

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>	:	17 March 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 were 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 document's 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

<u>POST 09/69</u>	:	<u>ACCOUNTING CLERK REF NO: 3/2/1/2017/037</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Directorate Financial And Supply Chain Management Services: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL annual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Planning and organisation skills. Computer literacy skills. Flexibility. Communication skills (verbal and written). Interpersonal relations.
<u>DUTIES</u>	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness. Verification and approval (internal control). Check invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness. Capture salaries, bonuses. Salary adjustments. Capture all deductions etc.). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Indian Males and Coloured, Indian and White Females and People with disabilities are encouraged to apply.
<u>POST 09/70</u>	:	<u>PROVISIONING CLERK REF NO: 3/2/1/2017/038</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Directorate Financial And Supply Chain Management Services: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent. No experience required. Knowledge of PFMA. PPPFA. BBBEE. Treasury regulations. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as

the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer literacy skills. Communications skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

DUTIES

: Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advices. Process Petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Fax Orders to Service Providers. Confirm faxed orders with the Suppliers. Confirm the delivery date.

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