DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

POST : SENIOR ADMINISTRATIVE OFFICER: PSSC COORDINATION (Reference: S8/3/2012/788)

SALARY : R198 975 per annum (Level 8)

CENTRE : CHIEF DIRECTORATE: PSSC COORDINATION (PRETORIA)

REQUIREMENTS : * Recognised 3 years Diploma /Bachelor’s degree or an equivalent.* 2-3 years relevant working experience. * Knowledge of BAS and LOGIS. * Understanding of PFMA, Treasury Regulations and Batho Pele Principles. *Understanding of supply chain processes. * Computer Literacy. * Good Communication (Oral & Written) skills and Good Personal Relations. *Ability to develop and monitor Service Level Agreements. *Ability to liaise at different level of management.


CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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, for the attention of: Human Resource Management.
POST: SENIOR ADMINISTRATION CLERK (Reference: S8/3/2012/789)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: SECRETARIAT SUPPORT SERVICES: PRETORIA

REQUIREMENTS:
- A National Senior Certificate or equivalent qualification.
- 1 year relevant administrative working experience in relevant environment.
- Understanding of PFMA, Treasury Regulations and Batho Pele Principles (MS Package).
- Understanding of supply chain processes.
- Computer Literacy.
- Good Communication (Oral & Written) skills and Good Personal Relations.

DUTIES:
- Render general administrative support services.
- Process Subsistence and Travel claims.
- Make travel and accommodation arrangements as well as organizing of conferences and workshops.
- Procure goods and service.
- Assist with minutes taking at managerial meetings when requested.
- Maintain records management.
- Write submissions or motivations when so requested.
- Make follow up on creation of orders and payments of invoices.

CLOSING DATE: 05 October 2012

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POST : SENIOR ADMINISTRATIVE OFFICER (Reference: S8/3/2012/790)

SALARY : R198 975 per annum (Level 8)

CENTRE : DIRECTORATE: SECRETARIAT SUPPORT SERVICES: PRETORIA


CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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, for the attention of: Human Resource Management.
POST: DRIVER/MESSENGER (Reference: S8/3/2012/791)

SALARY: R90,396 per annum (Level 4)

CENTRE: CHIEF DIRECTORATE: STRATEGIC LAND REFORM INTERVENTIONS (PRETORIA)

REQUIREMENTS:
* National Senior certificate or equivalent ABET qualification. * The candidate must have at least 2 years experience. * Must have a code 08 driver’s license. * Job related skills. * Organising skills. * Well organized. * Good communication and interpersonal skills. * Basic computer literacy.

DUTIES:
* Perform messenger services. * Perform document shuttle services. * Able to prioritise work. * Be proactive. * Keep track of issued documents and ensure that they are timeously delivered. * Support colleagues and assist with clerical tasks as required. * Directs and escorts visitors to their destination. * Collect mail from registry. * Collect and deliver stationery when necessary. * Be willing and prepared to drive within a reasonable radius of the office.

NOTE:
All race and gender groups are encouraged to apply.

CLOSING DATE: 05 October 2012

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**POST**

ORGANISATION DEVELOPMENT OFFICER (Reference: S8/3/2012/792)

**SALARY**

R160 224 per annum (Level 7)

**CENTRE**

DIRECTORATE: MANAGEMENT ADVISORY SERVICES: PRETORIA

**REQUIREMENTS**

* A National Senior Certificate and a Certificate in PERSAL Establishment.

* 3 - 5 years experience accumulated as follows: at least 2 years working on establishment maintenance on PERSAL and at least 1 year in the performance of secretariat functions as well as supportive administrative duties within the OD environment.

* Proven knowledge and experience in extracting PERSAL and establishment reports, in the conversion of structure format from MS Word to prescribed format and working knowledge of Job Evaluation procedures and EQUATE system.

* Good Communication and Interpersonal relations skills.

* Proven Computer literacy in Ms Word, Ms Excel and PERSAL system.

* Ability to work independently and under pressure.

* Completion of Initial Job Evaluation training and Org Plus and a valid driver’s license will be an advantage.

**DUTIES**

* Ensure delivery of high quality outputs on a daily basis.

* Liaise with departmental clients on an on-going basis.

* Provide secretariat services for the Job Evaluation Panel meetings.

* Attend to logistical arrangements for Job Evaluation Panel meetings.

* Facilitate the implementation of the JE results on PERSAL after approval by the Director General and Executive Authority.

* Maintain a database of Job Evaluation reports on the Equate System and provide related information accordingly.

* Maintain a database of all Job profiles in the department and provide related information accordingly.

* Maintain and update the organisational and establishment structure database of the department on Org Plus software, as well as provision of related information.

* Publish and maintain the Org Plus structure on intranet and in any other format requested e.g. PowerPoint, Adobe, etc.

* Provide PERSAL information on establishment issues for the Organisation Development Practitioners and Management as well as customize spreadsheets to suite their requirements.

**CLOSING DATE**

05 October 2012

**ENQUIRIES**

Ms K Swanepoel
Tel: (012) 312 8396

**NOTE**

Coloured, Indian and White Males and Females are encouraged to apply.

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POST: SENIOR STRATEGY ANALYST (4 POSTS) (Reference: S8/3/2012/793)

SALARY: R464 919 per annum (Level 11) (all inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: STRATEGIC PLANNING (PRETORIA)

REQUIREMENTS:
- An appropriate 3 year Bachelor’s Degree or equivalent in Business Management/Public Management, or relevant field of study. Post graduate diploma or equivalent in strategic management and/or monitoring and evaluation will be an added advantage.
- 3-5 years’ experience in the formulation of strategic plans, annual performance plans and operational plans; Monitoring and review of strategic plans and annual performance plans. A valid driver’s license.
- Knowledge and experience in government planning cycle (MTEF, MTSF, Outcomes Approach, etc).
- Knowledge and understanding of government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the Department of Rural Development and Land Reform.
- Skills and competencies: Project Management, Research for planning purposes, Information collection and analysis, Performance Information Management, Strategic thinking, Communication and Information Management, Presentation and facilitation, Report writing and computer literacy.

DUTIES:
- Facilitate and coordinate departmental strategic planning process at a national and provincial level.
- Develop planning policies and procedures and other tools to support strategic managers.
- Conduct strategy reviews.
- Assess the quality of planning documents submitted by departmental programmes.
- Conduct capacity building workshops in strategic planning.
- Facilitate review and approval process of strategic plans and annual performance plans.
- Ensure the proper management of operations to achieve outcomes.

ENQUIRIES: P Gubuza
Tel: (012) 312 9562

NOTE: The applicant may be required to travel and work irregular hours. African Male and Females are encouraged to apply.

CLOSING DATE: 05 October 2012

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POST: TRADESMAN (STATE AND LAND REFORM SERVICES) (Reference: S8/3/2012/794)

SALARY: R76 278 per annum (Level 3)

CENTRE: OFFICE OF THE SURVEYOR GENERAL: MPUMALANGA (NELSPRUIT)

REQUIREMENTS:
*A Grade 10 Certificate or equivalent qualification. * Previous experience in the building trade would be an added advantage and the ability to undertake field work, plus the following key competencies: Technical knowledge, computer literacy (MS Word, Excel, Power Point and Outlook). * Good interpersonal skills and good written verbal and written communication skills. * Good organisational skills and the ability to take care of equipment. * The following will be an added advantage: Knowledge of the Constitution, Good governance and Batho Pele Principles, Employment Equity Act, Public Service Act, Land Survey Act and Sectional Titles Act.

DUTIES:
*The successful candidate will be required to perform the following functions. * Inspect building for repairs continually. * Locate elevated points daily. * Service equipment and properties such as caravans, vehicles, tents when required. * Clear bush when required *Maintain trigonometrically beacon equipment at all times.

ENQUIRIES:
Mr Absalom Skosana
Tel: (013) 754 5400

NOTE:
All Race and Gender groups are encouraged to apply

CLOSING DATE: 05 October 2012

IMPORTANT:
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management
POST: SENIOR REGISTRY CLERK (Reference: S8/3/2012/795)

SALARY: R129 780 per annum (Level 6)

CENTRE: OFFICE OF THE SURVEYOR GENERAL: MPUMALANGA (NELSPRUIT)

REQUIREMENTS:

DUTIES:
* The successful candidate will be required to perform the following functions. * Dispatching of cadastral documents. * Dispatching of all other documents. * Maintenance of filing system and mail opening. * Rendering registry inquiry services.

ENQUIRIES:
Mr Absalom Skosana
Tel: (013) 754 5400

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

CLOSING DATE: 5 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management
POST : PRINCIPAL REGISTRY CLERK (REGISTRY) (Reference: S8/3/2012/796)

SALARY : R160 224 per annum (Level 7)

CENTRE : OFFICE OF THE SURVEYOR GENERAL: MPUMALANGA (NELSPRUIT)

REQUIREMENTS :

DUTIES :

ENQUIRIES :
Mr Absalom Skosana
Tel: (013) 754 5400

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

CLOSING DATE : 5 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management
POST: SENIOR COMMUNICATION OFFICER: EVENT & EXHIBITION (Reference: S8/3/2012/797)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: SUPPORT SERVICES: MPUMALANGA

REQUIREMENTS:
* A 3 years Degree or National Diploma in Public Relations or Communication Sciences. 
* Two years in communication environment. 
* Land issues, in particular DLDLR policies, programmes and services. 
* Government delivery mandate and framework. 
* Documentable knowledge of exhibitions. 
* Coordination and project management. 
* Advanced report writing skills. 
* Computer skills, communication skills and reporting skills. 
* Ability and willingness to travel extensively at work outside office hours. 
* Ability to work without supervision. 
* A must have a valid code 08 driver’s licence.

DUTIES:
* Execute the exhibition and events logistics and activities. 
* Coordinate the setting up and staffing for the Provincial Shared Service Centre exhibitions. 
* Leverage the unpaid exhibition opportunities for the Provincial Shared services centre events. 
* Conduct research to identify priorities and expectations of Department’s stakeholders. 
* Create and sustain understanding between department and the general public.

ENQUIRIES:
Mr K Senosha 
Tel: (013) 755 3499

NOTE:
Indian, Colored, White and People with disabilities are encouraged to apply

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria 0001 or hand deliver it to 184 Jacob Mare Street, Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger street, Pretoria for attention: Human Resources Management.
POST: ADMINISTRATION OFFICER: STATE LAND (LEASE) Reference: S8/3/2012/798

SALARY: R160 224 per annum (Level 7)

CENTRE: DIRECTORATE: LAND REFORM: MPUMALANGA

REQUIREMENTS:
* An appropriate recognised National Diploma or equivalent qualification. * At least three years appropriate experience in office management. * Computer literacy as well as interpersonal, communication, networking, organizing and planning skills. * We are looking for an independent and analytical thinker who willing to take initiative and maintain good working relation and has knowledge of land administrative procedures, records management and information management. * A valid code B (8) driver’s licence in prerequisite.

DUTIES:
* Administrative support in the management of agreement. * Informing the national office: Chief Directorate: State Land administration in respect of newly acquired properties. * Forwarding of signed contract to national office and safe keeping of signed copies of leases agreement. * Perform any other duties and when required by head of component.

ENQUIRIES:
Mr K Senosha
Tel: (013) 755 3499

NOTE:
Indian, Colored, White and People with disabilities are encouraged to apply.

CLOSING DATE: 05 October 2012

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SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: LAND REFOM: MPUMALANGA

REQUIREMENTS:
* An appropriate three years Bachelor’s Degree/National Diploma or relevant qualification. * 2-3 years relevant working experience and understanding of state land administration and land reform. * Good knowledge and understanding state land administration (leasing, acquisition, disposal, vetting etc). * Good knowledge and understanding of the Legislation pertaining to land matters (e.g State Land Act). * Knowledge of cartographic principle and experience with topographic maps, deeds and SG records. * Financial management, people management, performance management and conflict resolution. * Good skills in map reading, analysis and interpretation. * A valid driver’s license. * Willing to travel and work irregular hours.

DUTIES:
* Perform duties around State Land Administration (leases, disposals, vesting, etc). * Provide clients with appropriate and accurate information on the status of land. * Conduct mediation to resolve conflict on State Land farms. * Compile and manage statistics. * Submit monthly reports to the Head of the unit. * Perform other State Land work assigned by Head of the Unit/management. * Assist the Provincial State Land Disposals Committee in the Province with programme of proactive vesting of State Land and general technical assistance.

ENQUIRIES:
Mr K Senosha
Tel: (013) 755 3499

NOTE:
Indian, Colored, White and People with disabilities are encouraged to apply

CLOSING DATE: 05 October 2012

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POST : SECRETARY (Reference: S8/3/2012/800)

SALARY : R129,780 per annum (Level 6)

CENTRE : CHIEF DIRECTORATE: LAND RESTITUTION SUPPORT: GAUTENG (PRETORIA)

REQUIREMENTS : * A three year Bachelor’s Degree / National Diploma or equivalent qualification in Office administration with 2 years experience rendering secretarial and support services or Grade 12 with 3 years experience. * Planning, organizing, and problem solving skills. * Good telephone etiquette, inter-personal relations/human relation and organizational skills. * Good written and verbal communication skills. * Ability to take initiative and work independently. * Ability to identify and handle confidential matters. * Ability to perform under pressure and adhere to strict timeframes. * Must have a sense of responsibility and passion for work. * Ability to organise workshops, meetings and travel logistics. * Knowledge of MS Word, MS Excel, MS PowerPoint, GroupWise and internet coupled with sound typing skills. * Filing skills and ability to keep record of flow of documents. * The successful candidate must have the following attributes: Dedicated, hard working solution and service oriented, confident, accurate, efficient and well disciplined. * The ability to take on challenging responsibilities, work irregular hours, maintains confidentiality and provides services and products of professional quality. * Be action oriented and have the ability to organize an office environment, possess the ability to communicate freely and easily with other employees, the general public and other various clients, * Driver’s licence will be an added advantage.

DUTIES : * Manage the Director’s diary and coordinate other office activities. * Manage all incoming and outgoing correspondence. * Manage and maintain a well updated filing system for the office. * Coordinate and prepare for meetings, workshops including typing of necessary documents. * Assist in monitoring the budget. * Receive the Director’s visitors, including receiving telephones as well as attending accurately and timeously messages. * Make travel and accommodation arrangements and also prepare subsistence and travel claims for the Director. * Handle confidential documents and information. * Operate standard office equipment (Fax, photocopy machine and telephone). * Type correspondences such as reports, submissions, memorandums and letters. * Prepare reports and presentations. * Coordinate and prepare responses for correspondence including Minister/DG tasks. * Perform all general secretarial and administrative tasks such as taking minutes and arranging/serving refreshments. * Render other administrative duties as may be required.

NOTE : African males and females and white males are encouraged to apply.

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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, for the attention of: Human Resource Management.
POST: SENIOR ACCOUNTING CLERK (Reference: S8/3/2012/801)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTHERN CAPE

REQUIREMENTS: * A National Senior Certificate with accounting as a passed subject and studying towards a tertiary qualification in finance. * Relevant experience will be an added advantage. * Knowledge of Basic Accounting System (BAS). * Knowledge of the Public Finance Management Act and Treasury Regulations. * Must be computer literate. * Have good interpersonal skills and good communication skills both written and verbal. * Must be willing to travel.


ENQUIRIES: Mr Clement Makebe
Tel: (053) 830 4015

NOTE: African females are encouraged to apply.

CLOSING DATE: 05 October 2012

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POST: SENIOR PROVISIONING CLERK (DEMAND AND ACQUISITION) (Reference: S8/3/2012/802)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTHERN CAPE

REQUIREMENTS:
* A National Senior Certificate with two years relevant experience in Supply Chain Management (Acquisition and Demand Management).
* Knowledge of the public sector procurement processes, rules and regulations.
* Understanding of the PFMA, Treasury Regulations and other related prescripts.
* Good verbal and written communication skills, time management and administration skills.
* Knowledge of Logis and Proquote system.
* Good computer literacy.
* Willingness to work beyond normal working hours when required.
* Ability to work under pressure and deliver to tight deadlines.
* A driver’s licence will be an added advantage.

DUTIES:
* Sourcing and processing quotations according to delegated authority.
* Draft comparative schedules for different commodities, prepare rotation for approval.
* Checking of requests against a checklist during processing of quotations.
* Attend briefing sessions/evaluation session.
* Provide support, guidance to clients.
* Liaising and co-ordinating with clients offices on outstanding requests for goods and services.
* Ensure valid, accurate and complete information during processing of quotations.
* Keep proper records of quotations processed.
* Ensure compliance with the Supply Chain Management policies.
* Assist client office in compiling the specifications.
* Maintenance of the Departmental Service Provider Database.
* Assist supervisor with the preparation of Management information, statistics and reports.

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

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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, for the attention of: Human Resource Management.
POST: DRIVER/MESSENGER (Reference: S8/3/2012/803)

SALARY: R90 396 per annum (Level 4)

CENTRE: DIRECTORATE: SUPPORT SERVICES: KWAZULU NATAL (VRYHEID DISTRICT OFFICE)

REQUIREMENTS:
* A National Senior Certificate or equivalent qualification with two or more driving experience. * Good interpersonal and team work skills. * Good communication skills (verbal and written). * Computer literacy, including Experience in word processing and spread sheet (MS Excel & Word) programme. * A valid driver’s licence.

DUTIES:
* To collect and deliver mail from different points. * Transport passengers. * To send and collect vehicles to and from mechanics. * Do routine maintenance on the allocated vehicle and report defects timely. * Copy and fax documents. * Assist in the registry. * Give administrative support within the office as and when required.

ENQUIRIES:
Ms S T Buthelezi
Tel: (034) 312 8455

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

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X 9132, Pietermaritzburg, 3201 or applications can be hand delivered at 270 Jabu Ndlovu Street, Pietermaritzburg 3201, 1st floor. Marked for the attention: Human Resource Management
POST: MESSENGER/DRIVER (Reference: S8/3/2012/804)

SALARY: R90 396 per annum (Level 4)

CENTRE: DIRECTORATE: SUPPORT SERVICES: EASTERN CAPE (EAST LONDON)

REQUIREMENTS:
* A National Senior Certificate or an equivalent ABET qualification.
* 1 year relevant experience.
* Organising skills.
* Interpersonal skills.
* Basic Computer literacy.
* A reliable and creative individual who is prepared to work under pressure and as part of a team.
* A valid code 08 driver's licence.

DUTIES:
* Perform messenger services.
* Perform document shuttle services.
* Prioritise work.
* Keep track of issued documents to ensure that they are timeously delivered.
* Support colleagues and assist with tasks as required.
* Directs and/or escorts visitors to their destinations.
* Collect mail from the post office and registry.
* Distribute mail internally and externally.
* Assist with filing when necessary.
* Assist to make photocopies when necessary.
* Collect stationary on a weekly or monthly basis.

NOTE: Indian and White Males and African, Coloured and Indian females as well as people with disabilities are encouraged to apply.

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: Provincial Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver the application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention: Human Resource Management.
POST : SENIOR ACCOUNTING CLERK (2 POSTS) (Reference: S8/3/2012/805)

SALARY : R129 780 per annum (Level 6)

CENTRE : DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: EASTERN CAPE


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

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number: Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver your application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention: HRM.
POST : CHIEF PROFESSIONAL SURVEYOR (GEOMATICS MANAGER) (PROFESSIONAL SERVICES)  
(Reference: S8/3/2012/806)

SALARY : R569 736 per annum (OSD) (Salary in accordance with OSD)

CENTRE : DIRECTORATE: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT (MOWBRAY: CAPE TOWN)


DUTIES : The incumbent will be required to manage a component to: Provide professional advisory and support services. * Undertake relevant research and development. * Plan and supervise special projects. * Support implementation of new systems and equipment. * Manage people. * Assure quality.

NOTE : African Males and African, Coloured and Indian females are encouraged

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: CHIEF PROFESSIONAL SURVEYOR (SENIOR GEOMATICS MANAGER) (PROFESSIONAL AND TECHNICAL SUPPORT) (Reference: S8/3/2012/807)

SALARY: R569 736 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT (MOWBRAY: CAPE TOWN)

REQUIREMENTS:
* Four year Survey/Geomatics Degree (BSc-Survey/Geomatics or relevant qualification).
* Registration with SA Council for Professional and Technical Surveyors as Professional Surveyor on appointment.
* 6 years of appropriate post-qualification survey experience. * In addition, at least three years experience in a management position.
* Proven research skills.
* Excellent people management skills.
* Good communication skills.
* Knowledge of and experience in project management.
* Good computer skills.
* A valid driver’s licence.

DUTIES:

NOTE: African Males and African, Coloured and Indian females are encouraged.

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705. Or hand delivered at: Van Der Ster Building, Rhodes Avenue, Mowbray.
POST : SENIOR AUXILIARY SERVICES OFFICER (ARCHIVE) (Reference: S8/3/2012/808)

SALARY : R129 782 per annum (Level 6)

CENTRE : DIRECTORATE: MAPPING SERVICES (MOWBRAY, CAPE TOWN)


NOTE : White Males and African females are encouraged

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST : CONTROL SURVEY TECHNICIAN (GEOMATICS MANAGER) (MEDIUM SCALE MAPS) (Reference: S8/3/2012/809)

SALARY : R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE : DIRECTORATE: MAPPING SERVICES (MOWBRAY: CAPE TOWN)


NOTE : African Males and African, Coloured and Indian females are encouraged

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: CONTROL SURVEY TECHNICIAN (GEOMATICS MANAGER) (ORTHOPHOTO IMAGES AND MAPS)  
(Reference: S8/3/2012/810)

SALARY: R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: MAPPING SERVICES (MOWBRAY: CAPE TOWN)

REQUIREMENTS: * National Diploma in Surveying/ Cartography or relevant qualification.  
* Registration with SA Council for Professional and Technical Surveyors as Technician/Surveyor.  
* 6 years of post-qualification technical (Survey) experience.  
* In addition, at least three years experience in a management/supervisory position.  
* Excellent people management skills.  
* Good communication skills.  
* Knowledge of project management.  
* Good computer skills.  
* A valid driver’s licence.

DUTIES: The incumbent will be required to manage a component to:  
* Scan imagery.  
* Ortho-rectify imagery.  
* Mosaic ortho-imagery.  
* Produce orthophoto maps.  
* Provide cartographic services.  
* Manage people.  
* Assure quality.

NOTE: African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at:  
Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: CONTROL SURVEY TECHNICIAN (SENIOR GEOMATICS MANAGER) (CONTROL SURVEYS)  
(Reference: S8/3/2012811)

SALARY: R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: SURVEY SERVICES (MOWBRAY: CAPE TOWN)

REQUIREMENTS:  
* National Diploma in Surveying/ Cartography or relevant qualification.  
* Registration with SA Council for Professional and Technical Surveyors as Survey Technician/Surveyor.  
* 6 years of post-qualification technical (Survey) experience.  
* In addition, at least three years experience in a management position.  
* Proven ability in production management.  
* Excellent people management skills.  
* Good communication skills.  
* Knowledge of project management.  
* Good computer skills.  
* A valid driver’s licence.

DUTIES: The incumbent will be required to manage a sub-directorate to:  
* Process field survey data.  
* Calculate horizontal control survey networks.  
* Calculate vertical control survey networks.  
* Control the networks of permanently operating GNSS stations (Trignet).  
* Update the integrated database.  
* Build new beacons and benchmarks.  
* Inspection and maintenance of beacons and benchmarks.  
* Coordinate production.  
* Manage people.  
* Assure quality.

NOTE: African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Ster Building, Rhodes Avenue, Mowbray.
POST : CONTROL SURVEY TECHNICIAN (SENIOR GEOMATICS MANAGER) (GEO-SPATIAL DATA COLLECTION) (Reference: S8/3/2012/812)

SALARY : R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE : DIRECTORATE: SURVEY SERVICES (MOWBRAY: CAPE TOWN)


NOTE : African Males and African, Coloured and Indian females are encouraged

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Ster Building, Rhodes Avenue, Mowbray.
POST: CONTROL SURVEY TECHNICIAN (SENIOR GEOMATICS MANAGER) (ANCILLARY DATA)  
(Reference: S8/3/2012/813)

SALARY: R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: SURVEY SERVICES (MOWBRAY: CAPE TOWN)


NOTE: African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: CONTROL SURVEY TECHNICIAN (GEOMATICS MANAGER) (TOPOGRAPHIC COMPILATION)
(Reference: S8/3/2012/814)

SALARY: R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: IMAGERY AND TOPOGRAPHICAL DATA (MOWBRAY: CAPE TOWN)

REQUIREMENTS:

DUTIES:

NOTE: African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Ster Building, Rhodes Avenue, Mowbray.
POST : CONTROL SURVEY TECHNICIAN (SENIOR GEOMATICS MANAGER) (TOPOGRAPHICAL DATA)
(Reference: S8/3/2012/815)

SALARY : R280 251 per annum (OSD) (Salary in accordance with OSD)

CENTRE : DIRECTORATE: IMAGERY AND TOPOGRAPHICAL DATA (MOWBRAY: CAPE TOWN)


NOTE : African Males and African, Coloured and Indian females are encouraged

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Ster Building, Rhodes Avenue, Mowbray.
POST: CHIEF GISc PROFESSIONAL (POLICY AND STANDARDS) (Reference: S8/3/2012/816)

SALARY: R569 736 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: NATIONAL SPATIAL INFORMATION FRAMEWORK (PRETORIA)

REQUIREMENTS:

DUTIES:
The incumbent will be required to: Formulate policies relevant to spatial data infrastructures. * Develop standards relevant to spatial data infrastructures. * Provide professional advisory and support services. * Undertake relevant research and development. * Supervise staff.

NOTE:
African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: CHIEF GISc PROFESSIONAL (SPATIAL INFORMATION AND SUPPORT) (Reference: S8/3/2012817)

SALARY: R569 736 per annum (OSD) (Salary in accordance with OSD)

CENTRE: DIRECTORATE: NATIONAL SPATIAL INFORMATION FRAMEWORK (PRETORIA)

REQUIREMENTS:

DUTIES:
The incumbent will be required to: Provide an operational geo-portal for discovering geo-spatial information. * Harvest metadata from data custodians. * Provide geo-spatial information services. * Provide professional advisory and support services. * Undertake relevant research and development. * Supervise staff.

NOTE:
African Males and African, Coloured and Indian females are encouraged

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray.
**POST** : CHIEF GISc PROFESSIONAL (SENIOR GEOMATICS MANAGER) (SPATIAL INFORMATION AND SUPPORT) (Reference: S8/3/2012/818)

**SALARY** : R569 736 per annum (OSD) (Salary in accordance with OSD)

**CENTRE** : DIRECTORATE: NATIONAL SPATIAL INFORMATION FRAMEWORK (PRETORIA)

**REQUIREMENTS** :
* 4-year B. degree in GISc (NQF Level 7) or relevant qualification.
* Registration with SA Council for Professional and Technical Surveyors as a GISc Professional on appointment.
* 6 years of post-qualification GISc professional experience required.
* At least three years experience in a management position.
* Excellent people management skills.
* Knowledge of and experience in project management.
* Good communication skills.
* Good computer skills.
* A valid driver’s licence.

**DUTIES** :
The incumbent will be required to manage a sub-directorate to:
* Develop and maintain technical tools required by the SDI Act provisions.
* Acquire and maintain geo-spatial datasets.
* Administer requests for data collection.
* Integrate disparate datasets for users.
* Manage people.
* Assure quality.

**NOTE** :
African Males and African, Coloured and Indian females are encouraged

**CLOSING DATE** : 05 October 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: ASSISTANT DIRECTOR: SALARIES AND PAYROLL (Reference: S8/3/2012/819)

SALARY: R236 532 per annum (Level 9)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: FREE STATE

REQUIREMENTS:
* A Bachelor’s degree or National Diploma in Financial Management or equivalent qualification and relevant Financial Administration environment, knowledge and skills.
* 3-4 years’ experience in salaries and payroll.
* Display an understanding of the Public Sector financial administration and prescripts as well as provisions of the PFMA and Treasury Regulations.
* Good understanding of transversal systems (BAS) and computer literacy will be an added advantage.
* Must have Persal experience.
* A valid driver’s license.

DUTIES:
* Maintain and keep salary records.
* Process salaries.
* Process subsistence and transport claims.
* Distribute and certify salary returns.
* Process salary deductions.
* Receive and distribute salary cheques and advices.
* Manages salary related suspense accounts.
* Perform departmental Persal controller’s functions.
* Any other duties maybe added by the director.

ENQUIRIES: Ms Lavani Twalo
Tel: (051) 447 6140

NOTE: White Males and Females are encouraged to apply.

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803 Bloemfontein 9300 or applications can be hand delivered at SA Eagle Building, Maitland Street, 3rd floor. Marked for the attention Human Resources Management.
POST: SENIOR ACCOUNTING CLERK (2 POSTS) SALARIES AND PAYROLLS (Reference: S8/3/2012/820)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: FREE STATE (BLOEMFONTEIN)

REQUIREMENTS:
*A National Senior Certificate, coupled with 3-5 years experience or 3 year degree or equivalent qualification in accounting and financial management supported by 1-2 year experience in an accounting or financial environment. * Knowledge of Treasury regulations (TR) and public financial management Act (PFMA). * Knowledge of the Basic Accounting system (BAS), LOGIS and Standard Charts of Accounts.

DUTIES:

NOTE: African males are encouraged to apply.

ENQUIRIES: Mr Sbe Dibetso
Tel: (051) 447 8465 / 6140

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803 Bloemfontein 9300 or applications can be hand delivered at SA Eagle Building, Maitland Street, 3rd floor. Marked for the attention Human Resources Management
POST: SENIOR ACCOUNTING CLERK (2 POSTS) SYSTEMS AND PAYABLES (Reference: S8/3/2012/821)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: FREE STATE (BLOEMFONTEIN)

REQUIREMENTS:
* A National Senior Certificate, coupled with two years experience or 3 year degree or equivalent qualification in accounting and financial management supported by 1-2 year experience in an accounting or financial environment.
* Knowledge of Treasury regulations (TR) and public financial management Act (PFMA).
* Knowledge of the Basic Accounting system (BAS), LOGIS and Standard Charts of Accounts.

DUTIES:
* Compile sundry payments.
* Capturing of sundry payments and Receipts on BAS.
* Performing cashier functions including Petty Cash Administration and Revenue collection.
* Capturing of entities on BAS/LOGIS and safety net.
* Document control and safe-keeping of financial documents.
* Provide any other duties as requested by the supervisor.

NOTE: African males are encouraged to apply.

ENQUIRIES: Mr Sbe Dibetso
Tel: (051) 447 8465 / 6140

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803 Bloemfontein 9300 or applications can be hand delivered at SA Eagle Building, Maitland Street, 3rd floor. Marked for the attention Human Resources Management.
POST : STATE ACCOUNTANT (SYSTEMS AND PAYABLES) (Reference: S8/3/2012/822)

SALARY : R160 224 per annum (Level 7)

CENTRE : DIRECTORATE: FINANCE AND SUPPLY CHAIN MANAGEMENT SERVICES: FREE STATE (BLOEMFONTEIN)

REQUIREMENTS : *A recognized 3-year degree or equivalent qualification in Accounting and Financial Management supported by 2 years experience in an accounting or financial environment. * Knowledge of Treasury Regulations (TR) and Public Financial Management Act (PFMA). * Knowledge of the Basic Accounting System (BAS), LOGIS and standard charts of accounts. * Knowledge of budgeting in public sector and computer literacy.


ENQUIRIES : Mr Abe Dibetso
Tel: (051) 447 8465 / 6140

NOTE : White and Coloured Males are encouraged to apply.

CLOSING DATE : 05 October 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803 Bloemfontein 9300 or applications can be hand delivered at SA Eagle Building, Mailand Street, 3rd floor. Marked for the attention Human Resources Management.
POST:
CLIENT RELATIONS OFFICER (Reference: S8/3/2012/823)

SALARY:
R160 224 per annum (Level 7)

CENTRE:
DIRECTORATE: SUPPORT SERVICES: MPUMALANGA DISTRICT OFFICE: GERT SIBANDE

REQUIREMENTS:
* A three years Degree or National Diploma in Public Relations/Communication Sciences plus 1-2 years relevant experience. * Query management and client relation management. * Analytical skills, computer skills, communication skills and report writing skills. * A valid code 08 driver’s licence.

DUTIES:

ENQUIRIES:
Mr K Senosha
Tel: (013) 755 3499

NOTE:
Indian, Colored, White and People with disabilities are encouraged to apply

CLOSING DATE:
05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria 0001 or hand deliver it to 184 Jacob Mare Street, Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger street, Pretoria for attention: Human Resources Management.
POST: SECRETARY (Reference: S8/3/2012/824)

SALARY: R129 780 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: LIMPOPO

REQUIREMENTS:
Formula qualification. * A National Senior Certificate plus minimum 3 years experience as secretary/office admin. * A qualification in Secretarial or Office Admin will be an added advantage. * Job related work experience. * Relevant experience in a secretarial environment. * Job related knowledge: * Advanced computer literacy (MS Word, MS Excel, PowerPoint, GroupWise etc). * Related skills. * Good telephone etiquette. * Sound organisational skills. * Good people skills. * Ability to work under pressure as well as the willingness to work irregular hours. * Computer literacy. * Language skills and ability to communicate well with people at different levels and from different backgrounds. * High level of reliability. * Basic written communication skills. * Ability to act with tact and discretion. * Good grooming and presentation.

DUTIES:
* Provide a secretarial/receptionist support service to the Director and directorate. * Provide a clerical support service to the Director. * Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director. * Attend to telephone calls, e-mails and faxes daily. * Arrange meetings, workshops and all other logistical arrangements when required * Manage the diary of the Director daily. * Confirm appointments and remind the Director of engagements continually. * Prepare the Director’s in basket in respect of in-coming communications, faxes, e-mails, telephone messages and photocopying daily. * Compile correspondence and other documentation on an on-going basis. * Type correspondence and other documentation daily. * Maintain the filing system according to the prescripts of the National Archives Act. * Maintain office expenditure record on an-going basis. * Arrange travelling and accommodation for the Director and directorate when required. * Receive and welcome visitors daily. * Develop and maintain a database of important contact numbers.

NOTE:
The Department further reserves the right to test candidates by means of case studies as part of the interview process. African, Coloured, Indian and White males and African, Coloured, Indian and White females are encouraged to apply.

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management.
POST: SENIOR STATE ACCOUNTANT (QUALITY CONTROL) (Reference: S8/3/2012/825)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: MANAGEMENT ACCOUNTING (PRETORIA)

REQUIREMENTS:
* A National Diploma or degree in accounting, management accounting, internal audit and public finance plus two working experience internal control or auditing environment. * Must have a sound knowledge of Treasury or Financial Regulations, SCM policies, Public Finance Management Act, payment requirements, BAS and LOGIS. * The candidate must also have good managerial, written and verbal communication skills. * He/she must be computer literate and have good interpersonal relations. * Must be able to work under-pressure and be willing to work after hours including travelling. * A valid driver’s license.

DUTIES:
* Support the Department in the execution of PFMA implementation and compliance. * Conduct quality checks on processed financial documents done by Provincial Shared Service Centre and National Office to test whether they are according to the Standard Operating Procedures. * Provide financial services information and support to line managers.

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

CLOSING DATE: 05 October 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management

IMPORTANT: The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component’s Employment Equity Plan

The Department reserves the right not to appoint any applicant in this position and reserves the right to conduct pre-employment security screening.

Persons with disabilities are encouraged to apply.

Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver’s license and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegations or investigation against them. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered. (Applications lacking evidence of relevant experience will not be considered). If you
apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

Applications will not be considered after the closing date.

NETWORK MESSENGER