

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>	:	08 September 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 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

<u>POST 34/30</u>	:	<u>SURVEYOR GENERAL REF NO: 3/2/1/2017/146</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 REQUIREMENTS</u>	:	Office Of The Surveyor General: Gauteng BSc (NQF level 8) in Geomatics/Land Survey. Registered as a Professional Land Surveyor with the South African Geomatics Council, 5 years of experience at Senior Managerial level, Appropriate Cadastral Survey experience. Cadastral Survey knowledge, Technical System knowledge and Cadastral Spatial Information knowledge.
<u>DUTIES</u>	:	Approval of diagrams, general plans and Sectional Plans that comply with legislation and provide tenure security and sustainable rural and urban development. Ensure complete, accurate, current Cadastral Spatial Information development. Training Professional Land Surveyors, Technologists, Survey Technicians and Geomatics Officers as well as in general Administration Institutions. Manage the implementation of the Land Survey Act. Manage the allocated resources.
<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>NOTE</u>	:	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 DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this

<u>POST 34/31</u>	:	<u>DIRECTOR: ENTERPRISE ARCHITECTURE REF NO: 3/2/1/2017/126</u>
<u>SALARY</u>	:	R898 743 per annum, Level 13, (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Office Of The Chief Registrar Of Deeds: Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree or Advanced Diploma in Information Technology/Computer Science (NQF level 7). 5 years of experience at middle/senior managerial level in Deeds. Knowledge of Deeds Registration Systems (DRS, Deeds Office Tracking System, DeedsWeb, DeedsView, DeedsScan and DeedsVerify). Knowledge of Cadastral information systems and the related databases. Knowledge and the ability to develop solutions to implement key business strategies. Ability to establish rapport and drive consensus and change at all levels of the organisation. Ability to make appropriate decisions considering the relative costs and benefits of potential. Knowledge of database solutions, application services, messaging backbone, application integration and architecture patterns. In-depth knowledge of GWEA. Computer literacy. Good written and verbal communication skills. Good judgement and assertiveness skills. Analytical skills. Decision making. Interpersonal relation. Project Management. Problem solving. Valid Driver's license.
<u>DUTIES</u>	:	Develop and manage Enterprise Architecture and Innovation. Design, develop, review and approve requirements, specifications and deliverables related to solution for Deeds. Design, develop, review and approve requirements, specifications and deliverables for EA for Deeds. Compile TOR's and specifications for procurement of technology. Compile and submit specifications for technology procurement. Determine ICT standards, frameworks and policies. Provide advice in the procurement of new technology for Deeds. Review, recommend and implement frameworks and standards for system development and implementation. Manage service providers for development and implementation of ICT systems and technology. Contribute on Deeds ICT strategy planning and Implementation. Consult, recommend and advise Senior Management on process, technology and strategy. Determine content management processes and procedures. Advise, recommend and evaluate business processes. Provide a consultancy service regarding the framework and underlying rule sets that govern an infrastructure base upon which applications can be built, ported and integrated in order to support the business processes of the enterprise. Provide a consultation service regarding infrastructure component architectures, include the architecture for the computing platform, the network, infrastructure software, middleware and database architecture. Manage the Modernization of Deeds Registration Applications. Manage the conversion of the current DRS database. Manage the conversion and redevelopment of the DRS applications. Manage the refurbishment of deeds Web applications. Manage quality on enterprise architecture and solution design and specification. Approve all system specification, architecture deliverables and standards. Conduct research on the latest enterprise architectural technologies and requirements. Provide quality assurance on the development of solution in the Deeds environment. Ensure alignment with the Government enterprise architecture. Manage IT frameworks, standards and services. Innovate in the structure or processes of an organisation. Innovate in the use of information systems or technologies. Integrate and/or standardize business processes. Improve quality and timeliness of business information. Recommend and approve POC's and Pilots. *Procure new technology for research and development. Evaluate new technology and procure and implement. Monitor and maintain enterprise architecture in line with GWEA & TOGAF. Identify problem areas. Initiate emergency procurement of technology. Initiate and implement emergency system changes. Investigate and implement enterprise anti spam filtering systems.
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the official to work irregular and extended hours. The successful candidate will have to make provision for this

POST 34/32 : **DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/2/1/2017/141**

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

CENTRE REQUIREMENTS : Chief Directorate: Provincial Shared Service Centre: Northern Cape
Bachelor's degree or Advance Diploma in Built Environment Professions (NQF7) or relevant qualification. Five years' experience at a middle/senior managerial level. Experience in constructions project management. Experience in compiling of CIDB aligned construction bid documents. Knowledge of Comprehensive Rural Development Programme (CRDP). Sound knowledge of government procurement policies. Experience in financial and human resource management as well as Change Management. Knowledge of departmental Acts, policies and procedures. Knowledge of Financial Planning and Expenditure reporting. Knowledge of Monitoring and Evaluation. Knowledge of infrastructure planning and implementation. Leadership skills. Computer Skills. Good communication skills. Negotiation and consultation/ networking skills including the ability to liaise with ease at various levels, especially with Local and Provincial Government, traditional authorities and communities. Project management skills. Financial Planning Skills. A valid drivers' license.

DUTIES : Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development.

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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 DPISA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this

POST 34/33 : **DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2017/142**

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

CENTRE REQUIREMENTS : Chief Directorate: Provincial Shared Service Centre: North West
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.
<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>NOTE</u>	:	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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this
<u>POST 34/34</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION Ref NO: 3/2/1/2017/143</u>
<u>SALARY</u>	:	R898 743 per annum, Level 13, (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Chief Directorate: Provincial Shared Service Centre: Northern Cape
<u>REQUIREMENTS</u>	:	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.
<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 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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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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

- POST 34/35** : **DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: 3/2/1/2017/144**
- SALARY** : R898 743 per annum, Level 13, (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Chief Directorate: Provincial Shared Service Centre: Free State
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public/ Business Administration / Management (NQF Level 7). 5 years working experience at a middle management, preferably within a service delivery role. Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of Project management. Analytical and problem solving skills. Facilitation and co-ordination skills and experience Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Computer literacy. Driver's licence. Willingness to travel. Ability to work under pressure and long hours.
- DUTIES** : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Shared Services Centre (PSSC) in a province through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring to focus on the delivery of PSSC Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide professional advice and support to the Chief Director: PSSC in Community participation, Community planning, Corporate and Operational Planning, Programme Performance Reporting, Corporate Project, Policy, Strategy and Infrastructure Development and Implementation, and Corporate Governance development and implementation. Coordinate and facilitate the development, implementation, integration and monitoring of the PSSC Corporate and Operational Plans, performance and governance functions to deliver corporate-wide integration of strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at an executive level. Provide assistance to the Chief Director PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the PSSC's ability to meet strategic outcomes and service delivery objectives. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance.
- 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>
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- POST 34/36** : **DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: 3/2/1/2017/145**
- SALARY** : R898 743 per annum, Level 13, (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Chief Directorate: Provincial Shared Service Centre: Mpumalanga
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public/ Business Administration / Management (NQF Level 7). 5 years working experience at a middle management, preferably within a service delivery role. Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of Project

management. Analytical and problem solving skills. Facilitation and co-ordination skills and experience Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Computer literacy. Driver's licence. Willingness to travel. Ability to work under pressure and long hours.

DUTIES : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Shared Services Centre (PSSC) in a province through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring to focus on the delivery of PSSC Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide professional advice and support to the Chief Director: PSSC in Community participation, Community planning, Corporate and Operational Planning, Programme Performance Reporting, Corporate Project, Policy, Strategy and Infrastructure Development and Implementation, and Corporate Governance development and implementation. Coordinate and facilitate the development, implementation, integration and monitoring of the PSSC Corporate and Operational Plans, performance and governance functions to deliver corporate-wide integration of strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at an executive level. Provide assistance to the Chief Director PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the PSSC's ability to meet strategic outcomes and service delivery objectives. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance.

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POST 34/37 : **DISTRICT DIRECTOR**

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

CENTRE : Chief Directorate: Provincial Shared Service Centre: GAUTENG (Reference: 3/2/1/2017/147 North Eastern Region, Reference: 3/2/1/2017/148 South Eastern Region, Reference: 3/2/1/2017/149 Western Region)
 Chief Directorate: Provincial Shared Service Centre: North West (Reference: 3/2/1/2017/150 Bojanala Platinum, Reference: 3/2/1/2017/151 Dr Kenneth Kaunda, Reference: 3/2/1/2017/152 Ngaka Modiri Molema, Reference: 3/2/1/2017/153 Dr Ruth Segomotsi Mompati)
 Chief Directorate: Provincial Shared Service Centre: Limpopo (Reference: 3/2/1/2017/154 Waterberg, Reference: 3/2/1/2017/155 Vhembe, Reference: 3/2/1/2017/156 Mopani, Reference: 3/2/1/2017/157 Capricorn, Reference: 3/2/1/2017/158 Sekhukhune)
 chief directorate: provincial shared service centre: mpumalanga (Reference: 3/2/1/2017/159 Gert Sibande, Reference: 3/2/1/2017/160 Nkangala, Reference: 3/2/1/2017/161 Ehlanzeni)
 Chief Directorate: Provincial Shared Service Centre: Kwazulu Natal (Reference: 3/2/1/2017/162 Ugu/Harry Gwala, Reference: 3/2/1/2017/163 Zululand/Amajuba, Reference: 3/2/1/2017/164 uThungulu/iLembe/uMkhanyakude, Reference: 3/2/1/2017/165 uMgungundlovu/eThekweni, Reference: 3/2/1/2017/166 uThukela/uMzinyathi)
 Chief Directorate: Provincial Shared Service Centre: Free State (Reference: 3/2/1/2017/167 Mangaung/Xhariep, Reference: 3/2/1/2017/168 Lejweleputwa/Fezile Dabi, Reference: 3/2/1/2017/169 Thabo Mofutsanyane)

Chief Directorate: Provincial Shared Service Centre: Eastern Cape (Reference: 3/2/1/2017/170 Amathole/Buffalo City, Reference: 3/2/1/2017/171 Chris Hani/Joe Gqabi, Reference: 3/2/1/2017/172 OR Tambo/Alfred Nzo)

Chief Directorate: Provincial Shared Service Centre: Western Cape (Reference: 3/2/1/2017/173 City of Cape Town/West Coast, Reference: 3/2/1/2017/174 Cape Winelands/Overberg, Reference: 3/2/1/2017/175 Eden/Central Karoo)

Chief Directorate: Provincial Shared Service Centre: Northern Cape (Reference: 3/2/1/2017/176 ZF Mgcawu/Pixley Ka Seme, Reference: 3/2/1/2017/177 Franses Baard/John Taole Gaetsewe, Reference: 3/2/1/2017/178 Namakwa)

REQUIREMENTS

: Bachelor's Degree in Business Administration / Public Management (NQF Level 7) with project management as a major or separate certification 5 years of experience at a middle management level within a project management environment. A thorough understanding of project management Experience in the implementation and management of projects Understanding of corporate governance principles. Ability to implement Performance Management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Knowledge of Government systems Analytical skills. Problem solving skills. Facilitation and coordination skills. Decision making skills. Project Management skills. Financial Management skills. Presentation skills. Computer Literacy. Communication skills. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours Willingness to work after hours.

DUTIES

: Implement rural development and land reform programmes and projects at district level; *Establish and maintain relationships with local municipalities and other stakeholders; Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department Coordinate and support local socio economic development projects; and monitor and report on all the Department's work in District/s regularly Knowledge of the following legislation, policies and procedures: South African Constitution. Public Service Act. Public Service Regulations. Public Finance Management Act. Departmental Legislative Frameworks. Monitoring and Evaluation Framework. Comprehensive Rural Development Programme Concept Document. Good governance and Batho-Pele Principles. Government systems and structures. Performance Management and Monitoring.

APPLICATIONS

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