

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.

CLOSING DATE : 04 August 2017 at 16:00
NOTE : 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 clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. 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

POST 29/50 : **CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS REF NO: 3/2/1/2017/116**

SALARY : R1 068 564 per annum, Level 14 (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Branch: Land Redistribution And Development: Pretoria
REQUIREMENTS : An appropriate completed Bachelor's degree in Development Studies or Agricultural Management or Agriculture Economics. A minimum of five years' experience in a senior management position. Job related knowledge of the following aspects : Departmental processes and procedures ,Departmental Legislation and related governmental legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research methodology, Project management, Financial Management and Accounting, Procurement systems and tendering procedures, Risk analysis and management. Job related skills pertaining to the following: Planning and Organising skills, Research and analytical skills, Communication skills, Good report writing skills, Computer literacy, Negotiation skills, Presentation and facilitation skills, Good Leadership skills, Project Management, The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.

DUTIES : Manage the provision of land acquisition and land warehouse services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of land reform strategic institutional partnerships. Develop and maintain land reform strategic institutional partnerships. Provide administrative support to strategic institutional partnerships. Ensure effective and efficient applications of resources for the Chief Directorate. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective

capacity management within the branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources. Applying the following legislation, policies and procedures: Constitution of South Africa, Promotion of Access to Information Act, Public Financial Management Act, 1999, Copy Right Act, Restitution of Land Rights Act 22 of 1994, Upgrading of Land Tenure Rights Act 112 of 1991, Interim Protection of Informal Land Rights Act 31 of 1996, Employment Equity Act 55 of 1998, Policy on the proposed Rural Development Agency (2011), Intergovernmental Relations Framework Act 13 of 2005, Policy statement on the establishment of Senior Management Service in the Public Service, Skills Development Act 97 of 1998, White Paper on Transformation of the Public Service, White Paper on Transforming Public Service Delivery, Treasury Regulations for Departments, Trade Entities, Constitutional Institutions and Public Entities, Guidelines for the Design of Project Business Plans, Human Resource Development Policy, Public Service Regulation 2001, Public Service Act, 1994, Batho Pele principles

APPLICATIONS

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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 29/51

: **DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2017/115**

SALARY

: R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE REQUIREMENTS

: Directorate: Tenure Reform Implementation: Mpumalanga (Nelspruit)
 : Bachelor's Degree or Advanced Diploma (NQF 7) in Humanities or Social Science or equivalent qualification. 5 years relevant experience in tenure reform 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.

DUTIES

: 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 provide 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 within the directorate including the management of a skills development, performance management and recruitment. Manages the Directorate's budgeting and

expenditure services according to relevant prescripts 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.

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OTHER POSTS

POST 29/52 : **PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2017/114**
Directorate: Rural Infrastructure Development
This is a re-advertisement and applicants who applied previously are also encouraged to re-apply

SALARY : R637 875 per annum (The salary is in accordance with the OSD directives of the Department of Public Service and Administration)

CENTRE : Gauteng

REQUIREMENTS : Engineering Degree (B Eng/BSC(ENG) or related qualification. Compulsory registration with ECSA as a Professional Engineer. 3 years post qualification engineering experience. Knowledge of the following: Programme and project Management, Engineering Design and analysis, Knowledge research and Development, Computer Aided Engineering applications, Knowledge of Legal Compliance, Technical report writing, creating high performance culture, Professional judgement, Networking, Decision making skills, Team leadership skills, Analytical skills, Creativity, Self management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict Management, Problem solving and Analysis, People management, A valid driver's licence.

DUTIES : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluations that planning and design by others is done according to practice. Approve engineering principles and according to norms and standards also codes of practice. Approve engineering works according to prescribed norms and standards. 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. Office administration and Budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resources utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and Control expenditure on projects. Report on expenditure and service delivery. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matters.

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POST 29/53 : **ASSISTANT DIRECTOR: BUDGET PERFORMANCE MANAGEMENT REF NO: 3/2/1/2017/113**
Directorate: Budget Performance Management

SALARY CENTRE REQUIREMENTS : R334 545 per annum, Level 09
: Pretoria
: National Diploma in Financial Management/Public Finance/Economics. 3 years of experience within the budget management environment. Knowledge of PFMA. Knowledge of Treasury Regulations. Knowledge of Government Monitoring and Evaluation. Knowledge of Public Service Budget processes. Knowledge of Project management. Facilitation and Presentation skills. Analytical and Problem-solving skills. Good verbal and written communication skills. Project Management skills. Valid driver's licence.

DUTIES : Analyse the budget performance of the Department and its entities. Request expenditure reports from BAS/Vulindlela/Establishment Reports/DMP's. Analyse spending trends against cash flow projections. Consolidate the analysed financial information. Prepare accurate and reliable financial reports. Provide report of all expenditure, forecasting and trends. Provide expenditure reports to Branches. Attend management meetings to provide support and advise on budget matters. Prepare financial performance reports for the entire Department to Senior Management. Prepare in-year monitoring reports. Conduct impact assessment of allocated budget to determine value for money. Prepare expenditure review and link with non-financial information. Make recommendation for budget planning purpose. Compile value for money assessment report. Manage staff within the unit and identify training needs and provide on the job training. Expected to work under pressure and meeting deadlines.

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POST 29/54 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2017/112**
Directorate: Secretariat Support Services

SALARY CENTRE REQUIREMENTS : R281 418 per annum, Level 08
: Pretoria
: Degree/National Diploma in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management. 2-3 years experience in administration and experience in working in a senior management meetings environment. Experience in Supply Chain Management. Experience in Records Management. Assets Management. Experience in working in a fast paced environment. Knowledge of Public Service Regulations. Knowledge of Financial Procedures. Knowledge of Treasury Regulations. Knowledge of Basic Accounting System (BAS) system and LOGIS. Knowledge and understanding of the government planning processes. Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial Management skills. Technical skills operate meetings equipment (microphones, recording device, data projector, etc). Valid driver's licence.

DUTIES : Provide financial management services in the Directorate. Assist in compilation of DMP, AENE&ENE in line with PFMA and Treasury Regulation. Compilation of submissions for procurement of goods and services. Assist in shifting of funds within items. Assist to coordinate budgeting, audit and financial functions of the Directorate. Compilation of travel and subsistence and overtime claims. Coordinate supply chain management activities. Coordinate procurement of goods and services for the Directorate and Top and Executive Management meeting. Compile monthly, quarterly and annual reporting on SCM related matters. Manage assets in the Directorate. Facilitate proper administration of sourcing and evaluation of quotations. Client liaison between the Directorate and SCM unit. Render administrative support services. Provide secretariat services to the Directorate's meetings. Assist in minute taking for Top and Executive Management meetings. Prepare packs for Top and Executive Management meetings. Perform records management function for Top and Executive Management meetings documents. Set up recording equipment for Top and Executive

APPLICATIONS

Management meetings held at internal and external venues. Arrange conference bookings for Top and Executive Management meetings. Perform LTCO function (booking of flights, car hire, accommodation, etc) for the Directorate. Manage document flow within the Directorate. Assist in compiling the Directorate monthly performance report. Participate in the development/review of the Directorate Operational Plan. Expected to work overtime and during weekends.

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