

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>	:	19 June 2017 at 16:00 pm
<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 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 22/13</u>	:	<u>CHIEF DIRECTOR: LEGAL AND LEGISLATION DEVELOPMENT SERVICES</u> <u>REF NO: 3/2/1/2017/080</u> Chief Directorate: Legal and Legislation Development Services
<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>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor of Law Degree/LLB Degree or Advanced Diploma in Law (NQF Level 7). 5 years of experience in senior managerial level. Knowledge and understanding of legislation research and development methodologies. Knowledge of the legislation and analysis methods. Knowledge of the government legislation. Knowledge of research methodologies. Knowledge of SA Law, particularly land reform law, property law and civil procedure. Knowledge of legislation formulation. Computer skills. Communication skills. Project management skills. Legislation development skills. Legislation research skills. Planning and organising skills. Analytical and decision making skills. Problem solving skills. Negotiation skills. Ability to interpret the Law. Ability to research the Law. Valid driver's licence.
<u>DUTIES</u>	:	Facilitate the process of legislation research, analysis and development. Provide corporate legal support services. Manage litigations, both on behalf of and against the state. Facilitate the process legislation development. Provide administrative support services. Provide legal support on contracts. Provide legal and admin support in terms of PAIA. Provide legal opinions on litigations. Manage legal aspects of loss control. Draft and edit delegations. Provide legal advice on employment matters. Provide commercial legal support on projects. Provide legal opinions. Coordinate cases to their conclusion. Develop and update legislation. Research and analyse legislation. Monitor external legislation affecting Land Reform and Rural Development.
<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>
- 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 22/14** : **DIRECTOR: PROGRAMME PERFORMANCE MONITORING REF NO: 3/2/1/2017/079**
- SALARY** : R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Chief Directorate: Monitoring and Evaluation: Pretoria
 Bachelor's Degree or Advanced Diploma in Strategic Management/Social Sciences/ Economic Science/Public Administration/Auditing (NQF Level 7). 5 years of experience in Strategic Programme Performance Monitoring environment at a middle/senior managerial level. Practical monitoring and evaluation and performance information management/audit experience preferably in government and non-governmental institutions and parastatals. Evidence of having undertaken training in monitoring and evaluation, performance information audit/management. Knowledge of the monitoring and evaluation and performance information management processes, systems and databases. Practical knowledge of electronic performance information management system. Performance Information Management skills. Performance Information Audit skills. Monitoring and Evaluation skills. Programme and project management skills. Computer literacy (with reference to MS Excel). Financial Management skills. Proven report writing skills. Presentation and analytical skills. Financial Management skill. Supervisory/Management skill. Facilitation skills. Problem solving skills. Leadership skills. Strategic management skills. Valid driver's licence and preparedness to travel and work irregular hours.
- DUTIES** : Monitor and report Departmental Programme Performance. Develop and maintain performance monitoring tools and system frameworks. Compile quarterly organisation programme performance monitoring reports and MPAT, SONA, outcome 7, parliamentary services as required by the DPME National Treasury, Audit Committee, Auditor General and other statutory. Monitor and report departmental progress on the performance of the MTSF, strategic and Annual Performance Plans. Report on strategic decisions required to maintain progress on strategic, annual and Annual Performance Plans. Provide/Compile inputs for the departmental quarterly annual, Mid-term and End of term reports. Attend to Audit General and Internal Audit requirement, on performance information. Manage the performance information management systems (PIMS). Respond to overall Departmental programme performance monitoring and participation in the compilation of the Departmental Annual Report. Manage the development and implementation of strategies, tools, systems and frameworks to monitor achievement of Departmental programmes. Provide comprehensive performance reporting including, output and outcome level.
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- 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 22/15** : **DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2017/081**
- SALARY** : R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Ministry: Pretoria/Cape Town (Sessional)
- REQUIREMENTS** : A Degree in Public Management / Public Administration. 5 years experience at middle / senior managerial level. Knowledge of the following: Government prescripts, Public service administration, Parliamentary process, Cabinet process and procedures, Government policies and procedures, Planning processes and formal reporting. Internal control and risk management. Resource planning skills. Interpersonal skills. Problem solving. Decision making skills. Time management skills. Communication skills. Analytical skills. Project management skills. A valid driver's licence. Work under pressure. Team work.
- DUTIES** : Oversee and execute the operational and logistical functions of the Ministry (inclusive of the office of the Minister and Deputy Ministers). Provide personal support to the Minister when required and oversee all other administrative support required by the Minister. Ensure proper records management systems are in place and that they function effectively. Process and manage correspondence and communication effectively and efficiently. Manage all resources allocated to relevant legislative prescripts. Provide effective financial management and budget control services. Accompany the Minister to official engagements as and when required and manage the administrative function of the Ministry and report thereon to the Chief of Staff.
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- 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 22/16** : **DATABASE ADMINISTRATOR REF NO: 3/2/1/2017/070**
- SALARY** : R657 558 per annum, Level 11 (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Office of the Chief Registrar of Deeds
- REQUIREMENTS** : Bachelor's Degree or National Diploma in Information Technology/ Computer Science/ Information Management. 5 years middle management experience in Oracle database, Oracle concepts and facilities. Knowledge of system development lifecycle. Knowledge of SQL server integration services. Knowledge SQL server reporting services. Knowledge SQL server query development. Knowledge of managing internal and external MS server Query Development database security. Managing multiple database on large systems. Knowledge of transactional database. Data modeling and Oracle database design. Data interface protocols. Managing data security. Managing development projects. Predicting future Oracle trends for hardware usage and user load. Managing Oracle Real Application Cluster. Managing Oracle VM's, Oracle Sun Solaris and Oracle Linux. Managing Oracle Back-Up and Recovery. Conduct Database Upgrade and Patching. Administering multiple and single instances Oracle D. Knowledge of Adabas.

DUTIES : Develop deeds database systems. Planning, designing and managing database. Define new and existing physical data. Prepare programs to create data. Change physical data definitions to Improve performance. Define and initiate backup and recovery procedures. Design database tools to monitor file growth on daily basic. Check the availability of spaces on all databases (Development, Test and Production). Allocate space per file (afterhours). Add, modify, delete files and file structure as per request. Determine database optimization tools. Test and evaluate programmer and optimization tools. Answer program queries and educate programmers in the database structures. Manage the creation and implementation of the plans to ensure data Integrity. Ensure that sufficient space is made available for growth. Allocate more disk space (done afterhours). Implement database definition controls, access controls, update controls and concurrence controls etc. Monitor database usage, collecting performance statistics and tuning the database. Maintain and monitor database. Add, modify and delete field, field sizes and attributes on the database as per request. Receive the request from developer/Technical development manager. Maintain primary and secondary keys, indexes, super descriptors. Improve and maintain database to include rollout and upgrades. Implement and release database changes according to agreed timescales and costs. Keep the three database (Develop, Test and Production) in synchronization.

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POST 22/17 : **DEPUTY DIRECTOR: ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**
REF NO: 3/2/1/2017/071

SALARY : R657 558 per annum, Level 11 (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Office Of The Chief Registrar Of Deeds

REQUIREMENTS : Bachelor's Degree/ Diploma in Information Management/Technology, Computer Sciences. 5 years' experience in electronic document management systems (EDMS). Information management. Financial management. Change management. Knowledge management. System Development Life Cycle. Content management policy guidelines. Project management principles and tools. Knowledge of corporate governance of ICT. Understanding of GWEA (Government wide enterprise architecture). Knowledge of Deeds Registration Systems. IT skills. Interpersonal skills. Facilitation skills. Good communication skills (oral and written). Computer literate. Driver license.

DUTIES : Ensure Installation and maintenance ICT assets environment utilized in deeds environment (of the archive writer machines, micro scanners and computers) for all deeds offices. Set-up and manage the micro-films environment. Maintain the download of images from day to day repository/ database for archive writing. Provide assistance to archive writer to create and develop the film. Ensure that microcomputer in the deeds offices are set-up correctly for optimal performance and quality (training on trouble shooting). Train IT staff in the deeds offices to ensure that no downtime or unnecessary delays due to machine settings. Implement commission and support document management systems in all offices. Screening for competency of officials within the micro scanning environment. Create user names and password and manage all log-on. Train the trainer on scanning and indexing of deeds documents. Randomly quality assure scanned documents for quality Indexing standards. Re-size the scanned documents within the scanning architecture. Ensure that scanning personnel are screened or vetted by HR. Manage the provision of support to Internal and external users using Deeds Scan, Deeds Verify and Deeds View Systems. Ensure that all systems are available 24/7. Manage responses time on database. Restore lost Information from backup or deeds archive. Ensure that all database/ relevant archive medium is available through all requesting channels. Manage and support digitization of microfilm through the document copy system. Set-up digitizing stations in each office. Train digitizing operators. Create production report. Pro-active maintenance of all used in the scanning within macro process in all deeds offices. Check the

system uptime, system availability and access repository. Ensure constant network connectivity and speed.

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 22/18 : **SENIOR ANALYST PROGRAMMER REF NO: 3/2/1/2017/072**

SALARY : R657 558 per annum, Level 11 (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Office of the Chief Registrar of Deeds

REQUIREMENTS : Bachelor's Degree or National Diploma in Information Technology/ Computer Science. 6 years' experience in natural/adabas programming language, TSO/JCL, application/design capacity. Experience in natural constraint is an added advantage. Knowledge of system development life cycle. Knowledge of Financial Systems. Coaching and mentoring (though leadership) skills. Presentation skills. Analytical skills. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication skills. Project management skills. Computer literate. Driver's license.

DUTIES : Development new applications and maintain existing applications. (DRS and DOTS and Document scanning system. Update the system change control status for request. Analyse and obtain more information on the request received. Code the program/function on the system. Test the newly created and modify existing function on the system. Send an e-mail to the user to test the function on the test environment. Communicate to the client about the completed function. Receive a confirmation email from the client. Close the file. Provide advice to internal and external system development projects. Receive system change request (by e-mail). Develop the program and batch processing to extract the data in requested format. Send quotation for the data to the clients (internal or external). Receive proof of payment from clients. Send out the data to the client. Process DRS/DOTS/Deeds Web Batch System functions. Request SITA to run the function or to do it manually. Receive a call from SITA regarding system error. Analyse the problem. Correct the error. Provide statistical and analysis report to internal (any clients at deeds office) and external clients. Write a program to create a report. Submit the program on batch to generate the report. Monitor the process. Print or ftp or send to user printer or mail it.

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POST 22/19 : **DEPUTY DIRECTOR: PROPERTY HOLDINGS AND DISPOSALS REF NO: 3/2/1/2017/076**
Directorate: Property Management

SALARY : R657 558 per annum, Level 11 (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Kwazulu Natal (Pietermaritzburg)

REQUIREMENTS : Degree or National Diploma 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, 2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. 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 : Manage a provincial register of DRDLR controlled immovable assets. Manage the confirmation of vesting of DRDLR controlled state assets and provide vesting and disposal related support to other state land custodians. Ensure the provision of secretariat service to the Provincial State Land Vesting and Disposal committee. Manage periodic land use investigations on DRDLR immovable assets which are not subject to agricultural leases or agricultural caretaker arrangements. Facilitate the process of identifying assets for disposal and process disposal applications. Manage the processing of servitudes and commercial lease applications. Manage the issuing of other forms of use rights (e.g. IEC polling stations, church sites, early childhood development centres). Coordinate land surveying on DRDLR controlled immovable assets. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are not subject to agricultural leases or agricultural caretaker arrangements. Manage human, financial and other resources of the directorate. Manage and monitor budget and expenditure of the sub directorate. Manage the sub directorate's part of the Demand Management Plan of the Directorate. Manage human resources of the sub directorates. Ensure effective use of physical resources.

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POST 22/20 : **CHIEF MONITORING AND EVALUATION ANALYST 2 POSTS REF NO: 3/2/1/2017/078**
Directorate: Programme Performance Monitoring

SALARY : R334 545 per annum, Level 09
CENTRE : Pretoria
REQUIREMENTS : A Degree / National Diploma in Development studies, Social Sciences or equivalent qualification. 3-5 years experience in monitoring and evaluation and in conducting research. Knowledge of M&E systems, tools research methodology, legislation and policies administered by the Department. Knowledge and understanding of rural development and land reform. Computer literacy. Report writing skills, Presentation skills, Problem solving skills, Analytical skills, Communication skills and interpersonal skills. A valid cod B (08) driver's licence and preparedness to travel and work irregular hours.

DUTIES : Monitor the Departmental programme performance. Monitor rural development and land reform projects. Conduct information verification on performance information. Provide Departmental performance to influence decision making. Develop programme indicators. Assist with the development of framework, guidelines and systems to facilitate departmental programme performance monitoring. Monitor the departmental progress in the implementation of operational plans. Schedule performance verifications sessions with programmes. Prepare performance verification reporting tools. Meet with programmes to conduct verifications on performance information on a quarterly basis. Provide feedback to programmes on performance verification. Compile departmental programme performance based on Verifications. Conduct feedback sessions with various programmes to reflect on performance for decision making. Develop programme specific performance indicators to be used during on-going monitoring of rural development and land reform projects.

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POST 22/21 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2017/077**
Directorate: Financial and Supply Chain Management Services

SALARY : R281 418 per annum, Level 08
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : National Diploma in Financial Management/Logistics/Purchasing Management/Supply Chain Management/Public Administration. 2 years'

experience in Procurement Administration/Acquisition Management/Provisioning Administration. 2 years supervisory experience will be an added advantage. Good knowledge and experience of Supply Chain Management with emphasis on procurement administration, Government and CIBD procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Knowledge of the LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Computer Literacy (micro soft office). Good verbal and written communication skills. Interpersonal skills. Analytical skills and be able to work under pressure and independently. Code 08 drivers licence and be able to drive.

DUTIES

: Maintain an efficient and effective system of procurement of goods and services. Administer departmental requests. Manage the sourcing of quotations up to R500 000, using the electronic departmental data base. Compile comparative schedules for requests above R30 000. Check compliance of all procurement documents and processes. Arrange and facilitate the Bid Specification and Evaluation Committee procedures. Arrange and represent the Demand and Acquisition Management Sub-directorate at briefing and site visits. Manage the invitation of bids. Opening bids and recording on relevant systems /web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Frame Work Act and regulations. Compile and, where necessary check minutes of all the meetings. Draft and package the submissions to the Bid Adjudication Committee for consideration. Prepare appointment letters and update the registers. Implement and ensure effective systems and procedures for suppliers registration and accreditation. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury Supplier Data Base. Administer budget and administrative tasks for the Demand and Acquisition Management Sub Directorate. Conduct market research to ensure competitiveness in the procurement of goods and services. Manage spreadsheets and reports to Management on a monthly and quarterly basis.

APPLICATIONS

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