

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** : 28 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>

OTHER POSTS

- POST 23/85** : **SENIOR SUPPLY CHAIN PRACTITIONER (CLIENT RELATIONS MANAGEMENT) (REFERENCE: S8/3/2009/383)**
- SALARY** : R145 920 per annum
- CENTRE** : Directorate: Supply Chain Management (Pretoria)
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification. * A minimum of 1 -2 years working experience. * Proven customer services background and experience in handling Customer Services in a call centre. * Experience in Supply Chain Management. * Excellent verbal and written communication skills. * Experience in supervising junior officials. * Sound understanding of the PFMA, Treasury Regulations and other related prescripts. * Experience in ITSM, BAS, LOGIS and Proquote system. * Good computer literacy in Microsoft Office suite. * Good office administration. * A valid driver's license.
- DUTIES** : Monitor the handling and resolving of all queries related to Supply Chain Management both internally and externally. * Interact with clients for improved services and provide feed back. * Monitor the CRM tracking systems, log calls and turnaround times for resolving the queries, including the reporting of discrepancies. * Identify and analyze trends and recommend necessary interventions, solutions and training. * Measure and ensure sustained customer satisfaction, workflow and document control. * Provide Management Information on the performance of the SCM Units. * Supervise Junior Officials in the office
- NOTE** : Only women will be considered for this position
- POST 23/86** : **SENIOR SUPPLY CHAIN PRACTITIONER (POLICY, PERFORMANCE MONITORING AND RISK MANAGEMENT) (REFERENCE: S8/3/2009/384)**
- SALARY** : R145 920 per annum
- CENTRE** : Directorate: Supply Chain Management (Pretoria)
- REQUIREMENTS** : An appropriate bachelor degree or equivalent qualification. * 2 years working experience in: * Policy Development and Analysis. * Risk Management. *

Supervising junior staff. * Training and facilitating workshops of skills development in staff. * Financial Management systems: BAS and LOGIS. * Report writing and Presentations. * Computer in Microsoft Office suite (Excel program). * Sound understanding of the PFMA, Treasury Regulations, and related SCM scripts. * Supply Chain Management as a whole. * A valid driver's license. * A certificate in BBBEE courses and policy qualification will serve as a recommendation.

DUTIES : Assist with the drafting, review and updating of Departmental Supply Chain Management policies and procedures. * Liaise with National Treasury about new developments in Supply Chain Management (SCM) procedures and monthly reporting to National Treasury. * Identify the training needs of SCM officials in the Department. * Liaise with Departmental HR Development unit on behalf of SCM units. * Assist in producing study materials and manuals for SCM workshops. * Assist in conducting SCM training and facilitating workshops for the Departmental SCM units' staff and senior managements. * Collect and analyze performance management information from all SCM Units. * Produce and consolidate monthly Financial Reports for Departmental SCM units. * Assist in implementing effective systems for the overall management of the monitoring, evaluation and compliance with the SCM policies and procedures. * Supervise junior staff in the office

NOTE : Only women will be considered for this position

POST 23/87 : **SENIOR ADMINISTRATIVE OFFICER (SENIOR FACILITIES OFFICER)**
(REFERENCE: S8/3/2009/388)

SALARY : R145 920 per annum
CENTRE : Shared Service Center: Western Cape (Mowbray)
REQUIREMENTS : To be considered for this appointment you must have the following knowledge, skills, training and competencies: * National Technical certificate NTC-3/ Matric with at least 5 years general workshop experience or Facilities Management hands-on experience *Candidates who do not have the formal qualification but has extensive experience may also apply * Supervisory experience of Workshop staff * Practical knowledge of Occupational Health & Safety and Contingency Evacuation procedures will be an added advantage for this post * Knowledge of project management in a building environment will be a strong recommendation.

DUTIES : Management of building maintenance repairs and other building renovation projects. * Compile technical specifications and reports for building maintenance. * Monitor needs requirements for office accommodation. * Compile LOGIS request memos, memorandums, and other written communication in respect of building advisory services. * Monitor the management of the day to day routine building maintenance services. * Co-ordination and Implement OHS Strategy and other related OHS matters. * Supervision of senior handyman and other auxiliary staff. * Liaise with Department of Public Works in respect of facilities management matters. * Contract administration of office leases, including tenant related issues of leased office buildings. * Ensure that implementation of the Personnel Performance Management system. * Alternative duties may be added by Senior Manager: SSC after due consultation

POST 23/88 : **PRINCIPAL HUMAN CAPITAL OFFICER (REFERENCE: S8/3/2009/387)**

SALARY : R117 501 per annum
CENTRE : Shared Service Center: Western Cape (Mowbray)
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate plus three (3) years' practical experience related to the duties within the Human Resource environment. * Hands-on knowledge in Human Resource Administration dealing with Appointments, Transfers, Promotions, Conditions of Service and Service Benefits as well as Termination of Services. Experience dealing with of Temporary Incapacity Leave (TIL), Pension Administration. * Experience and knowledge of the PERSAL functions. * Successful completion of any other Persal Training course in addition to the Persal Introductory Course. * Supervisory experience. * Proven written and verbal communication skills as well as computer literacy is a must for this position. * Good interpersonal relations. * In depth knowledge of the relevant prescripts and legislations.

DUTIES : The incumbent's responsibility will be to render professional human resource administrative services and advise line functionaries, directors and staff within the region. * Promote human resource management and improve service delivery. * Process prescriptive and directive intensive human resource administrative matters, such as appointments, retentions, performance management, termination of services, conditions of service and service benefits. * Provide human resource management information support (e.g. PERSAL)

POST 23/89 : **ACCOUNTING CLERK (Reference: S8/3/2009/389)**

SALARY : R76 194 per annum (Level 5)
CENTRE : Office Of The Surveyor-General: Mpumalanga (Nelspruit)
REQUIREMENTS : A Senior Certificate with Accounting as a passed subject. * Appropriate working experience and the ability to work under pressure, plus the following key competencies: Knowledge of: * Basic Accounting System (BAS, PERSAL), PASTEL (Version 7), LOGIS. * The following will be an advantage: Treasury Regulations, Pubic Financial Management Act (PFMA), Credit and Debit Management. * Budget planning, control and financial administration. Skill: * Numeracy, Accounting, Computer literacy (MS Word, Excel, Power Point and Outlook), Analytical, Problem-solving. Communication: * Good interpersonal skills and good written and verbal communication skills. Creativity: * Multi-task oriented: * Logical and innovative thinking abilities. * Ability to work under pressure and be self-motivated.

DUTIES : The successful candidate will be required to perform the following functions: * Capture S & T claims and Sundry Payments on PERSAL and BAS, respectively. * Assist in Cashier functions and checking received revenue. * Assist supervisor in managing Petty Cash. * Assist supervisor with safe keeping and/or record keeping (i.e. receiving, sorting, dispatching and filing) of important admin and financial documents. * Assist supervisor in the control and authorization of payments. * Assist supervisor with budget inputs required by management. * Work closely with supervisor to ensure proper management and monitoring of the procurement of goods and services to ensure validity, accuracy and completeness. * Assist supervisor in the preparation of management information, statistics and reports that may be required. * Verify deposit slips against relevant internet transactions information. * Check issued receipts. * Perform day-end on accounting system. * Arrange credit notes on overpaid examination fees. * Perform any other financial duties that may be required (e.g. completing banking register, etc)