

## 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** : 15 September 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.

## MANAGEMENT ECHELON

**POST 35/57** : **CHIEF DIRECTOR: LAND RESTITUTION SUPPORT REF NO: 3/2/1/2017185**  
Chief Directorate: Land Restitution Support

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

**CENTRE** : Eastern Cape

**REQUIREMENTS** : Bachelor's degree in Social or Economic Sciences (NQF level 7). A Master's degree will be an added advantage. 5 years experience in a senior management position. Knowledge of: Project Management. Budgeting. Expenditure reporting. Monitoring and evaluation. Strategic planning. Human resources management. Financial management. Supply chain management. Ability to act as programme manager. Strong leadership and managerial qualities, a good track record of working with communities. Proven negotiating skills and commitment to resolving land claims in an effective and efficient manner. Understanding of key priorities of government as well as comprehensive rural development programme (CRDP). Ability to work under pressure and meeting deadlines. Valid driver's license.

**DUTIES** : Provide strategic leadership and direction to the Chief Directorate. Facilitate the investigation and implementation restitution of land rights (pre-settlement). Ensure efficient risk management and implementation of financial controls and manage financial and corporate administrative service. Recommend the transfer of properties and establishment of legal entities. Ensure legal compliance to the Restitution of Land Rights Act. Maintain research in respect of special projects such as expropriations and legislation emanating from land reform components. Foster the drafting of legislation and other legal documents in respect of the restitution act, regulations and policies of the commission. Ensure restitution projects are included in municipalities' independent development programmes and align priorities and financial resources. Coordinate the management of negotiations and settlement of urban and rural land claims. Oversee and monitor the management of compliance research, validation and verification of restitution claims. Ensure that the Rural Economy Transformation Model (RETM) is factored in all settlements.

- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. 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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this
- POST 35/58** : **DIRECTOR: NATIONAL RURAL YOUTH SERVICES CORPS (PROVINCIAL PROJECT IMPLEMENTATION REF NO: 3/2/1/2017/182**  
Chief Directorate: Provincial Shared Services Centre
- SALARY** : R898 743 per annum, Level 13 (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : North West (Mafikeng)
- REQUIREMENTS** : A Bachelor's Degree/Advanced Diploma in Business Management / Youth Development / Skills Development at NQF Level 7 as recognised by SAQA. 5 year experience in middle managerial level. Proven experience in youth development, skills development, human resource management, financial management, supply chain management, strategic planning, risk management, and change management. Knowledge of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools. Critical thinking and problem solving skills. Planning and organizing skills. Decision making skills. Communication skills. Influencing and leading skills. Delegation skills. Team work. Conflict management. Adaptability. Stress Tolerance.
- DUTIES** : Manage the NARYSEC Programme and the youth within the Province. Manage the orientation of newly recruited youth into NARYSEC Programme. Manage recruitment of youth into NARYSEC in compliance with the NARYSEC Policy and recruitment guidelines. Implement all NARYSEC policies, circulars and guidelines. Manage and control payment of additional allowance to youth attending training. Manage youth effectively and ensure that inactive youth are terminated from NARYSEC Programme. Manage the NARYSEC budget. Prepares budget required to achieve provincial objectives. Maintains internal control and processes in line with the Public Finance Management. Prepare monthly budget reports, projections and variances. Monitors revenue and expenditure for the purpose of sound fiscal responsibility. Manage the procurement of equipment, furniture, facilities, supplies and services. Prepares budget reports for presentation and submission at meetings. Follow up on outstanding invoices and ensure that they are paid within 30 days. Manage the implementation of NARYSEC skills development programme, community services and exit strategy. Ensure that skills training projects are approved in time. Ensure that the youth are registered at colleges within expected time frames and in line with the Skills Development Strategy. Ensure that attendance of training is monitored and reported monthly. Manage service level agreements with training colleges and report non-compliance. Ensure that youth are allocated community service sites and monitored. Implement the stakeholder management function. Attend regular meeting with all important stakeholders and provide progress reports. Organize monthly meeting with youth leaders and submit monthly reports. Implement the government framework of the NARYSEC PROGRAMME. Conduct quality assurance and respond to audit findings within prescribed time frames. Manage identified risks that may affect the implementation of NARYSEC strategy and policies within the provinces. Keep risk register and implement risk mitigation measures.
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<b><u>NOTE</u></b>	:	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
<b><u>POST 35/59</u></b>	:	<b><u>DIRECTOR: INFORMATION AND INNOVATION MANAGEMENT SERVICES</u></b> <b><u>REF NO: 3/2/1/2017/183</u></b> Directorate: Information and Innovation Management Services
<b><u>SALARY</u></b>	:	R898 743 per annum, Level 13 (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/Advanced Diploma in Information Management/Records Management/ Public Administration (NQF Level 7). 5 years experience at a middle/senior managerial level. Knowledge of information management processes. Understanding of most prevalent systems (i.e. Database Management Systems, Transaction Processing System and Document Management System). Practical knowledge of PFMA, Treasury Regulations and other related prescripts. Knowledge of relevant standards, statutory and regulatory framework. Computer Literacy. Information Management software skills. Archiving skills. Interpersonal skills. Communication skills (written and verbal). Organisational skills. Project Management skills. Valid driver's licence. Knowledge of PAIA and POPI.
<b><u>DUTIES</u></b>	:	Develop and manage information database system within the Department. Coordinate implementation of promotion of Access to Information Act in the DRLR. Render library and information services. Facilitate access to information sources and databases. Engage with stakeholders and determine their information requirements. Establish new access to identity prioritised databases. Ensure credibility and reliability of management information. Provide knowledge management services. Develop the knowledge management strategy and policies. Identify knowledge needs and analyses business processes. Research and conduct of knowledge management audit and maps to stakeholders. Provide records management services. Implement integrated electronic records management. Manage incoming documents received from other state government and distribute it to internal clients. Register and distribute incoming and outgoing mail. Ensure all micrographic, audio-visual and electronic records are managed according to the requirements of National Archives Act. Evaluate organisational processes utilising records management from various legal and professional sources. Analyse records retention and disposition recommendations from various legal and professional bodies. Facilitate training on records management.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	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

- POST 35/60** : **DIRECTOR: LAND RIGHTS POLICY AND SYSTEM DEVELOPMENT REF NO: 3/2/1/2017/184**  
Chief Directorate: Tenure Systems Reform
- SALARY** : R898 743 per annum, Level 13 (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Pretoria  
Bachelor of Arts or Bachelor of Social Science (NQF7) plus 5 years relevant experience in middle management. Job related knowledge of the following: Policy and Legislation development. Research analysis. Strategic Management. Content development. Interpretation of Statutes relative to land rights. Legal administration. Mediation and disputes resolution. Project management. Contract management. Litigation. Job related skills: Project management Report writing. Analytical skills. Computer literacy. Communication skills. Problem solving and decision making. Consultation skills. Planning and Organising skills. Facilitation and Presentation skills. Reporting writing. Strategic leadership capability. Training and development. Interpersonal relations. A valid driver's license. Willingness to travel. Ability to work under pressure, and long and irregular hours.
- DUTIES** : Develop policy, products, procedures and guidelines. Identify policy and legislation needs on Land rights policy and products. Conduct research and analysis on land rights policy, legislation and products. Conduct policy, legislation and products reviews on land rights. Refine policy, legislation and products on land rights. Administer and maintain land rights policy, legislation and products. Monitor and evaluate policy, legislation and products on land rights. Develop the implementation strategies and mechanism on Land Rights. Consult with stakeholders on the design of the implementation strategy. Develop implementation strategy framework. Disseminate implementation strategy framework. Monitor, evaluate and review the implementation strategy. Provide capacity building and awareness on land rights policy, legislation and products. Identify capacity building and awareness needs. Develop capacity building and awareness programmes. Conduct and facilitate capacity building and awareness programmes. Monitor, evaluate and review the capacity building and awareness programmes. Ensure compliance to Land rights policies, legislation and products. Develop and administer land rights legal and mediation mechanisms. Develop and implement effective land rights infringements monitoring mechanisms. Develop and administer referral guidelines. Monitor, evaluate and review the land rights compliance mechanisms. Compile regular reports on land rights infringements and trends analysis. Applying the following legislation, policies and procedures: Constitution of South Africa. Promotion of Access to Information Act. Public Finance Management Act, 1999. Land Reform (Labour Tenants) Act 3, of 1996. Extension of Security of Tenure Act, 62 of 1997. Restitution of Land Rights Act 22 of 1994. Communal Property Associations Act 28 of 1996. Upgrading of Land Tenure Rights Act 112 of 1991. Interim Protection of Informal Land Rights Act 31 of 1996. Policy on the Proposed Rural Development Agency (2011). Intergovernmental Relations Framework 13 of 2005. Skills Development Act 97 of 1998.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. 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. The job will require of

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#### OTHER POSTS

**POST 35/61**

: **CHIEF GIS PROFESSIONAL REF NO: 3/2/1/2017/179**  
Directorate: National Spatial Information Frame Work

**SALARY**  
**CENTRE**

: R805 806 per annum (Salary in accordance with the OSD for Engineers)  
: Pretoria

**REQUIREMENTS**

: 4 years Bachelor's Degree in GISc (NQF 7). Compulsory registration with SAGC as a GISc Professional on professional appointment. 6 years post qualification GISc. Professional experience required. Experience at Middle Management. Experience in research and development. Knowledge in Project Management Principles and tools. Knowledge on Technical Consulting. Knowledge of GIS systems, applications and processes. GIS implementation. Knowledge of GIS research and development. Knowledge of GIS Legal and Operational compliance. Knowledge GIS research methodology. Knowledge of Performance Management and Monitoring. Understanding of Management Information and formal reporting systems. Knowledge on professional judgement. Knowledge of relevant legislation. Skills on Strategic Management and direction. Decision Making. Supervisory and Team Management Skills. Creativity. Financial Management Skills. Business Skills. Project Management Skills. Planning, organizing and execution. Time Management Skills. Change Management. Resource planning skills. Problem Solving, analysis and decision making skills. Delegation and developmental skills. Research and development skills. Customer focus and responsiveness. Interpersonal Skills. Communication and listening skills. Conflict management skills. Computer literacy skills. A valid Driver's License.

**DUTIES**

: Develop technical tools as required by the SDI Act. Manage development and implementation of SASDI Technical tools. Ensure that SASDI Technical tools facilitate compliance with relevant legislation, Policies and standards. Provide business inputs for SASDI tool development, including business requirements, benchmarking, specifications and project documentation. Give advice to external and internal clients regarding queries relating to the SDI Act, SASDI tools and geospatial information. Acquire and maintain spatial datasets. Manage the acquisition and maintenance of Geo-spatial datasets for providing GIS services. Administer requests for data collection. Manage the administration of data collection requests in the Data Capture Projects Register (DCPR). Facilitate the collation, transformation and integration of spatial data for use in GIS applications. Give direction regarding the capture, publishing and dissemination of metadata. Integrate disparate datasets for users. Undertake GIS research and development, especially regarding new technologies to implement the SDI Act, SASDI and associated applications/tools and make recommendations as appropriate. Provide support to the Committee for Spatial Information (CSI), especially with regard to data systems sub-committees. Manage activities and performance of the sub-directorate. Provide sub-directorate inputs for strategic, operational and detail plans and associated quality and risk management registers. Provide supply chain demand, acquisition, disposal, logistic and risk inputs for the sub-directorate in accordance with SCM Policy. Determine and manage human resource requirements, including the advertising and fill of posts in accordance with employment equity targets and HR procedure. Measure staff performance in accordance with Employee Performance Management System (EPMS) Policy and ensure that staff members adhere to the Code of Conduct for government employees. Ensure that service delivery complies with the principles of Batho Pele, monitor client feedback and develop and implement service delivery improvement plans to ensure the sub-directorate maintains a high standard of service delivery. Train GIS graduate trainees and other staff within the directorate when required. Build capacity within the directorate by freely imparting skills and knowledge to professional and technical employees.

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**POST 35/62** : **DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 3/2/1/2017/180**

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

**CENTRE** : Directorate: Communication Services: Pretoria

**REQUIREMENTS** : National Diploma in Journalism/Marketing/Public Relations/Graphic Design or Media Studies plus 3 years experience in a communication environment. Knowledge of discourse within rural development, Land Reform and Land Restitution. Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and other Financial Regulations, Government Policies and Public service regulations. Interpersonal relations. People management, strategic management, diversity management and Project management skills. Skilled in Problem solving and analysis. Skilled in Financial management, Change management and Risk Management. Skilled in Online and internal communication systems. Computer Literacy. Skilled in Corporate governance. Client orientation and Stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and meeting deadlines. Able to work in a Team. Valid Driver's Licence.

**DUTIES** : Render internal and inter-departmental communication services. Develop internal communications strategy and align that strategy to all departmental branches. Provide internal communication support (including design, editing, online support, and report/article writing). Assist in enhancing the corporate image of the department. Provide on-line communication services. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Develop internal and online (inclusive of corporate social media platforms) communication strategies, policies and guidelines. Develop methods to enhance departmental and inter-departmental on-line communication best practices and procedures. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Manage procurement requirements for internal communications. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Chief Directorate's strategic outcomes. Application of the following legislative and policy guidelines: The Constitution. Personnel Performance Management System (PPMS). Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Public Service Transformation. Public Finance Management Act. Basic Conditions of Employment Act. Employment Equity Act. Promotion of Equity and Prevention of Discrimination.

**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  
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**POST 35/63** : **DEPUTY DIRECTOR: LANGAUGE SERVICES REF NO: 3/2/1/2017/181**  
Directorate: Communication Services

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

**CENTRE** : Pretoria

**REQUIREMENTS** : BA Degree or Diploma in Language Practice / Linguistics / Indigenous Languages. 3 years' relevant experience at Assistant Director Level. Knowledge of the

**DUTIES**

PanSALB. Compliance with National Language Unit. SATI accreditation. Sound interpersonal and presentation skills. Interpersonal skills. Communication skills. Computer literacy. Problem solving and Analytical Skills. A valid driver's licence.

: Develop, review and revise the departmental language policy and design implementation strategies for the promotion and use of official South African languages. Research compliance to language related Acts. Design and conduct language research and surveys. Language planning and development. Translate and edit enquiries and responses to and from Ministry and DG. Translate tasks to English. Edit English text. Translate responses to source language. Develop and coordinate language terminology used within core business. Compile and maintain glossary of departmental terminology. Develop departmental terminology dictionary. Edit all strategic departmental documents, publications and website contents. Edit statutory publications. Provide sign language and simultaneous interpretation and translation services. Assist business units with development of specifications for SCM processes. Check quotations for compliance. Ensure services are available at conferences and on request. Deal with complaints with regard to the Use of Official Languages Act in the department. Accept complaints on behalf of the department. Do research. Find amicable solutions for both the department and complainant. Implement and monitor the Use of Official Languages Act in the department. Do regular compliance checks. Submit annual report on the implementations of the Act and its regulations to Pan South African Language Board (PanSALB).

**APPLICATIONS**

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**POST 35/64**

: **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: 3/2/1/2017/186**  
Directorate: Demand and Acquisition Management Services

**SALARY**

: R334 545 per annum, Level 09

**CENTRE**

: Pretoria

**REQUIREMENTS**

: National Diploma/Degree in Supply Chain Management/ Financial Management/Public Management. 3 years of supervisory experience in Supply Chain Management. Knowledge of Supply Chain Management Framework. Knowledge of Departmental SCM procedures and policy. Knowledge of SCM code of conduct. Leadership skills. Management skills. Computer skills. Project Management skills. Communication skills. Presentation skills. Numerical skills. Analysis skills. Interpersonal skills. Valid driver's licence. Team work.

**DUTIES**

: Manage and administer all Departmental contracts and ensure that contracts obligation is met. Receive bids/tender documents and appointment letters from Division Bids. Prepare service level agreement in-conjunction with the client. Submit SLA to the service provider for input and verification. Ensure and monitor internal control measure for compliance with policies and procedures of the Department. Oversee that lease contract and awarded contract registers are updated. Compile circular regarding new treasury/DPSA directives and inform officials of those directives. Ensure that Auditor General's recommendations are implemented as per the instruction of management. Consolidate information, statistics and reports on contracts requested by management. Submit contract statistics to management on monthly basis. Compile consolidated lease reports for the Department. Compile and update SLA status register.

**APPLICATIONS**

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**POST 35/65**

: **SENIOR SUPPLY CHAIN PRACTITIONER: BIDS REF NO: 3/2/1/2017/187**  
Directorate: Demand and Acquisition Management Services

**SALARY**

: R281 418 per annum, Level 08

**CENTRE**

: Pretoria

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Purchasing Management/Supply Chain Management/Public Administration (Management)/Logistics/Business Management (Administration). 2 years working experience in Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA and Departmental SCM Procedures and policy .Computer literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team and under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Implement standard operating procedures, SCM policy and delegations of authority in Bids Unit. Adhere to the SCM Prescripts for all bids processed. Render advisory services during bid evaluation meetings. Render Bids administration. Prepare bid document. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on received tenders. Arrange and attend evaluation sessions Prepare bid evaluation reports. Present bid evaluation reports to the National Adjudication Committee (NBAC). Prepare management information, statistics and reporting on Bids. Provide weekly reports on progress of projects. Update the bid register.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>
<b><u>POST 35/66</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 3/2/1/2017/188</u></b> Directorate: Demand and Acquisition Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 per annum, Level 08 Pretoria
<b><u>DUTIES</u></b>	:	National Diploma in Supply Chain Management/Logistics Management/Financial Management/Public Administration. 2 years working experience in supply chain management environment. Knowledge of Public Finance Management Act; Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA); Departmental SCM procedures, policy and delegation of authority. Computer literacy, Interpersonal, Administration, Written and verbal communication skills. Supervisory skills. Valid driver's licence. Able to work in a team and under pressure. Consolidate Integrated Demand Management Plan. Collate, verify and consolidate Demand Management Plans to produce Departmental IDMP. Consolidate Demand Management Plans into Integrated Demand Management Plan. Consolidate reviewed/revised IDMP. Consolidate comprehensive Procurement Plan. Compile Procure Plan progress reports and monthly requisition reports. Perform frequent follow-ups on resources required as per Demand Plans and Procurement Plans. Develop sourcing strategies derived from integrated Demand Management Plans/Procurement Plans. Identify strategic commodities, commodity analyses, previous expenditure analyses and market analysis. Draft specification/terms of references for the identified strategic commodities. Ensure functional bid specification/terms of reference committees. Ensure that proper specification/Terms of reference are drafted. Provide advisory support to the BSEC on SCM processes. Ensure effective document control, filing system and administrative support. Provide administrative support to BSEC members. Ensure administrative activities in regard to procurement planning of goods and services.
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a>