

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 03 September 2021 at 16:00

**NOTE**

: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Failure to do this will result in the application being disqualified. Shortlisted candidates must provide proof of successful completion of the course. 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. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, sign an annual performance agreement and annually disclose her or his financial interests. 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. Applications. The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. IMPORTANT: 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.

## MANAGEMENT ECHELON

<b><u>POST 29/01</u></b>	:	<b><u>CHIEF DIRECTOR: LAND RESTITUTION SUPPORT REF NO: 3/2/1/2021/049</u></b> Chief Directorate: Land Restitution Support
<b><u>SALARY</u></b>	:	R1 251 183 per annum (Level 14), (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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape (East London) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Public Administration/Development Studies / Law (NQF Level 7). A Master's Degree will be an added advantage. Five (5) years' relevant experience at a senior management level. Job related knowledge: Knowledge in Project management. Programme management. Strategic capacity and planning. Budgeting. Expenditure reporting. Monitoring and evaluation. Strategic planning. Human resources management. Financial management. Supply chain management. Job related skills: Networking skills. Project and programme management skills. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Problem solving and decision-making skills. Time management. Business skills. Communication skills. Organisation skills. A valid driver's licence. Willing to travel.
<b><u>DUTIES</u></b>	:	Ensure the investigation and implementation with regards to restitution of land rights (pre-settlement). Coordinate research reports in terms of rule 3 and rule 5. Ensure valuations undertaken. Lead and manage negotiations linked to settlement models. Ensure legal compliance. Develop Section 42d's in terms of the Restitution Act. Ensure efficient risk management and implementation of financial controls and manage financial and corporate administrative services. Provide inputs to the regional risk register. Manage province specific risks. Ensure adherence to financial controls. Lead the research in respect of special projects such as expropriations and legislations emanating from land reforms components. Research special project. Ensure compliance to Section 42E. Provide inputs with regards to the drafting of legal documents in respect of Restitution Act, regulations and policies of the commission and ensure compliance. Manage provincial specific litigation. Ensure effective compliance adherence. Ensure that restitution projects are included in municipalities independent development programmes and align priorities and financial resources. Participate in provincial and municipal Intergovernmental Relations (IGR) structures. Provide input to municipal and provincial development planning and programmes. Ensure that Rural Economy Transformation Model (RETM) and / or relevant sector strategies are factored in all settlements. Coordinate settlement negotiations and packages linked with RETM.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CJ Benyane Tel No: 079 525 7774 Please ensure that you email your application to: <a href="mailto:post049@dalrrd.gov.za">post049@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/02</u></b>	:	<b><u>DIRECTOR: CADASTRAL SURVEY TRAINING AND DEVELOPMENT REF NO: 3/2/1/2021/050</u></b> Directorate: Cadastral Survey Training and Development
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Geomatics / Cartography / Surveying (NQF Level 7). 5 years experience at a middle / senior managerial level in Cadastral Survey environment. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting

process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

## **DUTIES**

: Formulate and maintain training policy and standards. Manage the development of training policies and standards. Manage the coordination of training and development policies and programmes. Manage the development of Recognition of Prior Learning (RPL) tools. Manage the assessment quality standards and procedures. Manage the preparation and updating of training manuals and lectures. Manage the preparation, updating and production of training manuals. Manage the preparation of lectures. Manage the updating of training manuals in accordance with operating procedures and in line with the Geomatics Industry and Institutions of Higher Learning. Manage the Quality Council for Trades and Occupations (QCTO) standards as both the Development Quality and Assessment Quality Partner. Manage all training and assessment centres. Provide provision of training to internal and external clients including internship. Manage the facilitation and presentation of training and development interventions for all Departmental staff. Manage the facilitation of In-Service Training programmes of Candidate Geomatics Technicians. Manage the facilitation of linking Candidate Professionals to the Industry for training towards registration to different categories with South African Geomatics Council (SAGC) and South African Council for Planners (SACPLAN). Maintain training records. Manage the record keeping of student results, courses attended and attendance needs of Pupil Geomatics Officers (PGOs). Manage the preservation of the PGO training manual volumes in accordance to the QCTO. Manage the administration of Special Bursary Scheme. Chair the Special Bursary Committee. Formulate and update special bursary policies and contracts. Manage the recruitment process of bursaries. Manage the day to day administration of the Special Bursary Scheme. Liaise with Institutions of Higher Learning. Serve in Geomatics and Urban and Regional Planning Curricula Advisory Boards at various Institutions of Higher Learning. Manage the student mentorship programme. Develop and manage implementation of training programmes according to the Branch training needs. Determine training requirements. Manage the facilitation and implementation of skills audit results. Identify skills enhancement opportunities for National Geomatics Management Services Branch components. Internalise new developments on all matters related to land administration, including the Land Survey Act, Sectional Titles Act and Survey Regulations. Identify skills acquisition needs in line with the new technologies. Identify the training needs of facilitators, assessors and moderators. Monitor and evaluate training and development outcome within the Branch. Conduct regular meetings with provincial coordinators to ensure the successful implementation of skills development within the Branch. Monitor and quality assure the implementation of training and development plan within the Branch. Conduct monitoring visits at training sites. Compile and submit quarterly reports on training and development. Discuss training and development challenges with lecturers, coordinators and management with a view to address to challenges through remedial actions. Maintain the Geomatics Officer Occupational Qualification accreditation status. Liaise on behalf of the Department with QCTO and Occupations and the South African Qualifications Authority (SAQA). Prepare and submit quarterly reports to the QCTO on matters related to the PGO Occupational Qualification. Maintain the development quality partner status with QCTO. Maintain the assessment quality partner status with the QCTO. Manage the development of Unit Standards for the PGO Programme. Manage the updating of the PGO curriculum.

## **ENQUIRIES**

: Mr SB Mdubeki Tel No: (012) 326 8050

## **APPLICATIONS**

: Please ensure that you email your application to: [post050@dalrrd.gov.za](mailto:post050@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<b><u>POST 29/03</u></b>	:	<b><u>DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2021/051</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	North West
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year B Degree in Geomatics / Surveying. Registered as a Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). 5 years experience at a middle / senior managerial level in Cadastral Survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every news approved cadastral document into the archive. Ensure that every cadastral document is scanned and placed in the electronic repository of scanned images. Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide digital images of approved cadastral documents. Ensure all approved documents are available to the general public via the Chief Surveyor General's webpage. Produce maps and plans from cadastral spatial information. Attend to bulk requests for digital cadastral spatial information within the area of the Surveyor-General's jurisdiction. Issue data to professional land surveyors. Supply maps, aerial photographs and rectified earth imagery produced from National Mapping Agency. Oversee the management of the maintenance of a complete, current, accurate and accessible electronic dataset of the relative positions of all land parcels and land rights. Incorporate approved cadastral documents into digital continuous map. Note onto compilations where necessary. Maintain the status of judicial boundaries. Maintain complete cadastral spatial information in the form of digital continuous map. Oversee the management of the provision of cadastral data capturing services. Create a dataset of all alpha-numeric data. Maintain electronic records in a complete and current status. Generate electronic copies of all cadastral documents. Ensure the provision of effective and efficient information communication technology support services. Control and provide an information technology framework through which all cadastral information is captured, stored and retrieved. Ensure regular back-ups of all cadastral information. Identify required assets as well as assets in need of replacement. Provide information communication technology advisory and support services.
<b><u>ENQUIRIES</u></b>	:	Ms N Monyake Tel No: (033) 355 2901
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post051@dalrrd.gov.za">post051@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<b><u>POST 29/04</u></b>	:	<b><u>DIRECTOR: INFORMATION SERVICES REF NO: 3/2/1/2021/052</u></b> Directorate: Information Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year B. Degree in Geomatics / Surveying. Registered as a Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). 5 years experience at a middle / senior managerial level in Cadastral Survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparation of certificates of reminders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every news approved cadastral document into the archive. Ensure that every cadastral document is scanned and placed in the electronic repository of scanned images. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General's webpage. Produce maps and plans from cadastral spatial information. Attend to bulk requests for digital Cadastral Spatial Information within the area of the Surveyor-General's jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from National Mapping Agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all (correspondence/documents) – Director: Information Services / correspondence. Oversee the maintenance of cadastral correspondence filing system. Oversee the rendering of messenger services.
<b><u>ENQUIRIES</u></b>	:	Ms N Monyake Tel No: (033) 355 2901
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post052@dalrrd.gov.za">post052@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/05</u></b>	:	<b><u>DIRECTOR: SURVEY SERVICES REF NO: 3/2/1/2021/053</u></b> Directorate: Survey Services
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be

**CENTRE  
REQUIREMENTS**

structured in accordance with the rules for Senior Management Services (SMS).

: Western Cape  
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: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B. Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. 5 years experience at a middle / senior managerial level in Land Surveying environment. Appropriate post registration experience in surveying. Job related knowledge: Geo-spatial information management. Geodesy and Geodetic surveying. Topographic surveying. Spatial data infrastructures. Cadastral spatial information. Land Information systems, Land administration systems and geographical information management. Advances in technology useful to the cadastral, geodetic, photogrammetric, topographic and cartographic survey systems. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. Consumer focus and responsiveness. Innovation and creativity. Planning and organising. Collaboration partnership. Negotiation. Conflict management. Data and information management. Facilitation. Analytical. Contract management. The ability to work efficiently and effectively at all times.

**DUTIES**

: Manage the undertaking of field surveys. Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and procession of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework (national control survey system) of South Africa. Provide strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage horizontal control survey network all times. Manage vertical control survey network at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of the state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of the state, as required in accordance with the best practices for project management and user needs. Participate in geodetic surveying and geo-spatial information development projects in Africa participate in development projects in Africa as approved. Plan and execute projects in accordance with best practices for project management, as required.

**ENQUIRIES  
APPLICATIONS**

: Ms BM Semoli Tel No: (021) 658 4300  
:  
: Please ensure that you email your application to: [post053@dalrrd.gov.za](mailto:post053@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/06**

: **DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/054**  
Directorate: Coordination of State and Land Reform Surveys

**SALARY**

: R1 057 326 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).

<b><u>CENTRE REQUIREMENTS</u></b>	: KwaZulu-Natal
	: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. 5 years experience at a middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	: Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relating to a survey are pointed out to the relevant officials prior to the approval of cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with application to a court, if deemed desirable.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms N Monyake Tel No: (033) 355 2901
	: Please ensure that you email your application to: <a href="mailto:post054@dalrrd.gov.za">post054@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/07</u></b>	: <b><u>DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/055</u></b>
	: Directorate: Coordination of State and Land Reform Surveys
<b><u>SALARY</u></b>	: R1 057 326 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).
<b><u>CENTRE REQUIREMENTS</u></b>	: Western Cape
	: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5(2) of the Sectional Titles Act, 1986. 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management

and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

**DUTIES**

: Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relating to a survey are pointed out to the relevant officials prior to the approval of cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with application to a court, if deemed desirable.

**ENQUIRIES  
APPLICATIONS**

: Mr JO Williamson Tel No: (021) 467 4800  
: Please ensure that you email your application to: [post055@dalrrd.gov.za](mailto:post055@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/08**

: **DIRECTOR: MAINTENANCE AND CADASTRAL SPATIAL INFORMATION  
SERVICES REF NO: 3/2/1/2021/056**  
Directorate: Maintenance and Cadastral Spatial Information Services

**SALARY**

: R1 057 326 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**

: KwaZulu-Natal  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year B Degree in Geomatics / Surveying. Registered as a Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). Five (5) years' experience at a middle / senior managerial level in Cadastral Survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

**DUTIES**

: Manage the provision of cadastral data services and information technology infrastructure support. Create a dataset for all alpha numeric data. Maintain electronic records in a complete and current status. Control and provide an information technology framework through which all cadastral information is captured, stored and retrieved. Generate electronic copies of all cadastral documents. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Incorporate approved



		<p>cadastral documents into a digital continuous map. Maintain the status of judicial boundaries. Produce maps and plans from cadastral information. Maintain complete cadastral spatial information in the form of a digital continuous map. Manage spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Manage the maintenance of Cadastral Spatial Information Systems support to the office. Support the introduction of Electronic Cadastral Survey System (e-CSS) aligned with e-government programme. Note all approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant geographic information system (GIS) services as and when requested by clients. Manage the maintenance of cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the National Mapping Agency.</p>
<b><u>ENQUIRIES</u></b>	:	Ms N Monyake Tel No: (033) 355 2901
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post056@dalrrd.gov.za">post056@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/09</u></b>	:	<p><b><u>DIRECTOR: MAINTENANCE AND CADASTRAL SPATIAL INFORMATION SERVICES REF NO: 3/2/1/2021/057</u></b></p> <p>Directorate: Maintenance and Cadastral Spatial Information Services</p>
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Western Cape
<b><u>REQUIREMENTS</u></b>	:	<p>Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year B Degree in Geomatics / Surveying. Registered as a Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). Five (5) years' experience at a middle / senior managerial level in Cadastral Survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.</p>
<b><u>DUTIES</u></b>	:	<p>Manage the provision of cadastral data services and information technology infrastructure support. Create a dataset for all alpha numeric data. Maintain electronic records in a complete and current status. Control and provide an information technology framework through which all cadastral information is captured, stored and retrieved. Generate electronic copies of all cadastral documents. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Incorporate approved cadastral documents into a digital continuous map. Noting onto compilations. Maintain the status of judicial boundaries. Produce maps and plans from cadastral information. Maintain complete cadastral spatial information in the form of a digital continuous map. Manage spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Manage the maintenance of Cadastral Spatial Information Systems support to the office. Support the introduction of Electronic Cadastral Survey System (e-CSS) aligned with e-government programme. Note all approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant geographic information system (GIS) services as and when requested by clients. Manage the maintenance of cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral</p>

		documents. Supply maps, aerial photographs produced from the National Mapping Agency.
<b><u>ENQUIRIES</u></b>	:	Mr JO Williamson Tel No: (021) 467 4800
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post057@dalrrd.gov.za">post057@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/10</u></b>	:	<b><u>DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/058</u></b> Directorate: Examination, State and Land Reform Survey Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Limpopo
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years experience at a middle/senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an ongoing basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt

exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.

**ENQUIRIES  
APPLICATIONS**

- : Mr M Sibanda Tel No: (015) 297 5309
- : Please ensure that you email your application to: [post058@dalrrd.gov.za](mailto:post058@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/11**

- : **DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/059**  
Directorate: Examination, State and Land Reform Survey Services

**SALARY**

- : R1 057 326 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**

- : Mpumalanga
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

**DUTIES**

- : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an ongoing basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents.

	Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.
<b><u>ENQUIRIES</u></b>	:
<b><u>APPLICATIONS</u></b>	: Mr VV Constable Tel No: (013) 754 5400 : Please ensure that you email your application to: <a href="mailto:post059@dalrrd.gov.za">post059@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/12</u></b>	: <b><u>DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/060</u></b> Directorate: Examination, State and Land Reform Survey Services
<b><u>SALARY</u></b>	: R1 057 326 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).
<b><u>CENTRE</u></b>	: Free State
<b><u>REQUIREMENTS</u></b>	: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an ongoing basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and

		government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Mdubeki Tel No: (051) 448 0955
	:	Please ensure that you email your application to: <a href="mailto:post060@dalrrd.gov.za">post060@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/13</u></b>	:	<b><u>DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/061</u></b> Directorate: Examination, State and Land Reform Survey Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors and government officials. Report on the Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an ongoing basis. Perform research for land reform support. Plan the required investigation

when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalisation. Facilitate state surveys. Provide professional advice to Professional Land Surveyors and government officials. Render research and advice for State Surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys for the purpose of verification of surveys, dispute resolution and inspections. Test survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exist. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with and application to a court, if deemed desirable. Undertake field surveys to identify boundaries of state land properties in order to resolve boundary disputes.

**ENQUIRIES  
APPLICATIONS**

: Mr CD Williams-Wynn Tel No: (043) 783 1424  
: Please ensure that you email your application to: [post061@dalrrd.gov.za](mailto:post061@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/14**

: **DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/062**  
Directorate: Examination Services

**SALARY**

: R1 057 326 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  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years' experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

**DUTIES**

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide advice to Professional Land Surveyors and government officials. Report on Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval / rejection of all cadastral documents prepared and

		submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors.
<b><u>ENQUIRIES</u></b>	:	Ms ET Janse Van Rensburg Tel No: (012) 303 1606
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post062@dalrrd.gov.za">post062@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/15</u></b>	:	<b><u>DEPUTY SURVEYOR-GENERAL REF NO: 3/2/1/2021/063</u></b> Directorate: Examination Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Western Cape
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). An NQF Level 8 Degree recognised by the South African Geomatics Council as satisfying Sections 8(1)(d)(iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year B Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Registered as a Sectional Title Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. 5 years' experience at a middle / senior managerial level in a Land Surveying environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
<b><u>DUTIES</u></b>	:	Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide advice to Professional Land Surveyors and government officials. Report on Directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information to staff on weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval / rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors.
<b><u>ENQUIRIES</u></b>	:	Mr JO Williamson Tel No: (021) 467 4800
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post063@dalrrd.gov.za">post063@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<b><u>POST 29/16</u></b>	:	<b><u>DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/2/1/2021/064</u></b> Directorate: Environmental Planning Services
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Environmental Management or Sciences / Town and Regional Planning Development Studies (NQF Level 7). 5 years' experience at middle / senior management level in Environmental Planning Management, Integrated Environmental Management. Job Related Knowledge: Environmental Impact Assessments. Understanding of Environmental legislation. Geographic Information System (GIS). Policy Development. Understanding of Spatial Planning and Land Use Management policy environment research. Job Related Skills: Computer literacy. Good written and verbal communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide environmental planning services to rural development and land reform project planning in line with environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects of all Provincial Shared Services Centres with relevant Component Authorities. Conduct Strategic Environmental Assessments (SEA) / Environmental Management Frameworks for identified strategically located lands / areas. Conduct Climate Change Risk and Vulnerability Assessment for relevant Development Plans. Ensure capacity building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environmental Implementation Management Plan (CEIMP). Oversee the development and implantation of the Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report on the CEIMP. Provide a two-way streamlining of environmental and spatial planning process in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools, and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structures respectively. Facilitate the development of responses / provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental structures in the environmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.
<b><u>ENQUIRIES</u></b>	:	Ms Nontuthuzelo Ntshabele Tel No: (012) 312 9587 / 8680
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post064@dalrrd.gov.za">post064@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/17</u></b>	:	<b><u>DIRECTOR: RURAL INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2021/065</u></b> Directorate: Rural Industrial Development
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Economics / Commerce / Development Studies / Rural Development / Public Management / Administration (NQF Level 7). Five (5) years' experience at a middle / senior management level in Rural Development / Economic Development. Job related



knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of Government policies and priorities in terms of Agriculture, Land Reform and Rural Development (DALRRD). Good knowledge of Industrial Development Zones (IDZs). Understanding of the Government's Rural Industrial Development Framework. Knowledge and understanding of the DALRRD sector, Public administration, relevant structures and programmes. Understanding of relevant regional conventions and protocols. Knowledge and understanding of the White Paper on the transformation of the Public Service (Batho Pele). Job related skills: Financial management. Strategic capacity and leadership. Programme and project management. Knowledge management. Service Delivery innovation. Problem solving analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Extended working hours and prepared to travel.

## **DUTIES**

: Facilitate, manage and implement strategic directions, development and support for rural industrial development. Facilitate and promote the implementation of the AgriParks programme through the operationalisation of Farmer Production Support Units (FPSUs) and linked rural enterprise development projects. Support the development of FPSUs towards functionality. The FPSU is brought to initial work state with support into the basic components (Mechanisation support, Input support, Governance structure, Human resources support, Producer registration). Oversee the identification and support for new agricultural enterprise. This will be measured by the number of new agricultural enterprises that are supported. The support entails inter alia coordination and facilitation of rural development initiatives this will include: provision of light infrastructure or inputs and or equipment, machinery for enterprises receiving goods directly from the Department. Oversee the identification and support for the new non-agricultural enterprises. This will refer to the number of non-agricultural enterprises that are supported. The support entails inter alia coordination and facilitation of rural development initiatives this will include provision of light infrastructure, inputs and equipment, machinery for enterprises receiving goods directly from the Department. Manage the implementation of relevant capacity building programmes within the sector. Ensure the provision of information toolkits to developing / emerging sector role players and entrepreneurs. Facilitate the resolution of specific challenges facing the sector. Provide monitoring and evaluation oversight of rural enterprises and industries (agricultural and non-agricultural) and produce relevant reports. Develop a set of interventions to ensure an integrated framework for rural industrial development within the National Development Plan (NPD) blueprint. Facilitate rural industrial strategy and framework development. Develop a set of interventions aligned to Agriculture and Agro-Processing Master Plan (AAMP), Industrial Policy Action Plan (IPAP), Comprehensive Rural Development Programme (CRDP) Framework, Rural Development Policy, AgriParks policy - all within the National Development Plan (NDP Vision 2030) blueprint. Manage and direct the IPAP process relating to the development and implementation of key action programmes to align industrial policy and rural development objectives. Provide analysis of the industrial value chains in order to align industrial policy and rural development objectives. Conduct sector analysis and translate the findings into reports or other strategic documents. Manage the development and implementation of policies and legislation aimed at ensuring rural industrial development. Facilitate the development of programmes and interventions to link emerging sector role players with relevant departmental services (e.g. Directorates dealing with agro-processing and marketing). Develop mentoring programmes to facilitate the sharing of sector information and skills transfer between commercial and developing farmers and entrepreneurs. Analyse and report on trends and best practices. Provide / facilitate the provision of business intelligence in order to facilitate rural enterprise development. Manage the development and implementation of policies and legislation aimed at ensuring rural industrial development for communities and emerging / developing sector role players. Provision of logistics to the farmers in the FPSU catchment areas. Facilitate and manage strategic engagements and relations with the regional / national sector role players. Develop strategies for partnership formation between developing and commercial farmers and entrepreneurs. Identify available and relevant national, provincial and local government economic

growth agencies and Development Finance Intermediaries (DFIs) that can partner with emerging farmers and entrepreneurs. Other strategic partners may include Public (State) agencies, Non-Governmental Organisation (NGO), institutions, research bodies and sector departments. Facilitate the formation of strategic partnerships with relevant role-players to support emerging / developing sector role players and entrepreneurs. Manage client relations. Participate in different forums that contribute towards the development of rural industries. Manage the relationships with key stakeholders in order to ensure the implementation of programs. Manage the resources of the Directorate and Coordinate the nine (9) Provincial offices of Branch: Economic Development, Trade and Marketing (EDTM). Coordinate the support and provide oversight to the provincial offices of Branch EDTM where implementation happens. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Ensure the management and development of human resources (staff and interns). Utilise Personal Performance Management System (PPMS) to measure staff performance on an ongoing basis. Ensure realisation of Employment Equity targets and vacancies filled in accordance with agreed target and policies. Implement Principles of Batho Pele and Service Delivery Improvement Plan on a continuous basis. Review Provincial files for approval committee. Ensure protection of the Directorate from Risk and Fraud. Facilitate handovers and referrals to sister Directorates within the Unit: Directorate: Agro-Processing and Marketing for relevant support and services.

**ENQUIRIES  
APPLICATIONS**

: Mr L.R. Zantsi Tel No: (012) 319 8471 / 2  
: Please ensure that you email your application to: [post065@dalrrd.gov.za](mailto:post065@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/18**

: **DIRECTOR: CORPORATE SERVICES REF NO: 3/2/1/2021/066**  
Directorate: Corporate Services

**SALARY**

: R1 057 326 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**

: Mpumalanga  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years' experience at middle / senior managerial level. Job related knowledge: Policy development and implementation. Knowledge of Public Service Regulations. Basic Conditions of Employment Act. Labour Relation Act. Public Service prescripts. Job related skills: Computer literacy. Communication skills. Presentation skills. Interpersonal relations. Project management skills. Financial management skills. Conflict management skills. Leadership skills. A valid drivers' licence. Ability to work long hours.

**DUTIES**

: Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by DALRRD programme initiatives. Evaluate the effectiveness of the implementations of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage

security contracts. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information: Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of restitution land claims. Provide information technology support services: identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise: Liaise with District Office on the implementation of corporate services issues. Provide guidance on the interpretation of policies, strategies and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit: Request progress reports on audit finds. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instruction, regulations, etc.

**ENQUIRIES  
APPLICATIONS**

: Mr DS Njoni Tel No: (013) 754 8120  
: Please ensure that you email your application to: [post066@dalrrd.gov.za](mailto:post066@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/19**

: **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2021/067)**  
Directorate: Provincial Operations Support

**SALARY**

: R1 057 326 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**

: Mpumalanga  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public / Business Administration / Management (NQF Level 7). Bachelor's Degree or Advanced Diploma in Economics Sector, Development Economics, Agricultural Economics, Rural Development (NQF Level 7) will serve as an added advantage. 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills- comfortable creating and communicating compelling arguments for modifying a course of action. Computer Literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.

**DUTIES**

: Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Shared Service Centre's (PSSC's) and monitor PSSC's planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DRDLR Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance

Structures. Randomly attend the Provincial governance structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in Community participation, Community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Provide assistance to Chief Director: PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Service Centres ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Integrated strategy, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at provincial level. Monitor the performance of the identified DRDLR key programmes and facilitate sharing of best practices and lessons learnt by provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. From benchmarking develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

**ENQUIRIES  
APPLICATIONS**

: Mr DS Njoni Tel No: (013) 754 8120  
: Please ensure that you email your application to: [post067@dalrrd.gov.za](mailto:post067@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/20**

: **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2021/068**  
Directorate: Financial and Supply Chain Management Services

**SALARY**

: R1 057 326 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**

: Northern Cape  
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Financial Management / Supply Chain Management / Commerce / Public Administration (NQF Level 7). 5 years' experience at middle / senior management level in relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principle. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid drivers' licence.

**DUTIES**

: Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard

to finance on an-going basis. Develop policies, systems, procedures and processes for effective implementation financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial system. Oversee supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee Proactive Land Acquisition Strategy (PLAS) trading account financial management services: Provide internal control and reporting services. Develop and maintain budget and reporting. Provide PLAS payment. Provide asset revenue management. Provide lease revenue management.

**ENQUIRIES  
APPLICATIONS**

- : Mr KA Moeketsi Tel No: (053) 830 4001
- : Please ensure that you email your application to: [post068@dalrrd.gov.za](mailto:post068@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

**POST 29/21**

- : **DIRECTOR: CORPORATE SERVICES REF NO: 3/2/1/2021/069**  
Directorate: Corporate Services

**SALARY**

- : R1 057 326 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**

- : Northern Cape
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years' experience at middle / senior managerial level. Job related knowledge: Policy development and implementation. Knowledge of Public Service Regulations. Basic Conditions of Employment Act. Labour Relation Act. Public Service prescripts. Job related skills: Computer literacy. Communication skills. Presentation skills. Interpersonal relations. Project management skills. Financial management skills. Conflict management skills. Leadership skills. A valid drivers' licence. Ability to work long hours.

**DUTIES**

- : Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by DALRRD programme initiatives. Evaluate the effectiveness of the implementations of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage security contracts. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information: Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of restitution land claims. Provide information technology support services: identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise: Liaise with District Office on the implementation of corporate services issues. Provide guidance on the interpretation of policies, strategies and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit: Request progress reports on audit finds. Manage

		risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instruction, regulations, etc.
<b><u>ENQUIRIES</u></b>	:	Mr KA Moeketsi Tel No: (053) 830 4001
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post069@dalrrd.gov.za">post069@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/22</u></b>	:	<b><u>DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2021/070</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE</u></b>	:	Northern Cape
<b><u>REQUIREMENTS</u></b>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Agricultural Studies / Agricultural Economics / Development Studies. A Post Graduate qualification in Agricultural Economics / Agricultural Studies / Development Studies will be an added advantage. Five (5) years' relevant experience at middle/senior management level. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programme (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills. Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management. Project management. Interpersonal relation skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the identification and assessment of strategic located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the state. Develop and maintain database on all suitable land acquisition for the state. Map and overlay the identified land with Agricultural Policy Action Plan (APAP) / Animal and Veld Management Programme (AVMP) key commodities. Align acquired land to other land reform programmes (Proactive Land Acquisition Strategy (PLAS) and Household). Manage land acquisition approval process through relevant structures. Provide project management and provide project register in term of Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiary for the land allocation. Manage land allocation approval process through relevant structures. Develop and maintain lease / land application system / database. Maintain credible lease land application system / database. Provide management information report to relevant approval structures and departmental management. Coordinate land acquisition support services across including District Land Committees. Manage land acquisition projects procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS)). Coordinated the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Facilitate the identification potential within area of responsibility to facilitate planning and budgeting.
<b><u>ENQUIRIES</u></b>	:	Mr KA Moeketsi Tel No: (053) 830 4001
<b><u>APPLICATIONS</u></b>	:	Please ensure that you email your application to: <a href="mailto:post070@dalrrd.gov.za">post070@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<b><u>POST 29/23</u></b>	:	<b><u>DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2021/071</u></b> Directorate: Property Management
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern Cape Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Real Estate, Property Management, Property Portfolio Management (NQF Level 7). Five (5) years' experience at a middle / senior management position in property management field or environment. Job related knowledge: Project management. Budgetary planning. Computer literacy. Design and development of programmes. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Risk management. Planning. Strategic planning. Human resource management. Job related skills: People management skill. Strategic thinking skills. Writing and communication skills. Strategic management skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Administer and provide leases administrative support. Manage leases and caretaker service level agreements. Monitor lessee compliance in terms of the agreements. Manage and maintain lease register and associated records. Manage conflict resolution processes on DALRRD property. Administer and provide property holdings and disposals. Maintain immovable asset register and records. Conduct confirmations of vesting in terms of item 28 (1). Facilitate payment of municipality rates and taxes. Manage investigations on state land usage and maintenance. Process surface rights applications (Prospecting, Mining and Servitudes). Manage state land periodic verification. Facilitate surveying of immovable assets. Identify, facilitate and transfer disposable immovable assets and the associated movable assets. Provide secretariat services to the Provincial State Land Vesting and Disposal Committee (PSLVDC). Manage and provide district property management services. Administer signing of immovable assets and caretaker services level agreements. Coordinate and conduct the verification of all immovable assets. Conduct confirmations of vesting in terms of item 28 (1). Conduct land usage and maintenance investigations. Conduct state land periodic verification. Manage and supervise resources for the directorates. Manage and monitor budget and expenditure of the unit. Manage the Demand Management Plan of the unit. Manage human resources of the unit. Ensure effective management of business risk and audit management plans. Ensure effective use of physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KA Mooketsi Tel No: (053) 830 4001 Please ensure that you email your application to: <a href="mailto:post071@dalrrd.gov.za">post071@dalrrd.gov.za</a> before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<b><u>POST 29/24</u></b>	:	<b><u>DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2021/072</u></b> Directorate: Spatial Planning and Land Use Management
<b><u>SALARY</u></b>	:	R1 057 326 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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Western Cape Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning (NQF Level 7). Registration into South African Council for Planners (SACPLAN). 5 years' experience at middle/senior management level in Town and Regional Planning environment. Job related knowledge: An understanding of the Public Service environment. Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations. Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and

strategies. Job related skills: Strong strategic planning and leadership skills. Analytical, innovative, problem solving interpersonal skills. Human resources management skills. Skilled negotiator and self-confident decision maker. Good report writing skills. Excellent financial management skills. A high level of computer literacy. Ability to communicate effectively at all levels. A valid driver's licence. Willingness to travel locally and internationally.

#### **DUTIES**

: Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management (SPLUM) interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the National Office. Enable Provincial integrated spatial information management system. Provide Geographic Information System (GIS) technical support to municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to the implementation of SPLUMA. Support municipalities in the utilisation of SPUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of provincial legislation, Land Use Schemes and Spatial Development Plans. Provide technical support to rural development and land reform programmes. Provide Spatial Analysis services. Provide GIS and mapping services. Provide development planning support. Provide intergovernmental support and condition. Coordinate intergovernmental relations amongst relevant stakeholders. Coordinate provincial SLPUMS. Coordinate adhoc engagements as required. Support spatial integration of plans and programmes.

#### **ENQUIRIES**

: Mr L Mbekeni Tel No: (021) 409 0500

#### **APPLICATIONS**

: Please ensure that you email your application to: [post072@dalrrd.gov.za](mailto:post072@dalrrd.gov.za) before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.