

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 : 11 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 where 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.

OTHER POSTS

POST 30/44 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2017/117**
 Directorate: Information Technology and Forensic Audit

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

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree in Information Technology / Information Systems / Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT). CISA or CISM / CRSC / CISSP will be an added advantage. 6 years credible and applicable experience (financial management, technical information technology operations, information technology auditing) of which at least 4 years should be in the information technology / information systems audit field. 3 years of experience at Assistant Director Level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job Related Knowledge: the Standards of the Institute of Internal Auditors. Risk based Information Technology audit methodologies and procedures. IT frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Job Related Skills: Written and verbal communication skills. Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project Management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills.

DUTIES : Manage the information technology audit resources allocated to this position responsible for performing information technology audits in the national, provincial and regional offices of the business processes allocated to this position to achieve the operational objectives of the directorate on an ongoing basis. Ensure compliance to the directorate's audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with the Departmental prescripts. Analyse annual DRDLR process risk register for the compilation of the information technology audit plans for the business processes allocated to the

position by November annually. Provide inputs to the development of the directorate's 3 year strategic rolling risk based audit plan for approval by the Director by November annually. Develop annual risk based information technology audit plan for the business processes allocated for the position for the Director's approval by November annually. Manage the integration of the sub-directorate's annual risk based information technology audit plan for the business processes allocated to this position to the plans of all other directorates in the chief directorate. Manage the integrity and timelines of the execution of the information technology audit plan projects allocated to this position as defined in the approved information technology audit projects' planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the information technology audit projects as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the information technology audit projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile the consolidated reports of all auditee offices of all the information technology audit projects allocated to this position in the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved information technology audit projects' planning memorandum. Provide input to the compilations of the audit committee reports of all the information technology audit projects allocated to this position according to timelines defined in the approved information technology audit projects' planning memorandums. Report to the Director on the status of the information technology annual audit plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the information technology annual audit plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Audit Committee of the information technology audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all information technology audit reports allocated to this position by reviewing and report to director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

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- POST 30/45** : **ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: 3/2/1/2017/118**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Kwanulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Supply Chain Management or equivalent qualification. 3 years of experience at supervisory level within assets and facilities environment. Knowledge and working experience in Public Finance Management Act. Public Service Regulations and Government tender procedures. Computer skills. Report writing skills. Communication skills. Interpersonal skills. A valid Driver's license and ability to drive.
- DUTIES** : Manage assets registers. Update and maintain assets register to reflect acquired assets. Manage the capturing of newly acquired assets. Report the lost and non-recoverable. Implement control measures for safeguarding assets. Reconcile asset register with LOGIS BAS systems. Develop and monitor control of assets

safeguarding. Conduct spot checks and asset verification. Report loss assets to the loss Control for further investigations. Follow-ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreement. Submits request for extensions for approval. Compile and submits the new needs to National Office for approval. Engage OHS officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance. Maintain 10% vacancy rate on funded posts.

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