

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.

- 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>
- CLOSING DATE** : 24 February 2017 at 16:00
- NOTE** : 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. 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.

OTHER POSTS

- POST 07/109** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2017/035**
This is a re-advertisement and applicants who applied previously are encouraged to re-apply.
- SALARY** : R594 477 per annum (the salary is in accordance with the OSD)
- CENTRE** : Rural Infrastructure Development: Kwa-Zulu Natal
- REQUIREMENTS** : Engineering Degree (B Eng/BSC (Eng) or related qualification. Compulsory registration with ECSA as a Professional Engineer. 3 year's post qualification engineering experience. Knowledge of the following: Programme and project management, Engineering design and analysis, Knowledge Research and Development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Decision making skills. Team leadership skills. Analytical skills. Creativity. Self management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence.
- DUTIES** : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on

projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

NOTE : African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 07/110 : **PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2017/036**
This is a re advertisement and applicants who applied previously are encouraged to re-apply.

SALARY : R594 477 per annum (the salary is in accordance with the OSD)
CENTRE : Rural Infrastructure Development: Gauteng
REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng) or related qualification. Compulsory registration with ECSA as a Professional Engineer. 3 year's post qualification engineering experience. Knowledge of the following: Programme and project management, Engineering design and analysis, Knowledge Research and Development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Decision making skills. Team leadership skills. Analytical skills. Creativity. Self management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence.

DUTIES : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

NOTE : African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 07/111 : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2017/034**

SALARY : R311 784 per annum, Level 09
CENTRE : Office Of The Registrar Of Deeds: Kimberley
REQUIREMENTS : An appropriate 3 year National Diploma or Degree in Financial Management, Public Management, Auditing or equivalent qualification. (NQF 6) 3-5 year's supervisory experience in Financial Services. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations and other related prescripts. Knowledge of human and finance resource management. Knowledge of the ACCPAC system. Knowledge of working of a Trading Account. Government systems and structures. Government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.

DUTIES : Maintain debtors account database. Update account holders details. Address account queries. Manage the collection of money. Ensure that all money received is banked. Ensure reconciliation of account is performed. Manage office budget. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage service provider's payments in accordance with Treasury Regulations. Liaise with service providers on an on-going basis. Prepare financial reports /

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statements monthly. Consolidate information provide from other sections. *Submit the report to OCRD.
: African, Coloured and Indian Males, African and Indian Females and people with disabilities are encouraged to apply.