

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. 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.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 14 June 2009
- NOTE** : 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 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. 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. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Intranet and on <http://www.dla.gov.za/default.htm>

OTHER POSTS

- POST 21/59** : **SENIOR ADMINISTRATION CLERK: STATE LAND ADMINISTRATION (REFERENCE: S8/3/2009/361)**
- SALARY CENTRE REQUIREMENTS** : R94 326 per annum
Provincial Land Reform Office: Mpumalanga (Nelspruit)
A National Senior certificate or equivalent qualification preferably with experience in administrative functions, especially land related matters (eg land administration). * Typing skills. * Computer literate (able to use Microsoft Word). * Some knowledge of the registration and filing systems. * Good organization/administration skills. * Good communication (verbal and written) skills. * Preferably one year experience in land related administrative functions. * Good communication (verbal and written) and interpersonal relationships/skills. * Able to work in a team as well as independently. * Good organizational ability. * A valid driver's licence. * Willingness to work irregular hours and travel long distances.
- DUTIES** : Perform general administration tasks, which include the following: * Drafting letters and internal memorandums. * Correspondence with members of the public, parastatal organizations and other State departments after instruction from Project Officers. * Controlling office files. * Assist in the verification of State land data, which include the following: Compiling lists (tables) on State land parcels. * Preparing land use questionnaires. * Liaising with holder departments. * Preparing reports. * Ensure effective record keeping of documentation in the office. * Render administrative assistance to the Project Officers in the performance of their duties from time to time. * Perform secretariat duties to the PSLDC
- POST 21/60** : **SENIOR HUMAN CAPITAL OFFICER (REFERENCE: S8/3/2009/363)**
- SALARY CENTRE REQUIREMENTS** : R94 326 per annum
Directorate: Human Resource Management: Pretoria
Applicants must be in possession of a Senior Certificate plus relevant experience in Human Resource Management as well as personnel administration experience. * Experience in Recruitment and selection. * Knowledge of Human Resource legislation. * Computer literacy (MS Word, Excel, GroupWise etc). * Good written and verbal communication skills and ability to work in a team and under pressure. * Attention to detail. * Ability to analyze and interpret the policies and prescripts. *

DUTIES

Successful completion of Persal courses or knowledge. * Experience in HRM recruitment and selection. * Knowledge of establishment will be an added advantage.

: The successful candidate will be responsible for the. * Assist with Personnel Administration matters pertaining to Appointments, Transfers and Promotions. * Assist in the advertising of posts, filling of adverts. * Render a support service on HR matters. * Other HRM functions may be included