

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

<u>CLOSING DATE</u>	:	24 February 2017 at 16:00
<u>NOTE</u>	:	All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx . Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

<u>POST 06/74</u>	:	<u>DEPUTY DIRECTOR-GENERAL: LAND TENURE AND ADMINISTRATION REF NO: 3/2/1/2017/032</u> Branch: Land Tenure and Administration
<u>SALARY</u>	:	R1 299 501 per annum, Level 15 (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Law or Social Science (NQF level 7) and post graduate equivalent qualification (NQF level 8). 8–10 years' experience at a senior managerial level in the implementation of land reform policies or related field, Senior Management generic functions, policy and legislative development. Understanding of agrarian transformation as well as key priorities of government. Understanding of comprehensive rural development programmes. Knowledge of Transformation of Certain Rural Areas Act. Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's license.
<u>DUTIES</u>	:	Ensure development of Tenure Reform, Land Administration and Land Rights Policies, procedures and products. Develop Land Rights Policies, Systems and products. Ensure the registration and management of Land Holding Institutions (CPI). Develop Communal Tenure Security Policies, Systems and Products. Oversee provision of property management and advisory support services. Manage and provide state land information. Provide property management and policy development services. Provide property research and immovable asset management support. Oversee provision of programme support and service delivery coordination services. Provide Land Tenure and Land Administration Information, Risk and Compliance Management Services. Provide program management and service delivery coordination services. Provide Land Tenure and Administration programme and administrative support services. Ensure provision property management support services at provincial and district level. Administer and provide property holdings and disposals services. Administer and provide lease administration support. Ensure implementation tenure reform and land rights products at provincial and district. Provide land tenure rights implementation support. Provide communal land rights support. Provide communal property

holdings establishment support. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

NOTE : This is a re advertisement. Candidates that applied previously should please re apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 06/75 : **DEPUTY DIRECTOR-GENERAL: LAND REDISTRIBUTION AND DEVELOPMENT REF NO: 3/2/1/2017/033**
Branch: Land Redistribution and Development

SALARY : R1 299 501 per annum, Level 15 (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Agricultural Economics (NQF level 7) and a post graduate equivalent qualification (NQF level 8). 8-10 years of experience at a senior managerial level in the implementation of Land Reform Policies or related field, Senior Management generic functions, Policy and Legislative Development. Understanding of agrarian transformation as well as key priorities of government. Understanding of current Land Reform Policies and Legislation. Understanding of the Recapitalization and Development Programme. Understanding of Agricultural Land Holdings Accounts. Understanding of prescripts pertaining to land reform and redistribution. Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's license.

DUTIES : Ensure provision of strategic land reform intervention support. Direct provision of Land Acquisition and Warehousing Services. Manage mobilisation of land reform strategic institutional partnerships. Ensure development and provision of strategic support to farmers and cooperatives. Coordinate the implementation of the policy on Strengthening of Relative Rights of People working the Land. Oversee the implementation of the one hectare one Household Programme. Oversee provision of Land Redistribution Programme support and service delivery coordination. Manage provision of project management and service delivery coordination. Manage provision of land redistribution and development information, risk and compliance management. Ensure provision of Land Acquisition and Recapitalisation Services at provincial and district level. Manage provision of Land Acquisition and Warehousing Services. Manage Liaison and facilitation of strategic institutional partnerships. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure

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OTHER POSTS

POST 06/76 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2017/030**
Directorate Financial Accounting and Reporting

SALARY : R612 822 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma/Bachelor's Degree in Financial Accounting, Cost Management and Accounting and Auditing or B Com. 3-5 Years experience in working in the financial reporting, debt and revenue management environment. A valid driver's licence. Knowledge of Financial Accounting Systems (BAS, LOGIS). Knowledge of Generally Recognized Accounting Principles (GRAP). Knowledge of the Modified Cash Standards. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of International Financial Reporting Standards (IFRS). Project Management skills. Budget Forecasting skills. Resource planning skills. Facilitation skills. Computer literacy. Problem solving and decision making skills. Time management skills.

DUTIES : Provide annual financial statement and interim financial statement. Review and submit interim financial statements and annual financial statement. Review and submit monthly compliance reporting. Manage debtors, revenue and bookkeeping. Liaise with the internal and external auditors. Manage staff.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

NOTE : Coloured, Indian, White Males and African, Coloured, Indian and White Females and People with disabilities are encouraged to apply. NB: This is an erratum; the post requires a valid driver's licence.

POST 06/77 : **DEPUTY DIRECTOR: BUDGET PERFORMANCE REF NO: 3/2/1/2017/031**
Directorate Budget Performance Management

SALARY : R612 822 per annum, Level 11 (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma in Financial Management/ Economics or equivalent qualification. 3- 5 years working experience in the budgeting and financial performance analysis environment of which two years were in supervisory capacity. Experience in producing organizational performance reports. Sound knowledge of the government wide budget and strategic planning process. Good operational knowledge of the Basic Accounting system (BAS) and Vulindlela system. Extensive knowledge and experience of the application and interpretation of the Public

Finance Management Act (PFMA) and Treasury Regulations. Good understanding of the government's monitoring and evaluation process. Ability to formulate targets and indicators. Good presentation and report writing skills. Programme and project management skills. Financial management as well as service delivery innovation skills. People Management and Empowerment skills. Good verbal and written communication skills. Work under pressure. Valid driver's licence.

DUTIES

: Coordinate the budget performance of the Department and its entities. Monitor and report on value for money and impact assessment of allocated budgets. Report on all expenditure, forecasting and trends. Render management advisory services in terms of spending in the Department. Develop and maintain the financial and performance management systems to support the day to day operations of the Department and its entities. Produce accurate and reliable financial information on programme costs and performance. Co-ordinate the management of non-financial data in the Branch: Financial Services. Manage the financial performance of the project (e.g. monitoring hours and expenditure, variation orders, contribution versus amount billed, account payable, contractual obligations, appropriate sign-off and value for money, according to donor requirement, the PFMA and Treasury Regulations. Monitor the implementation of the Department's spending plans in order to ensure full realisation of its objectives and goals. Provide financial support and guidance in the in the implementation of Departmental projects. Manage staff and measure its performance through the utilisation of the Personnel Performance Management System (PPMS).

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