

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>	:	14 April 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 ECHELOEN

<u>POST 13/32</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: 3/2/1/2017/050</u>
<u>SALARY</u>	:	R898 743 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Chief Directorate: Land Restitution Support: Mpumalanga (Nelspruit)
	:	Bachelor's Degree in Law (NQF 7) or equivalent qualification. 5 years of experience at a middle/senior managerial level. Thorough knowledge and understanding and/or experience in land reform or rural development. Knowledge of legal prescripts. Knowledge of budgeting process. Basic knowledge of financial and administration systems. Knowledge and implementation of Public Finance Management Act and division of Revenue Act. Knowledge of Expenditure reporting, Monitoring and evaluation, Strategic planning, Human Resource Management, Financial Management, Supply chain management. Communication skills (Excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Computer literacy. Networking skills. Team management skills. Interpersonal relation skills. Valid drivers' license.
<u>DUTIES</u>	:	Provide legal advice. Manage direct access cases and review applications. Ensure compliance to the restitution of land rights act. Manage the transfer of properties and establishment of legal entities. Produce required office management reports. Draft legislations and other legal documents in respect of the Restitution act, regulations & policies of the commission. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components.
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	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.

OTHER POSTS

- POST 13/33** : **DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2017/048**
- SALARY** : R612 822 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Property Management: Eastern Cape (East London)
- REQUIREMENTS** : Bachelor's Degree or National Diploma in Real Estate, Property Management or Bachelor's Degree in Law or any Degree or Diploma coupled with 5 years experience at Assistant Director level in a property management field in the public service. 3-5 years management experience in property management or related field. Knowledge of Public Service Regulations, Treasury Regulations, PFMA, Government Immovable Asset Management Act, Land Reform, Provision of Land Assistance Act, State Land Disposal Act, Any other relevant law. Project management skills. Analytical skills. Computer literacy skills (Ms Word, Excel, Powerpoint, Project). Problem solving and decision making skills. Communication skills (verbal and written) Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations skills. Willingness to travel. A valid driver's license.
- DUTIES** : Management compliance with property management systems and support to district. Administer the signing of leases and caretaker agreements. Management records of original contracts and inspection reports. Manage and coordinate periodic land use investigations on leased immovable assets and verify DRDLR owned movable assets on such immovable assets. Participate in the beneficiary section committee. Monitor the proper usage and maintenance of leased assets. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subject to Agricultural leases or agricultural caretaker arrangements. Manage human, financial and other resources of the Directorate. Manage and monitor budget and expenditure of sub-directorate. Manage the sub-directorate's part of the Demand Management Plan of the Directorate. Manage human resources of the sub-directorate. Ensure effective use of physical resources.
- 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 and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
- POST 13/34** : **OFFICE ASSISTANT REF NO: 3/2/1/2017/047**
- SALARY** : R211 194 per annum (Level 7)
- CENTRE** : Chief Directorate: Provincial Shared Service Centre: Eastern Cape (East London)
- REQUIREMENTS** : Matric plus 2 years post school qualification in Public Administration/ Office Administration or equivalent qualification. 1-2 years experience in rendering secretarial and administration support services to management. Knowledge of Government systems and structures. Understanding of the management information and formal reporting systems, Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (written and verbal). Organisational and planning skills. Good reporting skills. Computer literacy. Good interpersonal relations. Ability to take initiative and work independently.
- DUTIES** : Render the administration, secretarial and support services to the Chief Director. Attend to all logistical arrangements for the Chief Director. Process all incoming and outgoing correspondences. Manage the diary for the Chief Director. Draft memos, letters and reports. Record minutes/ decisions from meetings and communicates with relevant role players.
- 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

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