

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>	:	05 May 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 17/68</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2017/066</u> Directorate: Tenure Reform Implementation
<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>	:	Mpumalanga (Nelspruit) Bachelor's Degree or Advanced Diploma (NQF 7) in Humanities or Social Science or equivalent qualification. 5 years relevant experience at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and communal land rights support. Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources for the directorate. Manages the development and implementation of a skills development strategy within the Directorate in conjunction with Human Resources. Manages and implements performance management within the Directorate in conjunction with Human Resources. Manages effectively processes of grievances and discipline within the Directorate in conjunction with Human Resources Supervision of administrative and professional personnel. Manages the Directorate's budgeting

- and expenditure services according to policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.
- 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** : 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 17/69** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2017/069**
Chief Directorate: Human Resources and Organisational Development
- SALARY** : R898 743 per annum, Level 13, (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Human Resource Management/Public Management/Administration or equivalent qualification (NQF Level 7). 5 years of experience at a middle/senior managerial experience in human resource management environment. Extensive working knowledge of the Public Service Act and Public Service Regulation, Basic Conditions of Employment Act and Labour Relations Act. Strong Communication and interpersonal skills both verbal and written. Conflict Management skills. Decision making skills. Advanced Report writing skills. Project Management skills. Financial management skills. Influencing and negotiation skills. Willingness to travel. Valid driver's licence.
- DUTIES** : Manage and Administer the human resource management functions with specific reference to policy formulation, research and development, Develop, monitor and implement human resource strategies. Monitor adherence to human resource policies and prescripts. Analyse, interpret and present management information in respect of human resources functions. Provide recruitment and selection services. Manage employee health and wellness programmes. Manage human resource benefits. Implement and manage the performance management system in the Department. Develop and implement a strategic performance management framework. Implement strategies and initiatives to transform and align the HR function to that of global trends and standards.
- 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** : 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 17/70** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/067**
Directorate: Rural Infrastructure Development
- SALARY** : R637 875 per annum, the salary is in accordance with the OSD
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B Tech (Built Environment field) with a minimum

of 4 years certified managerial experience. Honours degree in Built Environment field with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project principles and methodologies, knowledge research and development, computer aided engineering applications, knowledge of legal compliance, technical report writing, creating high performance culture, professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self management skills. Financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Valid driver's licence.

DUTIES

: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects. Manage 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. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Conduct research and development on new technologies and systems. Keep up with new technologies and procedures. Research/ literature on new developments on project management methodologies and liaise with relevant bodies/ councils on project management.

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 17/71

: **CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/059**
(Three year contract)

SALARY
CENTRE
REQUIREMENTS

: R549 639 per annum. The salary is in accordance with the OSD
: Directorate: Rural Infrastructure Development: North West (Mafikeng)
: A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.

DUTIES

: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human

		resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<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>POST 17/72</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER 2 POSTS REF NO: 3/2/1/2017/063</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R549 639 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<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>POST 17/73</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER 2 POSTS REF NO: 3/2/1/2017/065</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R549 639 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	A Honour's Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications.

<u>DUTIES</u>	: Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>APPLICATIONS</u>	: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>POST 17/74</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>SALARY CENTRE REQUIREMENTS</u>	: <u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/068</u> (Three year contract) Directorate: Rural Infrastructure Development
<u>DUTIES</u>	: R549 639 per annum. The salary is in accordance with the OSD Mpumalanga (Nelspruit) Honours Degree in the Built Environment field of study or B-Tech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>DUTIES</u>	: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project

		management methodologies. Liaise with relevant bodies/councils on project management.
<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>POST 17/75</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2017/060</u> (Fixed term contract) Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R475 578 per annum. The salary is in accordance with the OSD
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as Candidate Quantity Surveyor. Knowledge of Programme and project management, Quantity Survey principles and methodologies, Engineering design and analysis. Knowledge of research and development, Computer aided engineering applications. Knowledge of legal compliance, Technical report writing, Technical consulting, creating high performance culture, Professional judgment and networking. Decision making skills. Team leadership. Analytical skills. Creativity. Self management. Financial Management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management skills. A valid driver's licence.
<u>DUTIES</u>	:	Perform quantity surveying activities on project plans, structures of facilities under the supervision of a quantity surveyor. Adhere to building standards to ensure safety and health requirements. Provide technical support. Contribute to the development of quantity survey related policies, methods and practices. Contribute to the cost determination of projects and estimates accomplished by building designers and/or sub professional personnel. Office administration. Provide assistance with tender (bid) administration. Liaise and interact with service providers. Contribute to the human resources and related activities. Maintain the record management system and the quantity survey library. Utilise resources allocated effectively. Research and development. Keep up with new technologies and procedures. Research/literature on new quantity survey and construction material techniques and methods. Liaise with relevant bodies/councils on quantity survey related matters. Follow approved programme of development for registration purposes.
<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>POST 17/76</u>	:	<u>SENIOR SAFETY OFFICER REF NO: 3/2/1/2017/058</u> Directorate: Social Organisational and Youth Development (NARYSEC) (1 year contract)
<u>SALARY</u>	:	R365 843 per annum, Level 08
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	National Diploma in Safety Management or equivalent qualification. 2-3 years relevant experience. Knowledge of the following security legislations and directives: Control Access to Public Premises and Vehicles Act. Knowledge of evacuation procedures. Criminal Procedure Act. Minimum Information Security Standards document. Firearm Control Act. Knowledge of automated access control system. Interpersonal relations. Investigation skills. Verbal and written communication skills. Supervisory skills. Valid driver's license. Willingness to work shifts.
<u>DUTIES</u>	:	Conduct frequent safety and security risk assessment. Identify and record all security risk and breaches to inform decision making. Provide advice and guidance on safety and security measures. Manage the deployment of security personnel on the premises. Ensure the safekeeping and issuance of keys to all facilities.
<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>POST 17/77</u>	:	<u>DRIVER/MESSENGER REF NO: 3/2/1/2017/061</u> (1 year contract)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>CENTRE</u>	:	Directorate: Social Organisational And Youth Development (NARYSEC): Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent ABET Qualification. 7-12 months experience in a messenger/driver environment. Advanced computer literacy (MS Word, MS Excel, PowerPoint, MS Outlook, etc). Good telephone etiquette. Sound organisational skills. 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 with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation and valid driver's licence.
<u>DUTIES</u>	:	Transport Department officials and youth as requested. Collect office consumables. Collect and distribute documents within and outside college. Conduct daily/weekly vehicle checks or inspections. Liaise with asset management to ensure that minor/major vehicle maintenance is carried out.
<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>POST 17/78</u>	:	<u>STOREMAN REF NO: 3/2/1/2017/062</u> (1 year contract) Directorate: Social Organisational and Youth Development (Narysec)
<u>SALARY</u>	:	R166 206 per annum, Level 04
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of Record Management. Written and verbal communication skills. Interpersonal skills. Valid driver's licence.
<u>DUTIES</u>	:	Receive stock according to purchase orders Ensure that goods delivered meet specifications in terms of quality and quantity. Load and offload stock on and from trucks and trolleys. Assist with marking shelves and doing stocktaking. Assist with the movement of furniture and equipment, Ensure that furniture is moved from one office to another for transfer purposes. Ensure that obsolete/redundant and old furniture is kept in a lockable storage for disposal purposes. Act as a messenger within the Directorate: Logistics. Transport and Asset Management Packing of stock on the shelves and issuing of correct quantities. Assist with the checking of requisitions. Deliver stock to end users. Assist in managing the stock in the warehouse. Ensure cleanliness of stock.
<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>POST 17/79</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: 2/1/2017/064</u> (1 year contract) Directorate: Social Organisational and Youth Development (Narysec)
<u>SALARY</u>	:	R140 251 per annum, Level 03
<u>CENTRE</u>	:	Free State (Thabanchu)
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge of standard kitchen equipment, utensils and measurements and sanitation practices related to handling and serving food. Knowledge of proper lifting techniques. Inter personal skills using tact, patience and courtesy. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Serve food in accordance with health and sanitation regulations. Ability to learn and follow health and sanitation requirements. Learn, apply and explain policies, procedures, rules and regulations. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills and good grooming and presentation.
<u>DUTIES</u>	:	Prepare food service facilities for the serving of food. Maintain work areas and serving areas in a clean, sanitary and safe condition. Serve food to students and staff according to establish procedures. Store unused food and supplies. Operate

APPLICATIONS

a variety of standard kitchen equipment such as a dishwasher and ovens, report faulty equipment.

: 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>