

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>	:	28 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 ECHELON

<u>POST 15/33</u>	:	<u>DEPUTY LAND CLAIMS COMMISSIONER REF NO: 3/2/1/2017/052</u>
<u>SALARY</u>	:	R1 068 564 per annum, Level 14. (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Branch Restitution Of Land Rights: National Office: Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or Advanced Diploma in Legal Studies (NQF 7). 5 years' experience in a senior managerial level. Knowledge of the following: Programme Management, Litigation and legal, Monitoring and evaluation, Strategic planning, Human resource management, Financial management, Supply chain management and Stakeholder relations. Ability to act as programme manager. Strong leadership and managerial qualities. A good track record of working with communities. Understanding of key priorities of government as well as comprehensive rural development programme (CRDP). Strong Research and analytical skills, Good written and verbal communication skills. Valid driver's license.
<u>DUTIES</u>	:	Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Oversee and manage Restitution legal service, including drafting of legislation, broad communication with the Land Claims Court, communicate the impact of court cases on the organisation, provide legal opinions in respect of Restitution matters and oversee legal services in the Commission. Develop and coordinate Restitution policy, including drafting of standard operating procedures, ensuring alignment with government-wide policy objectives as well as ensuring interface with broader processes around land reform. Liaise and foster working relationships with relevant stakeholders, Parliamentary Committees, Government Departments, Statutory bodies, Public entities, Academic and Private sector institutions.
<u>APPLICATIONS</u>	:	Please note that for this post only will applications/nominations be accepted by post or hand delivery. Please forward your application, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff

Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management

NOTE : 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. In terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, the Minister for Rural Development and Land Reform may appoint a Regional Land Claims Commissioner after inviting nominations from the general public

OTHER POSTS

POST 15/34 : **CHIEF FOOD SERVICE MANAGER REF NO: 3/2/1/2017/054**
Directorate: Social Organisational and Youth Development (Narysec)
(1 year contract)

SALARY : R365 843 per annum, Level 08
CENTRE : Free State (Thabanchu)
REQUIREMENTS : National Diploma/Degree in hospitality management. Three years management experience in a food service operation. Knowledge of standard kitchen equipment, utensils and measurements. Knowledge of sanitation practice related to handling and serving food. Knowledge of proper lifting techniques. Passion for cooking and health and well-being skills. Demonstrated ability as an effective teacher and manager skills. Excellent time management and self-management skills. Hardworking, dedicated and highly flexible skills. Strong communication skills and creative and innovative skills.

DUTIES : Providing nutritious and wholesome meals for the college. Work with local health unit to eliminate any areas of concern. Manage the day-to-day operations of the College. Liaise with food companies to ensure timely and accurate deliveries and manage kitchen budgets.

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>

POST 15/35 : **SENIOR FOOD SERVICE MANAGER REF NO: 3/2/1/2017/056**
Directorate: Social Organisational and Youth Development (Narysec)
(1 year contract)

SALARY : R294 594 per annum, Level 07
CENTRE : Free State (Thabanchu)
REQUIREMENTS : National Diploma/Degree in hospitality management. Three years of supervisory experience in a food service operation. Knowledge of standard kitchen equipment, utensils and measurements. Knowledge of sanitation practices related to handling and serving food. Knowledge of proper lifting techniques. Good people skills. Knowledge of the Public Finance Management Act (PFMA and Treasury Regulations. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Excellent time management skills. Interpersonal skills and basic written communication skills.

DUTIES : Oversee the day-to-day operations of the college. Maintain required records including food production and inventory. Ensure program follows proper sanitation procedures. Respond to students and officials preferences and complaints and keep records of supplies and purchases.

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>

<u>POST 15/36</u>	:	<u>SECRETARY REF NO: 3/2/1/2017/057</u> Directorate: Forensic Investigations
<u>SALARY</u>	:	R183 558 per annum, Level 06
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. 1-2 years experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Powerpoint, Groupwise. Good telephone etiquette. Sound organizational skills. Good people skills. Ability to work under pressure as well as willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different background. Basic written communication skills. Ability to act with tact and discretion. Good presentation skills.
<u>DUTIES</u>	:	Render general secretarial and support services to the Director. Provide secretarial/receptionist support to the Director. Provide a clerical support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work environment to ensure efficient and effective support to the Director.
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<u>NOTE</u>	:	All race and gender groups and people with disabilities are encouraged to apply.
<u>POST 15/37</u>	:	<u>SENIOR LAUNDRY SUPERVISOR REF NO: 3/2/1/2017/055</u> Directorate: Social Organisational and Youth Development (Narysec) (1 year contract)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>Centre</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12 certificate. 2 or more years in housekeeping/laundry environment. Knowledge in housekeeping practices and procedures. Knowledge of safe lifting and handling of equipment. Ability to use commercial laundry equipment. Sewing skills, excellent time management skills. Good interpersonal skills. Good standard of personal presentation. Thoroughness and attention to details. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. High level of reliability and communication skills (written/verbal).
<u>DUTIES</u>	:	Ensure the laundry room is clean and tidy. Ensure all curtains and linen is cleaned regularly. Comply with college Health and Safety procedures. Report faults and failures of electrical appliances. Ensure safety and secure storage of laundry services.
<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 following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>POST 15/38</u>	:	<u>FOREMAN GROUND REF NO: 3/2/1/2017/053</u> Directorate: Social Organisational And Youth Development (Narysec) (1 year contract)
<u>SALARY</u>	:	R140 251 per annum, Level 03
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12. 5 years' experience grounds maintenance and furniture moving. Knowledge of planting, cultivating, pruning, spraying and trimming. Knowledge of ornamental shrubs and flowers and their use in landscaping. Ability to coordinate and direct the work of furniture movers and grounds crew. Ability to supervise the maintenance and repair of tractors, movers and equipment. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Good grooming and presentation. Driver's license.
<u>DUTIES</u>	:	Coordinates use of pesticides on college grounds. Administer maintenance of college grounds including lawns, athletic playing fields, paths, driveways and parking lots. Submit costs estimates to materials and labour necessary for contract jobs. Conduct quality checks of work done by contractors to meet specifications. Keep accurate records of work orders, inventory and expenditures. Coordinate moving and setting up furniture and equipment in the college.

APPLICATIONS

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