

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.

CLOSING DATE : 29 January 2010
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 Internet <http://www.ruraldevelopment.gov.za>

OTHER POSTS

POST 02/24 : **DEPUTY MANAGER: SALARIES REFERENCE: S8/3/2010/4**

SALARY : R240 318 per annum (Level 10)
CENTRE : Office of the Chief Registrar of Deeds (Pretoria)
REQUIREMENTS : A BCOMM qualification in financial management or diploma in financial management. * 3 – 5 years experience in an accounting environment with specific focus on salaries and payroll. * Completed the PERSAL Introductory course. * Knowledge of PFMA, Treasury Regulations, budgets, subsistence and transport, salary and payroll, and GAAP Supervision skills and written and verbal communication skills. * A valid Driver's licence. * Knowledge of AccPac will be added advantage.

DUTIES : *Maintain records of payroll distributed. * Ensure reconciliation is done on payrolls and filed. * Management of remuneration to employees including other Allowance and Deductions. * Manage tax reconciliation. *Reduce and clear salary related suspense account balances. * Approve and authorize transactions on Persal. * Authorize journals and payment on the Accpac System. * Reconcile Persal and Accpac reports on all related salary accounts. * Clear Persal exceptions on Accpac. * Manage expenditure commitment. * Ensure Subsistence and transport advances and claims are correct, accurate and complete before payment and update IRP5 on PERSAL. * Consolidate the projection of the section and contribute to the inputs for annual financial statements. *Assist auditors with queries and requests for information

ENQUIRIES : Ms R Noge Tel: (012) 338 7390
APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001.

FOR ATTENTION : Refilwe Noge

POST 02/25 : **PROJECT COORDINATOR (VARIOUS) REFERENCE: S8/3/2010/1**

SALARY : R240 318 per annum (Level 10)
CENTRE : Provincial Land Reform Office: Mpumalanga (Ehlanzeni District Office)
REQUIREMENTS : A relevant three/four year qualification and extensive land reform/rural development-related experience. *Programme management experience and skills including strategic and project management, Human Resource management skills. * Good co-ordination and planning skills. * Good

communication skills, especially writing skills. * Extensive knowledge of the Government land reform programmes especially LRAD, PLAS and Tenure legislation and policy. * Good group facilitation mediation and networking skills. * Willingness to travel and work irregular hours. * Comprehensive computer literacy. * The ability to manage competing demands in a high-stress environment. * A valid driver's license is recommended.

DUTIES

: * Manage staff that work on tenure and redistribution (LRAD, PLAS). * Manage and co-ordinate the team to plan and achieve annual, quarterly and monthly objectives. * Provide strategic and project management support to the team. * Provide support of the team in terms of policy, system and procedures regarding LRAD, PLAS and Tenure. * Liaise with various stakeholder, role players and clients to ensure linkages and sustainability of land reform projects under your management. * Participate in the provincial management structure. * Compile and appraise projects related memoranda, reports etc. Peruse legal of agreements signed between parties in land reform projects within the Province

ENQUIRIES

APPLICATIONS

: Mr SE Gondwe Tel: (013) 755 3499
: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

FOR ATTENTION

: Human Resource Management

POST 02/26

: **SENIOR PROVISIONING CLERK REFERENCE: S8/3/2010/3**

SALARY

CENTRE

REQUIREMENTS

: R105 645 per annum (Level 6)
: Office of the Chief Registrar of Deeds (Pretoria)
: National Diploma or Degree in Logistics or equivalent qualification plus supply chain management exposure. *Knowledge of PFMA, BEE, PPPFA. *Ability to understand the whole process of supply chain management. *Numeracy and Computer literacy skills, interpersonal and negotiation skills, confidence and integrity. * Written and verbal communication skills. *Knowledge of ACCPAC will be an added advantage. * Ability to work under pressure.

DUTIES

: *Administer different aspects of supply chain management including, sourcing, purchasing, warehousing and distribution. *Maintaining database of service providers. *Creation of Purchase Orders. * Provide any other administrative support in the Supply Chain Management Section

ENQUIRIES

APPLICATIONS

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FOR ATTENTION

: Refilwe Noge