

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

- POST** : DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES
(Reference: 3/2/1/2020/060)
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : OFFICE OF THE SURVEYOR GENERAL: NORTH WEST (MAFIKENG)
- REQUIREMENTS** : Pre-entry Certificate for Senior Management Services (SMS). An appropriate Bachelor of Technology (NQF 7) in Surveying/Geomatics or equivalent. Registration with the Geomatics Profession registration body (as a Professional Surveyor, Surveyor or Survey Technician). 5 years' of experience at middle/senior management level. Extensive 5 to 10 years' experience in Cadastral Surveys. Experience in supervision of other Professional Land Surveyors, Land Surveyors in Training and Technical Surveyors. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Latest survey technology and methods, Legal principles and presumptions, Servitudes and Real Rights, 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. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Management, Computer literacy, Resource planning, Problem solving and decision making, Creative, Legislation and Policy making, Time Management, Business, Communication, Empowerment, Information Technology. The ability to work efficiently and effectively at all times.
- DUTIES** : Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide Personal Computer support to normal users within a 24 hour period. Provide Information Technology related training upon pre-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to Professional Land Surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the Electronic Cadastral Survey System (E-CSS) aligned with e-government programme. Note approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant Geographic Information System (GIS) services as and when requested by clients. Maintain cadastral documents and services.



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Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

NOTE : This is a re-advertisement, applicants who applied previously must reapply. Certificate for entry into the SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ENQUIRIES : Ms B Mathulwe Tel: (012) 060 0351

CLOSING DATE : 21 February 2020 at 16:00

NOTE : DRDLR requests applicants to apply **manually** by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. **Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post).**

APPLICATIONS : Please ensure that you submit your application **before** the closing date as no late applications will be considered. It would be appreciated if you can **only** attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application.

Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.



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IMPORTANT

: DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.



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