

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 : 19 February 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 05/76 : **SECRETARY REFERENCE: S8/3/2010/76**
 Directorate: Monitoring And Evaluation

SALARY : R105 645 per annum Level 6
CENTRE : Pretoria
REQUIREMENTS : * A National Senior Certificate. * Computer Literacy (MS Word, MS Excel, MS Power Point, MS Outlook, GroupWise and Internet). * Excellent verbal and written communication. * Strong interpersonal relations. * Knowledge in procurement. * Thorough knowledge in organising meetings and functions. * Sufficient secretarial experience.

DUTIES : * Organise meetings and workshops for the Directorate by procuring accessible venues, conference facilities and refreshments. * Provide secretarial and logistical support to Senior Manager: Monitoring and Evaluation. * Maintain and update database of all internal and external stakeholders for the Directorate. * Manage the Senior Manager's diary. * Make travel and accommodation arrangements for the Senior Manager. * Type letters, memoranda, presentation, reports, etc. * Take minutes during staff meeting and other meetings arranged by the Senior Manager. * Follow up issues and report to the Senior Manager. * Render any other administrative functions as per directive from the Senior Manager. * Keep register of tasks and update it regularly

APPLICATIONS : 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 05/77 : **SENIOR ACCOUNTING CLERK (BOOKKEEPING) (Reference: S8/3/2010/77)**
 Directorate: Financial Administration

SALARY : R105 645 per annum Level 6
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a National Senior Certificate with appropriate experience in debtors. * Computer literacy. * Knowledge of Treasury regulations, PFMA, Basic Accounting System (BAS) and Persal. * Written and verbal communication skills. * Computer literacy (MS Word and Excel).

DUTIES : Clear the control and debt suspense account. * Report monthly on control and debt suspense account. * Manage debt collection. * Capture new debt take on. * Consistent follow up on debt cases. * Post and file monthly statement. * Identity debt cases for legal services referral. * Referral recommendation for debts writes off. * Work without constant supervision

ENQUIRIES APPLICATIONS : Mr. D Montshioane Tel: (012) 312 9650

FOR ATTENTION : 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. Human Resource Management

POST 05/78 : **ADMINISTRATION CLERK REFERENCE: S8/3/2010/73**

SALARY CENTRE REQUIREMENTS : R87 978 per annum Level 5
 Provincial Land Reform Office: Limpopo
 * A National Senior Certificate. * Appropriate experience in administration work. * Computer literacy. * Good verbal and written communications skills.

DUTIES : Perform general administrative task. * Operate office machines, eg Fax, photocopier, scanner, binder and shredder. * Sort and register documents for delivery to recipients. * Co-ordinate the usage and maintenance of machines. * Update all registers

ENQUIRIES APPLICATIONS : MS BP Mogadimoane Tel: (015) 297 3539
 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