance on matters relating to organisational design and development services. Provide organisation development administration support services. Manage business process management services. Ensure that business processes are identified and updated. Ensure the development of new processes. Oversee and maintain the business process repository. Manage the development of job descriptions. Ensure the facilitation of job descriptions to be developed and reviewed. Ensure the quality assured job description to obtain sign-off. Oversee the maintenance of the job description database. Manage job evaluation services. Ensure the identification and prioritisation of jobs to be evaluated. Ensure that job evaluation on identified and prioritised jobs is conducted. Provide technical advice during the job evaluation panel members meeting. Oversee the job evaluation register is updated with approved results. Manage service delivery improvement and change management services. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Facilitate the process of operationalising Batho Pele principles and conduct awareness campaigns. Coordinate service excellence awards. Facilitate client satisfaction and need surveys.
- ENQUIRIES APPLICATIONS** : Ms K Kgang Tel No: (012) 319 7334
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

OTHER POSTS

- POST 45/02** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/734**
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberley)
Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. Minimum of 3 years' experience in a junior management level. Job related knowledge: Thorough knowledge, understanding and experience in Land Reform (in particular Restitution) and / or development related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent communication skills (verbal and written) and Computer literacy. A valid driver's license. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel No: (053) 830 4056
Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/03** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/722**
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Amathole)
Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities or Social Science or Degree in Law. Minimum of 3 years' experience at junior management level. Job related knowledge: Thorough knowledge of Land Tenure security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus and Statistical forecasting. A valid driver's license. Willingness to travel.
- DUTIES** : Provide Communal Land Tenure Programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institutions and assist them in their adherence to regulation and Acts. Facilitate Land dispute resolutions. Mediate / refer for mediate.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100

- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/04** : **DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/723**
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Eastern Cape (Amathole)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at a junior management level within the relevant environment. Job related knowledge: Knowledge of the Land Reform Provision and Assistance Act, Land Reform (Labour Tenants) Act, Knowledge of Agrarian transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes, Recapitalisation and Development Programmes, Relevant prescripts pertaining to land reform and redistribution. Job related skills: Communication skills (verbal and written), People management skills, Strategic thinking skills, Facilitation skills and Presentation skills, Financial management skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project). A valid driver's license.
- DUTIES** : Manage the identification of potential projects (One Household One Hectare (1HH1HA), Land Development Support, etc). Prioritise selected projects within the province in accordance with policy and implementation framework of the Province. Facilitate the identification of projects with Restitution and Project Management Unit (PMU) in the Province. Identify projects that require de-commitment. Coordinate planning, monitoring and reporting mechanisms of LDS - Recapitalisation and Development Programme (RADP) projects in line with government priorities. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Land Development Support. Develop and Implement Land Development Support programme (RADP) related policies, systems and procedures. Oversee the LDS appropriate application of LDS systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them developed systems and procedures. Oversee the population of reporting templates for information gathering. Ensure effective promotion of LDS (RADP) and recruitment of Strategic Partners to advance provincial and district partners. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Facilitate Institutional Partnerships arrangements. Oversee partnership arrangements. Manage timely strategic interventions.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/05** : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2022/711**
Office of the Director General
- SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of meeting procedures. Understanding of the manner in which the office of the Director General

<u>DUTIES</u>	:	operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's license. Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director General. Coordinate external and internal meetings. Ensure that Information Technology equipments and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.
<u>ENQUIRIES</u>	:	Mr T Motsepe Tel: (012) 319 7197
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 45/06</u>	:	<u>DEPUTY DIRECTOR: DOCUMENT MANAGEMENT REF NO: 3/2/1/2022/712</u> Directorate: Administration and Document Management
<u>SALARY</u>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Public Administration. Minimum of 3 years' junior management working experience in the relevant environment. Job related knowledge: Knowledge of records management as well as electronic records management systems. Understanding of departmental legislation, policies, prescripts and procedures. Constitution of South Africa. Public Service Act and Public Service Regulations as amended. Working knowledge of Parliamentary procedures. Relevant office administration guidelines, standards and policies. Job related skills: Communication skills (verbal and written), Computer literacy, Time management skills, Strategic management and planning skills, Change and project management skills, Analytical thinking, Knowledge and information management skills. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Manage Ministerial and Director General tasks. Assess and administer correspondence and referrals to the relevant Branch / responsible officials. Administer instructions, directives, referrals, worksheets and target dates. Ensure that all tasks are registered on the Electronic Magic System. Mentor and check colleagues and other functionaries of the Department on format of replies to tasks for signature of management. Ensure adherence to approved Standard Operating Procedures. Ensure that all subordinates have undergone

the vetting process. Manage Ministerial and Director General submissions. Quality assurance and proofread incoming submissions for the Director General's approval. Assess incoming documents and provide feedback and guidance. Control document security and ensure that Minimum Information Security Standards (MISS) prescripts are adhered to. Ensure strict adherence of subordinates to confidentiality and ethicality. Monitor outstanding tasks. Ensure that regular reminders are given on tasks and follow ups are made. Ensure that printed reports are given to Director. Monitor and evaluate records management practices in the office for compliance according to National Archives and Record Services of South Africa's regulations. Application of latest technologies to improve service delivery.

**ENQUIRIES
APPLICATIONS**

: Mr T Motsepe Tel No: (012) 319 7197
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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POST 45/07

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2022/738**
 Directorate: Financial and Supply Chain Management Services

SALARY

: R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Northern Cape (Kimberley)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Financial Management / Accounting / Commerce. Minimum of 3 years' experience at a junior management level. Experience in cooperatives development field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives, Monitoring and evaluation, Understanding of Comprehensive Rural Development Programme (CRDP), Strategic planning, Human resources management, financial management, Supply chain management and Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's license. Willingness to travel.

DUTIES

: Manage financial functions and systems in the Provincial Shared Service Centre (PSSC). Ensure implementation of the internal controls and safe keeping of all financial records. Ensure compliance to policies and prescripts. Review monthly, quarterly and annual management reports. Submit inputs for interim and annual financial statements. Manage payments and systems on a daily basis. Monitor financial performance. Development and monitor work processes, services and procedures that will benefit clients on an on-going basis. Provide reports and statistics as well recommendations for improvements quarterly. Ensure proper financial management control and compliance with delegations regularly. Establish effective systems and procedures for sound financial management and reporting requirements regularly. Manage implementation of service level agreements between client office, the PSSC and National Office. Oversee general financial management including inputs into policy formulation on an on-going basis. Approval of payments. Management of reconciliation of key accounts. Manage payments and system on a daily basis. Manage the Provincial budget. Confirm budgeting. Ensure the programme and projects are effectively managed according to Public Finance Management Act. Manage compilation of budget inputs and revenue collection (Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure). Ensure year end / month end closure occur effectively in accordance to policy and procedures. Compile monthly, quarterly and annual cash flow projections. Control of debtors. Maintain the departmental budget. Monitor budget and setting targets. Report on budget performance. Manage salaries and payroll. Manage salaries and payroll on a daily basis. Manage both internal and external debtors. Clear and reconcile various salary related suspense accounts. Check bank statement for salary reversals and salary debt paid into

the account. Oversee transaction on Personnel and Salary Administration (PERSAL) system (i.e. allowances and deductions). Oversee transactions on Basic Accounting System (BAS) (i.e. journals, sundry payments etc). Oversee the distribution of salary pay slips and IRP5s to all pay points within the Province. Manage payroll certification of supplementary, permanent and temporary runs on a monthly basis. Report on outstanding payrolls and other salary related matters in line with the Treasury Regulations. Resolve BAS and PERSAL exceptions. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate and compile process and fraud risk registers. Submit progress report in terms of process and risk registers. Liaise with auditors (internal and external) on audit queries and develop action plans for audit findings raised. Update risk actions on systems on weekly, monthly and quarterly basis.

- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/08** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT (X3 POSTS)**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: District Office: Free State (Mangaung / Xhariep Ref No: 3/2/1/2022/716 (X2 Posts)
Lejweleputswa / Fezile Dabi Ref No: 3/2/1/2022/718
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in the relevant field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage the identification and facilitation of the development of Cooperatives. Manage the advancement of primary cooperatives into secondary cooperatives. Coordinate liaison with commodity association and other stakeholders for data collection in order to create and maintain cooperatives database. Oversee engagement with organs of the state, private sector and building partnerships. Oversee the development of business plans for funding. Manage the development of a monitoring tool and strategy for cooperatives. Provide support in setting up of internal / cooperative governance and constitution and facilitation of training in adherence and compliance with cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (establishment, registration, constitution, facilitate training and monitoring). Provide training on governance issues of cooperatives and business management. Manage the identification and ensure support for the development of enterprise operational and compliance system. Oversee partnership arrangements. Ensure that cooperatives comply with Cooperatives Act, among others by ensuring that holding Annual General Meeting (AGMs) are held and financial records are submitted to South African Revenue Service (SARS). Provide support in the identification of market opportunities for cooperatives development in the Department. Manage the identification of local, national and international markets for cooperatives. Ensure that cooperatives get marking tools for their business through Small Enterprise Development Agency (SEDA). Ensure that cooperatives get export certificate to sell their products. Support cooperatives to produce good quality and quantity good / produce at the correct time. Oversee the development of cooperative Financing Institutions towards the formation of a cooperative Bank. Coordinate workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Ensure that cooperatives develop the culture of saving. Manage linkage of cooperatives with relevant institution towards establishment

of banking facility. Manage the development of rural enterprise and industries. Manage identification of entrepreneurs and linkage with various entities to support them with development e.g. financial and non-financial. Coordinate workshops for Small, Micro and Medium Enterprises (SMMEs). Oversee the development of small and medium scale Agro-processing programmes. Manage identification of business entities with potential for Agro-processing. Ensure that potential business entities are linked with relevant institutions for assistance and development. Manage skills development programmes with relevant institutions e.g. Sector Education and Training Authority (SETA). Ensure compliance with relevant legislation.

ENQUIRIES : Enquiries for Mangaung / Xhariep District: Ms E Mosia and Enquiries for Lejweleputswa / Fezile Dabi District: Ms B Segapo Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by post to: Private Bag X 20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/09 : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/721**
Directorate: Cooperative and Enterprise Development

SALARY : R766 584 per annum (Level 11), (all- inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (Or Tambo)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at junior management level in relevant field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus. Statistical forecasting. A valid driver's license. Willingness to travel.

DUTIES : Manage the identification and facilitation of the development of cooperatives. Manage the advancement of primary cooperatives into secondary cooperatives. Coordinate liaison with commodity association and other stakeholders for data collection. This in order to create and maintain cooperatives databases. Oversee engagement with organs of the state, private sector and building partnerships. Oversee the development of business plans for funding. Manage the development of a monitoring tool and strategy for cooperatives. Provide support in setting up of internal / cooperative governance and constitution, and facilitation of training in adherence and compliance with Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Provide training on governance issues of cooperatives and business management. Manage the identification and ensure support for the development of enterprise operational and compliance system. Oversee partnerships arrangements. Ensure that cooperatives comply with Cooperative Act. Among others by ensuring that holding Annual General Meeting (AGM) are held and financial records are submitted to South African Revenue Service (SARS). Provide support in the identification of market opportunities for co-operatives development in the Department. Manage the identification of local, national and international markets for cooperatives. Ensure that cooperatives get marketing tools for their business through Small Enterprise Development Agency (SEDA). Ensure that cooperatives get export certificate to sell their products. Support cooperatives to produce good quality and quantity goods / produce at correct time. Oversee the development of co-operative Financing Institutions towards the formation of a Co-operative Bank. Coordinate workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Ensure that cooperatives develop the culture of saving. Manage linkage of cooperatives with relevant institutions towards establishment of banking facility. Manage the development of rural enterprise and industries. Manage identification of entrepreneurs and linkage with various entities to support them with development e.g. Financial and non-financial. Coordinate workshops for Small, Medium and Micro Enterprises (SMMEs).

		Oversee the development of small and medium scale Agro-processing programmes. Manage identification of business entities with potential for Agro-processing. Ensure that potential business entities are linked with relevant institutions for assistance and development. Manage skills development programmes with relevant institutions e.g. Sector Education and Training Authorities (SETAs). Ensure compliance with relevant legislation.
<u>ENQUIRIES</u>	:	Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
<u>APPLICATIONS</u>	:	Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
<u>POST 45/10</u>	:	<u>DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT</u> <u>REF NO: 3/2/1/2022/717</u> Directorate: Cooperatives and Enterprise Development
<u>SALARY</u>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply Chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	Manage the identification, establishment and development support of cooperatives. Coordinate and manage needs assessments as well as scoping and auditing of cooperatives. Manage and maintain the organised primary cooperatives into secondary cooperatives. Coordinate and manage liaison with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Engage organs of the state, private sector and building partnerships. Direct and manage development of business plans and funding requests. Contribute to the development of a monitoring tool and strategy for cooperatives. Manage the establishment cooperatives, setting up of internal / cooperatives governance drafting of constitution and facilitates training in adherence and compliance with the co-operatives Act No 14 of 2005. Manage provision of support to new and existing cooperatives (facilitates pre-establishment, constitution, registration, training and monitoring). Direct and manage facilitation on training of governance issues of cooperatives and business management. Coordinate identification and support of the development enterprise operational and compliance system. Coordinate and collate identified training needs and develop training plans for cooperatives. Manage partnership agreements and / or agreements. Coordinate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Manage identification of local, national and international markets for cooperatives. Manage processes to assist cooperatives to get marketing tools for their business through Small Enterprise Development Agency (SEDA). Manage processes to assist cooperatives to get export certificate to sell their products. Manage the development of co-operative financing institution (CFIs) towards the formation of cooperative bank. Direct and manage organisation of workshop for cooperatives on understanding functioning of the cooperative's financial intuitions. Direct and coordinate savings and credit workshops for the cooperatives to develop culture of saving. Ensure registration and manage compliance with the cooperatives financial institution (CFI). Manage development and support of agro processing, rural enterprises and industries. Direct and coordinate processes of business plan development in liaison with stakeholders including SEDA. Manage the packing of development support to

- small and medium scale Agro processing Projects. Coordinate technical training needs assessments and engagement of training institutions. Coordinate and manage provision of technical training on production, processing and mechanisation operations to rural enterprises and industries.
- ENQUIRIES** : Ms D Lencoe Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X 20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/11** : **PROFESSIONAL ENGINEER (CIVIL) (GRADE A – C) REF NO: 3/2/1/2022/720**
Directorate: Rural Development
- SALARY** : R750 693 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Eastern Cape (Chris Hani / Joe Gqabi)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Engineering Degree (Bachelor of Engineering / Bachelor of Science in Engineering). Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years post qualification engineering experience. Job related knowledge: Programme and project management. Engineering design and analysis. Knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Job related skills: Networking skills, Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising skills, Conflict management skills, Problem solving and analysis skills and People management skills. A valid driver's license.
- DUTIES** : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Evaluate, planning and align to sound engineering principles, according to norms and standards also code of practise. Approve engineering works according to prescribes norms and standards. Develop new engineering norms and standards and code of practice. Manage human capital development. Facilitate training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process. Administer performance management and development of subordinates. Manage office and budget planning. Facilitate to resource utilisation. Adhere to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Conduct research and development. Keep up abreast with new technologies and procedures for professional development. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters. Provide expert advice on specialised engineering matters.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/12** : **PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2022/724**
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R646 854 – R982 326 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Eastern Cape (East London)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / City and Regional Planning / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional Planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills, Analytic skills, Creativity skills, Self-management skills, Communication skills (verbal and written), Language proficiency, Computer literacy, Change management skills, Negotiation skills and Knowledge management skills. A valid driver's license.
- 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. Co-ordinate, 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 settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake 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. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/13** : **CLIMATE CHANGE ANALYST REF NO: 3/2/1/2022/714**
Directorate: Climate Change and Disaster Risk Reduction
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Environmental Management / Agricultural Science. Minimum of 3 years relevant experience. Job related knowledge: Knowledge and experience in policy formulation and implementation. Understanding of the National Climate Change Response White Paper (NCCRWP), National Climate Change Adaption Strategy (NCCAS), Climate Change Adaption and Mitigation Sector Plan (CCAMP), Climate Smart Agriculture Strategic Framework (CCSAF), Disaster Management Act (DMA) and its amended Acts, Public Finance Management Act (PFMA) and Treasury Regulations. Job related skills: Project management skills, Report writing skills, Sound organisational skills, Information analysis skills, Computer literacy (Microsoft Office software), Financial management skills, Interpretation of relevant documents, Operational

- DUTIES** : planning, monitoring and reporting skills, Planning and organising skills and problem-solving skills. A valid driver's license. Travel extensively.
- : Develop and implement sector strategies, policies and plans on climate change in accordance with the national climate change policy regulations and Disaster Risk Management Act and departmental policies. Develop, monitor and evaluate the implementation of climate change mitigation and adaption programmes, strategies and plans for disaster reduction. Incorporate climate change into departmental and Disaster Management policies as well as programmes. Manage, conduct research, monitor, analyse and evaluate research projects and compile reports. Compile reports(s) (annual, monthly) on the environmental and climate change mitigation and adaptation programmes. Make inputs concerning sectoral negotiation positions. Identify and coordinate research on climate change (application, vulnerability, mitigation and adaption). Promote sustainable awareness (campaigns) programmes on climate change for the sector. Represent the Department and sector in the national, regional and international climate change workshops, conferences and forums. Assist the overall Climate Change and Disaster Management Directorate. Attend and participate actively in national, regional and international conventions, conferences and fora related to climate change. Make presentations and represent the Department and sector in national, regional and international climate change workshops, conferences and forums. Facilitate climate change awareness workshops and meetings. Promote sustainable awareness (campaigns) programmes on climate change for the sector. Review, update and disseminate climate change information in the sector. Assist the overall Climate Changer and Disaster Management Directorate. Facilitate climate change awareness and capacity building workshops and meetings. Promote sustainable awareness (campaigns) and capacity building programmes on climate change for the Department and sector. Review, update and disseminate climate change information in the sector. Assist the overall Climate Change and Disaster Management Directorate.
- ENQUIRIES** : Mr MI Motsepe Tel No: (012) 319 6711
- APPLICATIONS** : Applications can be submitted by post to: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian, and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/14** : **PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION**
REF NO: 3/2/1/2022/741
Directorate: District Office
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Northern Cape (Frances Baard / John Taolo Gaetsewe)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Humanities / Social Science or Degree in Law. Minimum of 3 years' experience in Land Reform environment. Job related knowledge: Knowledge of land tenure security matters. Knowledge of Communal Tenure. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills, Statistical forecasting skills and Computer Skills. A valid driver's license. Willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs Conventional Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedure to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the right of

people living in communal land. Conduct training workshop to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) that have been lodge. Categories LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigation. Prepare terms of reference. Compile report. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report. Implement Communal Property Associations (CPA) Act Programmes: Facilitate establishment of CPAs. Monitor CPAs compliance. Provide support towards compliance.

**ENQUIRIES
APPLICATIONS**

: Ms T Oliphant Tel No: (053) 830 4056
 : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

NOTE

: Coloured, Indian, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/15

: **RESTITUTION ADVISOR REF NO: 3/2/1/2022/735**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R491 403 per annum (Level 10)
 : Northern Cape (kimberley)
 : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's license. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES

: Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

ENQUIRIES

: Ms T Oliphant Tel No: (053) 830 4056

- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/16** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/732**
Directorate: Imagery and Topographical Data
- SALARY** : R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. Mobile equipment operating skills. A valid driver's license.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines 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 organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. 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 survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise 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 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. People management. Direct the development motivation and utilization 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 action to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr G Chandler Tel No: (021) 685 4474
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African and Indian Males and African Females and Persons with disabilities are encouraged to apply.

<u>POST 45/17</u>	:	<u>CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/731</u>
<u>SALARY</u>	:	R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Mapping Services Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. Mobile equipment operating skills. A valid driver's license.
<u>DUTIES</u>	:	Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines 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 organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. 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 survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise 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 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. People management. Direct the development motivation and utilization 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 action to correct deviations to achieve departmental objectives.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Rambau Tel No: (021) 658 4300
	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
<u>NOTE</u>	:	African and Indian Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 45/18</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/726</u> Directorate: Information Services
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town)

<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral survey environment. Job related knowledge: Knowledge of Geomatical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms S Jones-Phillipson Tel No: (021) 465 7358
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
<u>NOTE</u>	:	African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 45/19</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/727</u> Directorate: Examination Services
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town)

<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral survey environment. Job related knowledge: Knowledge of Geomatical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms S Jones-Phillipson Tel No: (021) 465 7358
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
<u>NOTE</u>	:	African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 45/20</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/736</u> Directorate: Corporate Services
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape (Kimberley)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support services. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's license.
- DUTIES** : Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.
- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/21** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/733**
Directorate: Operational Management
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, and Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's license.
- DUTIES** : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all

- enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel No: (053) 830 4056
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 45/22** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/719**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Eastern Cape (OR Tambo District)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written), People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, financial management skills. Map reading, analysis and interpretation skills. A valid driver's license. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES APPLICATIONS** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
: Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/23** : **GEOGRAPHIC INFORMATION SCIENCE (GIS) TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/728**
Directorate: Geo-Spatial Information and Professional Support
- SALARY CENTRE REQUIREMENTS** : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)
: Western Cape (Mowbray)
: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Geographic Information Science (GISc) or Cartography or relevant qualification. Minimum of 3 years post qualification technical (GISc) experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Job related knowledge: Understanding of GIS applications and spatial data queries. Theory, principles, and practices of GIS standards. Knowledge and capabilities of different GISc software. Understanding of technologies such as Global Positioning System (GPS),

photogrammetry and remote sensing. Projections. Principles of cartography. Job related skills: Problem solving and analysis skills, Decision making, skills, Team-work skills, Analytical skills, Creativity, Self-management skills, Customer service skills, Communication skills (verbal and written), Interpersonal skills, Advanced computer skills, Planning, organising and execution skills, Language proficiency and Project management skills. A valid driver's license.

DUTIES : Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational / object orientated databases. Produce customised maps to meet client's needs. Advice on GISs equipment, software, data and products. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Maintain GIS unit effectiveness. Maintain GIS tools. Train end-users on basic GISc skills. Compile content for web publishing. Capture metadata. Update of GISc software and renewal of licenses. Document GISc processes. Render people management. Mentor candidate technicians to ensure competent knowledge base. Supervise subordinates key performance areas by setting and monitoring performance standards. Provide functional requirement analysis. Document organisational GISc challenges. Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organisation. Document software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs.

ENQUIRIES : Mr G Chandler Tel No: (021) 685 4474
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.

NOTE : Africans, Coloureds and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

POST 45/24 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/730**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's license.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical

survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

ENQUIRIES : Ms S Jones-Phillipson Tel No: (021) 465 7358

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.

NOTE : African, Indian and White Males and African Female and Persons with disabilities are encouraged to apply.

POST 45/25 : **STATE ACCOUNTANT REF NO: 3/2/1/2022/740**
Directorate: Financial and Supply Chain Management Services

SALARY : R269 214 per annum (Level 07)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.Com Accounting. Minimum of 1 year experience in financial management environment. Job related knowledge: Treasury or Financial regulations or Public Financial Management Act. Personnel and Salary Administration (PERSAL). Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy and Communication skills (written and verbal). A valid driver's license.

DUTIES : Process BAS, PERSAL and LOGIS Transaction. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting funds) Compile, capture or approve journals. Reconcile Travel Agency account. Compile and submit inputs and Portfolio of Evidence (POE's) on financial report (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash and report. Perform day end and deposit confirmation.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 45/26 : **GEOMATICS OFFICER REF NO: 3/2/1/2022/729**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R218 064 per annum (Level 06)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

DUTIES : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric

absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

ENQUIRIES : Mr G Chandler Tel No: (021) 685 4474
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
NOTE : Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/27 : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/715**
 Office of the Surveyor General

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS :

Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organising skills, computer literacy, good communication skills (verbal and written) and interpersonal relations. Flexibility and ability to work within a team. Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's e.g.). Implement conditions of services (leave, housing, medical, injury, on duty, long service recognition, overtime, relocation, pension, allowances, Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.

DUTIES : Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's e.g.). Implement conditions of services (leave, housing, medical, injury, on duty, long service recognition, overtime, relocation, pension, allowances, Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.

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

POST 45/28 : **REGISTRY CLERK REF NO: 3/2/1/2022/737**
 Directorate: corporate services

SALARY : R181 599 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS :

Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and

dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/29 : **FINANCE CLERK REF NO: 3/2/1/2022/739**
 Directorate: Financial and Supply Chain Management Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude for figures.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

NOTE : Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

POST 45/30 : **SENIOR SECURITY OFFICER (X3 POSTS)**
 Directorate: Physical Security and Special Events

SALARY : R181 599 per annum (Level 05)

- CENTRE** : Gauteng: Pretoria Ref No: 3/2/1/2022/713
Western Cape: Stellenbosch Ref No: 3/2/1/2022/725 (X2 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
- DUTIES** : Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipments, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.
- ENQUIRIES** : Enquiries for Gauteng Province: Ms D Swanepoel Tel No: (012) 312 8436
Enquiries for Western Cape Province: Mr J Ntimane Tel No: (021) 809 1731
- APPLICATIONS** : Applications for Gauteng Province can be submitted by post to: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
Application for Western Cape Province can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.