

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 19 April 2023 at 16:00

NOTE

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganization of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

ERRATUM: The position of Assistant Director: Support Services with Ref No: 3/2/1/2022/690 in the Directorate: Corporate Services: KwaZulu Natal (Pietermaritzburg) that was advertised in Public Service Vacancy Circular no 44 of 2022 dated 18 November 2022 and The position of Chief Professional Surveyor with Reference number 3/2/1/2023/274 in the Directorate: Examination Services: Western Cape that was advertised in Public Service Vacancy Circular no 11 of 2023 dated 24 March 2023 Has reference. The post Assistant Director: Support Services with reference number 3/2/1/2022/690 has been withdrawn. The position of Chief Professional Surveyor with Reference number 3/2/1/2023/274, kindly note the center will be

Directorate: Examination Services: Western Cape (Cape Town). The Department apologises for any inconvenience caused.

OTHER POSTS

- POST 12/01** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/300**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R939 408 – R1 755 627 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms M Kekana Tel: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 12/02

: **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 3/2/1/2023/293**
Directorate: Financial Accounting

SALARY

: R393 711 per annum (Level 9)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Public Administration / Commerce / Auditing / Financial Management / Accounting / Cost and Management Accounting. Minimum of 3 years' experience at a senior state accountant level (8) in the financial reporting environment. Job related knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Pastel. Public Financial Management Act (PFMA). Treasury Regulations. Procurement Procedures. Job related skills: Supervision skills. Communication skills (verbal and written). Interpersonal relations. Planning and organising skills. A valid driver's licence.

DUTIES

: Manage the recovery debts owed by employees (current and ex-employees). Manage the instructions / invoices / credit notes received from other Directorates in the Department regarding employee and trade debt. Manage, control and evaluate the database of debtors who owe the Department. Trace debtors who are in debt to the Department for outstanding debt. Put the debtor "in mora" for 30 days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtor. Setup payment plan and negotiate with the debtors. Make recommendations and decisions in respect of repayments of outstanding debt. Analyse Pastel Evolution reports for debtors whose accounts are outstanding for longer than 60 days. Monitor, verify and check all submissions pertaining to the referral of outstanding debtor's accounts to the State Attorney for recovery. Control and monitor the follow up with State Attorneys on a monthly basis. Monitor the monthly payment of accounts. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and frameworks. Control and monitor submissions in respect of the write off of outstanding debt and report monthly on all write-offs. Manage the recovery of farmers debts (loans, leases, trade etc). Manage, control and evaluate the database of debtors who owe the Department. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Make recommendations and decisions in respect of payments of outstanding debt and the releasing of securities or the renouncing of the State cover over the immovable properties. Co-ordinate, control and monitor the instruction to the Debt Security Inspection (DSI) for the inspection of securities on the farms as well as to provide this office with a financial report from the debtor. Monitor, verify and check all submissions pertaining to the referral of outstanding debtor's accounts to the State Attorney for recovery by taking legal action and instruction to the State Attorney for the execution of movable assets. Control and monitor the follow up with State Attorneys on a monthly basis. Monitor the annual / quarterly and monthly payment of accounts. Maintain, control and verify the security register and reconcile with each security file of the debtors. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and framework. Control and monitor submissions in respect of the write off of outstanding debt and other delegation in respect of agriculture debt and report monthly on all activities in the division. Monitoring of suspense account. Analyses and interpret the different loan agreements and conditions of the loans under the Agriculture Debt Management Act and delegations. Negotiate with the State Attorney and the debtor's Attorney on the way forward or to sell the asset of the bad payers or for instalment payments and attend court cases. Improving policies procedures and the 3 different frameworks for the recovering of debt. Manage the accounting of departmental debt. Ensure the correctness of debtors account by verifying transaction on the different financial systems. Monthly compliance and In Year Monitoring report (IYM). Verify the reconstruction of Debtor's accounts. Reconcile the systems with the bank accounts. Reconcile monthly Pastel and the debtor system with BAS. Maintain the compliance with the Auditor-General and Ministerial enquiries. Analyses and investigate problems experience on the debtor system and report the faults to the System Controller and the contractors of the debtor system. Analysis on a monthly basis all financial reports on the different financial systems to improve the control and procedures and management of the reports. Compile and maintain records for interim and annual financial statements. Compile statement of financial performance, statement of financial position, cash flow statement, statement of changes in net equity, notes and annexures. Verification and reconciling of the said statements, notes and annexures with the appropriation statement and subsequent notes. Compilation and verification of working papers with schedules and portfolio of evidence received from various sources. Coordination and follow-up of outstanding

inputs to ensure the adherence of scheduled review meetings and legislative due dates for submission. Maintain records for input to the Annual Financial Statements (AFS) and the Interim Financial Statements (IFS) in accordance with the PFMA, Accounting Manual for Departments and the Modified Cash Standards. Monitor and manage the month-end closure on BAS, preparation and verification of the monthly reporting and manage and monitor the correction of suspense (ledger) accounts and expenditure allocations. Manage and monitor the month-end closure on Bas. Manage and monitor the compilation and submission of the compliance report to National Treasury. Manage and monitor the request of BAS report on theft and loss and verify the supporting documents with BAS reports. Ensure that expenditure is classified according to National Treasury Regulations Standard Chart Accounts prescripts and circulars.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 12/03

: **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2023/292**
Directorate: Financial Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 9)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Financial Accounting / Finance Management / Cost and Management Accounting. Minimum of 3 years' experience at supervisory level (senior state accountant) in the financial reporting environment. Job related knowledge: Financial systems: Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Safety web. Computer accounting software: Microsoft Excel and Word. Generally Accepted Accounting Principles (GAAP). Knowledge of Financial Accounting Systems. Job related skills: Computer literacy. Communication skills (verbal and written). Organisation skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills. Financial management skills. A valid driver's licence.

DUTIES

: Manage, monitor and verify the Pay Master General (PMG) and commercial bank accounts of the department. Manage, monitor and verify the bank reconciliation and requisition of funds. Manage, monitor and verify the cash and cash equivalent ledger accounts and the monthly reporting for the compliance certificate. Manage the administration of the commercial bank accounts. Review and compilation of the policies and Standard Operating Procedures. Manage, monitor and verify the collection of the departmental revenue. Manage and monitor the collection of revenue, revenue related ledger accounts and inputs to the compliance certificate. Manage and monitor the revenue inputs for: In Year Monitoring (IYM), Revenue 42, Estimates of National Expenditure (ENE) / Adjusted Estimates of National Expenditure (AENE). Manage and oversee the annual review of revenue tariffs, sources and free services. Review and compilation of the policies and Standard Operating Procedures. Compile Annual Financial Statements (AFS) and quarterly Interim Financial Statements (IFS) in accordance with the Public Finance Management Act (PFMA), Accounting Manual for Departments (AMD) and the Modified Cash Standards (MCS). Review, analyse and validation of supporting documents for inputs to the IFS / AFS in terms of the AMD and MCS for completeness and accuracy. Completion and preparation of the IFS / AFS template and working papers for the following notes: Employee Benefits, Lease commitments, Impairment, Irregular / fruitless expenditure. Accrued Departmental Revenue. Operating Lease Revenue. Manage, monitor and oversee month-end closures on BAS. Request and monitor reports of all suspense accounts and initiate and oversee corrections. Verify and monitor the suspense accounts that should be or preferably be zero before closure of a month. Communicate information to the different divisions to clear the amounts before the month-end closure. Ensure that all requirements have been met to close at prescribed date on BAS. Process and oversee the month end closure on BAS.

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POST 12/04 : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: 3/2/1/2023/291**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Financial Accounting / Commerce. Minimum of 2 years' experience in Financial Accounting environment. Job related knowledge: Treasury Regulations. Public Finance Management Act (PFMA). Personnel and Salary Administration (PERSAL) system. Basic Accounting System (BAS). Computer accounting software. Generally Accepted Accounting Principles (GAAP). Job related skills: Computer literacy. Supervisory skills. Tax administration. Communication skills (verbal and written). Planning and organizational skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills. Financial management skills. A valid driver's licence.

DUTIES : Manage the activities of the function personnel remuneration. Control over distribution of the advices and / or documents for deduction / payments requires / recalculations. Control the work in the office regarding all salary related payments / deductions / recalculations of PERSAL, BAS and Excel. Keep up to date with policies and prescripts. Apply risk control measures with regard to payments / deductions. Report new identified risks, fraud and irregularities. Comply with Section 48 of the PFMA. Control over maintenance order and South African Revenue Service (SARS) garnishee orders on PERSAL. Control over General Journals and payments on BAS. Control over batches control. Control over payrolls. Control over salary reconciliations. Authorise PERSAL and BAS transactions. Manage service termination, sanctions, salaries suspense accounts, arbitration awards and interdepartmental claims. Control of all the tasks for service terminations from the Department when the notification / documents / advices are received according to the checklists provided. Control over BAS payments to beneficiaries when applicable in the case of terminations. Control over implementation of sanctions, disciplinary hearing and arbitration awards. Control over Salary (SAL): Reversal and Tax Debt ledger accounts and report monthly on the outstanding cases. See that proper follow-up work is done. Control over all written / telephonic / in-person enquiries. Manage tax and submission of tax reconciliation. Administration of tax and submission of tax. Attending to tax enquiries. Compile BAS / PERSAL interface reconciliation. Print reports from BAS and Vulindlela. Reconcile the interface.

ENQUIRIES APPLICATIONS : Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 12/05 : **SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: 3/2/1/2023/299**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 8)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 2 years' experience working within debtor's environment. Job related knowledge: Treasury or Financial Regulations or Public Finance Management Act (PFMA). Basic Accounting System (BAS). Reporting knowledge. Procurement Procedures. Debtors management. Medium-Term Expenditure Framework (MTEF). Public Financial Services Agency (PFSA). Job related skills: Planning and organising skills. Computer literacy. Communication skills (Verbal and written).

DUTIES : Render the recovery debts owed by employees (current and ex-employees). Trace debtors who are in debt to the Department for outstanding debt. Put the debtor "in mora" for 30days. Verify and check documents, letters and submission informing debtors of their outstanding departmental debt. Negotiate payment terms and methods with the debtor. Setup payment plan and negotiate with the debtors. Implement salary deduction. Ensuring that statements are sent on monthly basis. Ensuring that individual file is opened and communication between debtors' section and debt is done. Ensuring that

all take on are registered with correct documentation. Render the recovery of debts. Monitor the annual / quarterly and monthly payment on suspense accounts. Verify, monitor and authorise transaction on BAS. Maintaining accurate, up-to-date debtor's account information by analysing, reports and improving work procedures and frameworks. Analyse debtors Age Analysis and recommend write-off. Review write off submission. Communicate with officials and provide guidance on long outstanding balances. Handing over old cases to State Attorneys / connection agency. Control and monitor the follow up with State Attorneys on a monthly basis. Arrange meeting with stakeholders to discuss matters that are under debt account. Render the accounting and financial transaction of departmental debt. Ensure the correctness of debtors account by verifying transaction on BAS. Reconcile debt account with the suspense accounts. Reconcile monthly reporting and age analysis with BAS. Compile monthly, interim and annual financial statements pertaining to the departmental debt. Prepare statement of change in net assets. Prepare impairment and Receivables including the split between current and non-current as per National Treasury. Render effective of supervision of human resource. Evaluate and monitor employee's performance and appraisal. Develop and adjust work plan. Ensure capacity and development of staff. Organise, plan and divide work to maximise productivity. Maintenance of records and register.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel: (012) 319 6780
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 12/06

: **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/297**
 Directorate: Cadastral Information, Maintenance and Supply Services

SALARY

: R326 031 – R495 099 per annum (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

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

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms Z Hadebe Tel: (013) 754 8020
 : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200

NOTE

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

- POST 12/07** : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/298**
Directorate: Examination, State and Land Reform Surveys Services
- SALARY** : R326 031 – R495 099 per annum (The salary will be determined in accordance with the OSD)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms Z Hadebe Tel: (013) 754 8020
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 12/08** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/295**
Directorate: Corporate Services
- SALARY** : R269 214 per annum (Level 7)
- CENTRE** : Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms S Budhoo Tel: (033) 264 9519

APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 12/09 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/289**
Directorate: Mapping Services

SALARY : R218 064 per annum (Level 6)
CENTRE : Western Cape (Mowbray)

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

DUTIES : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

ENQUIRIES : Mr Y Rasonti Tel: (021) 658 4300

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

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

POST 12/10 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/296**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R218 064 per annum (Level 6)
CENTRE : Mpumalanga (Mbombela)

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

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and

verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms Z Hadebe Tel: (013) 754 8020
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 12/11 : **SECRETARY REF NO: 3/2/1/2023/290**
 Directorate: Human Resource Strategy, Planning And Systems

SALARY : R181 599 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

DUTIES : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Mr PJ Van Niekerk Tel: (012) 312 8792
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 12/12** : **FINANCIAL CLERK REF NO: 3/2/1/2023/294**
Directorate: Financial Accounting:
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 5)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms SH Sambo Tel: (012) 319 6780
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.