

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	19 May 2023 at 16:00
<u>NOTE</u>	:	<p>The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website 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 licence 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 the South African Qualifications Authority (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 committee 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.</p>

MANAGEMENT ECHELON

<u>POST 15/01</u>	:	<u>CHIEF DIRECTOR: NATIONAL RURAL YOUTH SERVICE CORPS (NARYSEC) REF NO: 3/2/1/2023/332</u>
<u>SALARY</u>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration 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)
<u>CENTRE REQUIREMENTS</u>	:	Chief Directorate: National Rural Youth Service Corps: Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Education, Public Management / Public Administration or Bachelor of Science or Advanced Diploma in Vocational Education and Training (NQF Level 7). Minimum of 5 years' experience at senior managerial level in skills development and project management. Job related knowledge: public administration. Programme planning, analysis, development and evaluation. Considerable knowledge and understanding of NARYSEC programmes and operations and the procurement and contracting requirements. Social development issues. Economic development. Institutional development. Rural development issues. The Comprehensive Rural Development Programme (CRDP). Job related skills: Communication skills (verbal and written). Presentation skills. Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Financial management skills. Business management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	Lead and facilitate training and skills development for NARYSEC in line with the Comprehensive Rural Development Programme (CRDP) and the NARYSEC policy. Manage and oversee implementation of the skills development projects and programmes in line with the National Skills Development Act. Facilitate consultation with key stakeholders including Municipalities, Provincial Government Departments, Traditional Councils, Private Sector, Academic and Research Institutions. Provide household poverty and rural development profiling and produce management information and reports that guide skills development priorities innovation within the Rural Development context. Manage and oversee implementation of the skills development projects and programme. Facilitate skills development for youth in rural areas in support of the implementation of the CRDP. Lead the planning and development of skills programme in line with the approved NARYSEC policy. Oversee delivery of skills development institutions. Manage and mainstream youth development programmes. Facilitate and manage youth development programmes including high school and post school awareness on market related critical skills career opportunities. Ensure that youth development programmes are implement and coordinated in line with the CRDP, National Skills Development Act and NARYSEC Policy. Stakeholder engagement with relevant partners e.g. Municipalities, Provincial and National Government, Traditional Councils, Youth Civil Society Organisations, Academic institution etc. Facilitate and monitor placement and linking NARYSEC graduates to job opportunities (full time, part-time, learnerships and other learning opportunities) and establishment of enterprise development. Identify work opportunities for youth in the community (linked to socio-economic opportunities in area). Access youth competencies and interests to develop and implement a skills development exit strategy and programmes. Stakeholder management to facilitate exit job and enterprise development. Implement exit opportunities and track learners after exiting the programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Moyo Tel No: (012) 312 9335 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

POST 15/02 : **RESEARCH, MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2023/333**
Contract Position

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration 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). (Contract appointment ending 31 December 2024).

CENTRE REQUIREMENTS : Office of The Special Master of Labour Tenants: Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Economics / Business Administration / Public Management / Developmental Studies / Social Sciences. Minimum of 7 years research, monitoring and evaluation related experience, including extensive demonstrable knowledge of research methodologies, i.e. both quantitative and qualitative methods, techniques and tools in which 5 years' experience at middle / senior managerial level. Job related knowledge: Knowledge of Geographic Information Systems (GIS), as well as the knowledge of mass claims processing. Job related skills: Strong analytical (mathematical and statistical knowledge) and some stakeholder management skills. Superb interpersonal communication skills and perception of power relations including excellent English writing and editing skills. Good knowledge of the Land Reform (Labour Tenants) Act, 1996. Programme and project management skills. Proficiency in the use of Microsoft Office suite of software (including Microsoft Teams).

DUTIES : Plan and conduct research and investigative activities, as well as provide monitoring and evaluation oversight on the variety of internal and external activities under the mandate of the Special Master of Labour Tenants (SMLT). Design and implement research, monitoring and evaluation strategies and policies. Manage the life cycle of research, monitoring and evaluation processes. Facilitate knowledge building and sharing on relevant research, monitoring and evaluation issues. Update as necessary research, management and evaluation plans, consistent with the SMLT mandate. Collaborate and coordinate with relevant primary stakeholder departmental officials, civil society organisations / Non-Governmental Organisations (NGOs) / Non-Profit Organisations (NPOs) and other stakeholders on research, monitoring and evaluation issues. Identify and engage with relevant primary stakeholder departmental officials, civil society organisations / NGOs / NPOs and other stakeholders on research, monitoring and evaluation issues. Document findings and draft recommendations for implementation. Promote the vision, mission and values of the SMLT. Facilitate knowledge building and sharing on relevant research, monitoring and evaluation issues. Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into the SMLT universe of methodologies, tools and techniques. Write evaluation reports and deliver well-thought-through presentations to target stakeholders on research, monitoring and evaluation issues. Provide technical on-site and remote guidance through the deployment of guidance notes and other tools for the implementation of research, monitoring and evaluation plans. Assist the SMLT in the identification of potential oversight implementation problems and bottlenecks and recommend appropriate strategies to address them. Strengthen systems and tools and training materials for training relevant stakeholder personnel as necessary.

ENQUIRIES APPLICATIONS : Mr R Khanzi Tel No: (012) 407 4091 / 060 525 6516
: 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

POST 15/03 : **MASTER DATA SPECIALIST REF NO: 3/2/1/2023/334**
Contract Position

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration 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). (Contract appointment ending 31 December 2024)

CENTRE : Office of The Special Master of Labour Tenants: Gauteng (Pretoria)

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor of Science, Bachelor of Science (Engineering), Bachelor of Science (Computers / Information Technology). Minimum of 5 years' experience at a middle / senior managerial level. 5 years relevant Information Communication Technology experience, inclusive of at least 2 years of demonstrable database management experience. Job related knowledge: Knowledge of Geographic Information Systems (GIS), as well as the knowledge of mass claims processing. Job related skills: Strong analytical (mathematical and statistical knowledge) and some stakeholder management. Excellent communication (verbal and written), reporting and influencing skills. Operational-level stakeholder management skills. Strong competence and advanced skills in standard software such as Excel, Word, PowerPoint, Outlook, Access and Microsoft Teams are essential. Good knowledge of the Land Reform (Labour Tenants) Act, 1996.

DUTIES

: Lead data governance function in the Special Master of Labour Tenants (SMLT). Ensure the maintenance of appropriate data management documentation in line with applicable methodologies and good practice. Design, implement and maintain data input registry to improve data capture audit trail. Promote the vision, mission, and values of the SMLT. Be an active participant at the Special Master War room. Prepare weekly activity reports (WAR). Execute other duties as assigned. Coordinate the development of Service Level Agreements (SLAs) with relevant third parties. Support the development, enhancement, consolidation and maintenance of disparate datasets. Perform extracting, importing and exporting of data as necessary. Assist with ongoing data architecture processes and governance. Regularly conduct data integrity testing, and validating routines. Evaluate datasets for consistency, completeness, accuracy, reliability and reasonableness. Audit data regularly to ensure data integrity and quality. Perform data reconciliations to identify data anomalies. Interact with relevant stakeholders regularly to obtain data for new and existing requirements. Escalate data issues needing process re-engineering to supervisor. Proactively identify and manage data integrity dependencies, risk issues and possible impediments with cross-functional teams as appropriate. Participate in relevant initiatives across multiple functional areas and regions. Audit data regularly and ensure continuous data integrity. Execute changes to master data as approved by the designated superior. Perform system monitoring and user management related activities. Perform mass updates as required. Regularly present data management updates at the Special Master War room meetings and or as required. Develop process improvements for data management activities. Regularly perform data analysis using statistical tools. Generate data reports periodically for management and other stakeholders. Timeously address any issues, questions and problems raised as required. Regularly perform data management activities according to agreed schedule. Regularly back up and ensure the security of master dataset(s). Create an appropriate database for storing data dictionaries and troubleshooting problems. Execute all regular data management routines and processes necessary to maintain the integrity of operations records and database(s). Assist in the preparation of data reports, training materials, business presentations, publications, stakeholder engagement collaterals and other educational materials. Operationalise data management functions by establishing required systems, manuals and operational procedures. Train designated staff and other stakeholders as necessary on applicable data management activities. Assist in defining standard operating procedures, process flows and related documentation. Assist in performing quantitative and qualitative data analysis in conjunction with the Research, Monitoring and Evaluation Specialist. Perform data analysis of key problem areas to assist in root cause analysis. Perform data interrogation routines as required to extract insights and or provide management with data integrity profiles.

ENQUIRIES

: Mr R Khanzi Tel No: (012) 407 4091 / 060 525 6516

APPLICATIONS

: 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 15/04** : **CHIEF GEOGRAPHIC INFORMATION SYSTEM (GISc) PROFESSIONAL (GRADE A – B) REF NO: 3/2/1/2023/335**
Directorate: National Spatial Information Framework
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R990 747 – R1 833 903 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in GISc field (NQF level 7). Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional on appointment. Minimum of 6 years post qualification GISc professional experience required. Job related knowledge: GIS implementation. Geo database design and repository management. Geo statistical analysis. Standards development and policy formulation. Technical report writing. Spatial analysis knowledge. GIS applications. Knowledge of legal requirements and compliance. High level spatial design and modelling. Job related skills: Organising skills, process knowledge skills, systems maintenance skills, mobile equipment operating skills, advanced computer skills, interaction skills and communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Provide strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Profile and position GISc function strategically within the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects activities. Monitor and evaluate GISc function within the organisation. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify organisational GISc challenges. Provide policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organizational objectives. Provide implementation guidance on new GIS innovations. Manage project and financial management. Determine and manage human resource requirements. Approve tender documents and terms of reference. Approve service level agreements. Approve project cost and quality level. Determine and source financial requirements for project. Adhere to financial legislations and regulations. Manage, review and monitor budget to ensure that the financial required procedures are adhered to. Manage stakeholder issues. Provide stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key stakeholders. Build and maintain alliances and networks of clients, colleagues and interest groups inside and outside the organisation. Manage human resources. Manage the development, motivation and utilisation of human resources. Apply and manage performance management and development system.
- ENQUIRIES APPLICATIONS** : Ms M Chauke Tel No: (012) 312 9643
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** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 15/05** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/339**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Directorate: District Office: North West (Dr Kenneth Kaunda District)

- 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 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 licence. Willingness to travel.
- DUTIES** : 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 marking 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** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 15/06** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/348 (X2 POSTS)**
Directorate: Coordination of State and Land Reform Surveys
- SALARY** : R687 879 – R1 035 084 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 four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration

with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification 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. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8911
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

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

POST 15/07 : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/349**
 Directorate: Operational Management

SALARY : R527 298 per annum (Level 10)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Agriculture / Development Studies / Social Science / Law. Minimum of 3 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques, Community facilitation, Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills. Negotiation skills. Contract management skills. Leadership skills, Computer literacy and Communication skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Coordinate the lodgement of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense

account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018135
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200
NOTE : Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 15/08 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2023/346**
Directorate: Cooperatives and Enterprise Development

SALARY : R424 104 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structures. Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPFMA). Knowledge of Department transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical skills. Documents management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resources planning skills. Time management skills. Communication skills (verbal and written). Problem solving and decision-making skills. A valid driver's license. Willing to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasteful or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policy procedures and provide inputs for policy development. Administer the coordination of human resources support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 7018136
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

- POST 15/09** : **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/345**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: KwaZulu Natal (Pietermaritzburg)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 2 years' experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS) and Logistical information System (LOGIS). Knowledge of Public Service Regulations. Job related skills: Supervisory skills. Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Process BAS, PERSAL and LOGIS transactions. Check and verify BAS and PERSAL advices. Authorise transactions on BAS, PERSAL and LOGIS. Maintain budget. Analyse and manage Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Facilitate and compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Report on invoices paid within 30 days. Facilitate compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate misallocations. Perform shifting of funds. Analyse expenditure trends. Manage petty cash. Check and sign petty cash replenishment and blance cash on hand. Facilitate petty cash court and reporting. Request for petty cash facilities and increase.
- ENQUIRIES APPLICATIONS** : Mr E Masikanya Tel No: (033) 264 9500
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 15/10** : **SENIOR SUPPLY CHAIN PRACTITIONER: PPRM (POLICY PERFORMANCE, RISK AND CLIENT RELATIONS MANAGEMENT) REF NO: 3/2/1/2023/336**
Chief Directorate: Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Public Administration / Purchasing Management / Logistics Management. Minimum of 2 years' working experience in Supply Chain Management Environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Teamwork. Working under pressure. A valid driver's licence.
- DUTIES** : Conduct supply chain compliance monitoring in different supply chain management units. Ensure the pre audit function on a daily basis in each supply chain management request in National Office is done in line with Treasury Regulations on a daily basis. Ensure National Bid Adjudication Committee and Provincial Bid Adjudication Committee comply with supply chain management prescripts. Ensure the conducting of spot checks and site visits to all Provinces. Ensure uniformity of supply chain management practices. Compile reports on supply chain management performance. Ensure compilation of Ministerial reports on supply chain management trends. Ensure National Treasury / Auditor-General / Executive Management reports are compiled in line with supply chain management prescripts. Compile supply chain management risk register and update supply chain management audit file. Ensure the supply chain management risk register is updated and all Auditor-General, Internal Audit findings are addressed in all Provinces. Ensure all supply chain management queries are addressed. Ensure all supply chain management points are updated as per audit findings. Assist in supply chain

management prescripts development and training. Assist in supply chain management policy development. Ensure the training of the supply chain management practitioners and Bid committee members is provided as per requirements.

**ENQUIRIES
APPLICATIONS**

: Ms G Cele at 082 904 4879
: 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

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

POST 15/11

: **SUPPLY CHAIN PRACTITIONER: PPRM (POLICY PERFORMANCE, RISK AND CLIENT RELATIONS MANAGEMENT) REF NO: 3/2/1/2023/337**
Chief Directorate: Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Administration / Purchasing Management / Logistics Management. Minimum of 1 year working experience in Supply Chain Management environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure.

DUTIES

: Assist in conducting preaudit and post audit function in supply chain management units. Receive and check compliance on all supply chain management requests from different client offices. Update supply chain management checklist for compliance monitoring. Attend to all supply chain management performance queries with regard to client's submissions. Assist in developing effective systems and standards for monitoring performance and compliance. Collect data from all supply chain management points and National Treasury website to assist in upgrading prescripts. Assist in providing effective bid closing / opening function. Assist in providing reports on supply chain management information on a monthly basis. Upon approval of prescripts, distribute all updated information for all Branches to implement. Provide feedback to client offices. Collect data from all supply chain management points. Assist in coordinating supply chain management training needs. Assist in identifying all supply chain management training needs. Compile a list for all supply chain management in need of training.

**ENQUIRIES
APPLICATIONS**

: Ms G Cele at 082 904 4879
: 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

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

POST 15/12

: **ADMINISTRATIVE OFFICER: BURSARIES REF NO: 3/2/1/2023/338**
Directorate: Human Resource Utilisation and Development
Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management / Human Resource Development / Management of Training. Minimum of 1-year experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting Systems (BAS). Job

related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical skills. Problem solving skills and financial management skills.

DUTIES : Coordinate administrative support for the bursary programme. Check bursary application for compliance. Verify status of applicants and capture applications on Excel. Prepare bursary packs according to qualifications for bursary committee meeting. Perform secretarial functions for the bursary committee. Communicate the bursary committee recommendations \ decisions to bursary holders. Open files for approved bursaries. Perform supervisory duties. Compile payments for bursary holders. Request proof of registration \ statement of account from officials. Reconcile previous payments with received statement of accounts \ invoices. Compile payment for bursary holders. Submit payments to management for approval. Submit payments to finance for processing. Provide proof of payments to institutions and bursary holders. Report on payments processed on a weekly and monthly basis. Ensure that information \ records are properly managed. Update bursary database on Excel on the shared drive. Instate bursary contracts on PERSAL. Instate bursary expenditure, extensions, resignation, suspensions, transfers and withdrawals on PERSAL. Approve bursary transactions on PERSAL for subordinates. Report on bursary information system to management. Monitor and evaluate student's progress. Audit bursary files. Liaise with bursary holders to submit copies of results \ qualifications. Liaise with employees and the Directorate: Human Resource Administration regarding Departmental liability route form. Compile memorandum for requests for extensions, withdrawals, transfers, suspensions and resignations. Implement decisions of management. Inform the official about decision of management. Raise bursary debt with Debtors' Section. Report on student's progress on weekly and monthly basis. Coordinate marketing services for the bursary programme. Liaise with tertiary institutions on bursary matters. Nominate bursary holders for bursary information sessions. Coordinate booking of venues for the sessions. Inform bursary holders on the dates and venues for sessions. Conduct bursary information session and career advice to bursary. Report on bursary information sessions.

ENQUIRIES : Mr J Mabitsela Tel No: (012) 312 9325
APPLICATIONS : 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 : African and Indian Males and Coloured, Indian and Whites Females and Persons with disabilities are encouraged to apply.

POST 15/13 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/341**

SALARY : R294 321 per annum (Level 07)
CENTRE : Directorate: District Office: Limpopo (Vhembe District)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). 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 skills. A valid driver's licence. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform

individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

ENQUIRIES APPLICATIONS

: Mr M Shai Tel No: (015) 284 6303
 : Application can be submitted by post, Private Bag X9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

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

POST 15/14

: **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/340**
 Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS

: R294 321 per annum (Level 07)
 : North West (Mmabatho)
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in a relevant environment. Job related knowledge: Diversity management. Labour and employment legislation. Knowledge of storage and retrieval procedures. Job related skills: Computer literacy. Communication skills. Negotiation skills. Conflict resolution skills. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Implement employee benefits and conditions of services. Quality assurance of source documents submitted for capturing on Personnel and Salary Administration (PERSAL). Capture / approve PERSAL transactions such as housing allowance, acting allowance, probation reports, Employee Performance Management and Development. System (EPMDS) related transactions. Capture / approve appointments and transfers of employees on PERSAL. Implement the service termination of exiting employees. Conduct exit interviews and ensure that all related forms / documents are completed. Provide exiting employees / dependents with the relevant forms for claiming pension. Facilitate the completion of debt forms. Coordinate leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before capturing / approving on PERSAL. Enter proper administration of incapacity leave in the Province. Conduct annual leave audits. Conduct calculation of leave pay-outs and ensure proper implementation. Administer recruitment and selection. Identify and coordinate the advertisement of vacant positions. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting. Schedule and invite shortlisted candidates for interviews. Manage logistical arrangements for candidates attending interviews. Render the implementation and monitoring of Performance Management. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure EPMDS documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Draft letter to inform employee about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Process performance incentives. Ensure correctness of service records of employees after payment of pay

progressions. Facilitate capacity building programmes. Provide assistance to service provider with the facilitation of relevant training. Identified for managers in the province. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memo to the Director: Human Resource Development for approval.

ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 15/15 : **SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 3/2/1/2023/344**
 Directorate: Financial and Supply Chain Management Services

SALARY : R294 321 per annum (Level 07)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. Minimum of 3 years' experience in logistics and transport. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer literacy, Communication skills (verbal and written), Interpersonal skills and Flexibility. Ability to work in a team and work under pressure and meet deadlines.

DUTIES : Facilitate authorisation Logistical Information System (LOGIS) requests. Safeguard procurement or order parcels. Maintain supplier banking details. Coordinate Safenet and Vat Vendor status. Coordinate lining of suppliers to services. Coordinate linking of correct amounts to services to be rendered. Facilitate authorisation of requests and creation of procurement advices. Maintain quotations and system generated contracts. Supervise and administer supply chain and general clerical services. Ensure liaison with client offices and suppliers regarding queries. Ensure aging of orders for easy referencing. Maintain outgoing document register from Logistics. Monitor 0 – 9 filing. Supervise reconciliation of invoices with LOGIS orders for payment. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the registers of suppliers. Supervise and approve of A Complete and Comprehensive Program for Accounting Control (ACCPAC) Requisitions. Supervise, receive and register ACCPAC requisition parcels. Ensure compliance on received parcels. Ensure that information is captured on the system. Verify billing accounts for correctness. Supervise and approve requisition and forwarding for Purchase Order authorisation. Supervise and send out Purchase Orders to suppliers and Project Officers.

ENQUIRIES : Ms NP Mokoena Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 15/16 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/347**
 Directorate: Survey Services

SALARY : R241 485 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.

DUTIES

Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

: 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
APPLICATIONS**

: Mr P Vorster Tel No: (021) 658 4300
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours 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 15/17

: **CADASTRAL OFFICER REF NO: 3/2/1/2023/342**
Directorate: Cadastral Information, Maintenance and Supply Services

**SALARY
CENTRE
REQUIREMENTS**

: R241 485 per annum (Level 06)
: Mpumalanga (Mbombela)
: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations. Communication skills (verbal and written). Organisational skills and Computer software skills.

DUTIES

: Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the

noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

- ENQUIRIES** : Ms Z Hadebe Tel No: (013) 754 8020
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
- POST 15/18** : **ADMINISTRATION CLERK (X4 POSTS)**
Directorate: Veterinary Public Health
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Mpumalanga (Mbombela) Ref No: 3/2/1/2023/350
Eastern Cape (East London) Ref No: 3/2/1/2023/351
Gauteng (Pretoria) Ref No: 3/2/1/2023/352 (X2 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Dr MSM Molefe Tel No: (012) 319 7688
- APPLICATIONS** : 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** : Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

- POST 15/19** : **MESSENGER REF NO: 3/2/1/2023/343**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms P Moroane Tel No: (051) 448 0955
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.