

## 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** : 29 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 37/128** : **SURVEYOR GENERAL REF NO: 3/2/1/2017/195**  
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** : 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.

**DUTIES** : 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.

**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>

**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 37/129** : **DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: 3/2/1/2017/194**  
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** : 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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- 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 37/130** : **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: 3/2/1/2017/192 Sedibeng/West Rand)

		Chief Directorate: Provincial Shared Service Centre: Eastern Cape (Reference: 3/2/1/2017/193 Joe Gqabi
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<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
<b><u>POST 37/131</u></b>	:	<b><u>DIRECTOR: COMMUNICATION REF NO: 3/2/1/2017/196</u></b> Chief Directorate: Strategic Communication
<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 or Advanced Diploma in Communications/Journalism/Public Relations or Marketing (NQF level 7). Minimum of 5 years' experience at middle/senior managerial level in a communication environment. Understanding of key government priorities including the mandate of the department. Understanding of policy and legislation governing communications and marketing within government. Ability to manage advertising, branding and corporate image, public events and exhibitions. Performance management and monitoring skills. Ability to respond to media inquiries. Decisive decision making skills. Project management skills. Computer Literacy. Excellent communication and writing skills. Financial Management skills. Human Resource Management skills. Conflict Management skills. Negotiation skills. Interpersonal skills. Driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement communication strategy to support the programmes of the Department. Monitor the implementation of the strategy. Evaluate the effectiveness

of the rollout of the communication strategy and ensure continual alignment. Develop communication approach on issues arising from the economic and short-term employment cluster programme of action. Participate fully in the communication activities of the Economic Sectors, Employment and Infrastructure Development Cluster (ESEID). Ensure reporting of communication reports of the Cluster is given to appropriate authorities. Ensure that the Department receives adequate support from GCIS for key communication campaigns that the Department will periodically embark on. Contribute in the development of ESEID communication strategy to ensure consistent messaging on economic policy. Identify, analyse and develop strategies to ensure effective stakeholder management and in particular the media. Analyse the media environment and provide appropriate/rapid advice and recommendations on issues affecting the Department. Evaluate the effectiveness of data gathering and distribution channels (e.g. web pages, call centres, complaints, etc) and develop strategies to address performance gaps. Maintain effective communication channel enabled with current technologies. Support the information and communication technology (ICT) of the department. Acquire content from Branches to update website and intranet content. Manage communication services including marketing, media liaison and relations, media production, Online communications, Internal communications, Language Services and Provincial Communications.

**APPLICATIONS**

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**NOTE**

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**OTHER POSTS**

**POST 37/132**

: **DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 3/2/1/2017/189**

Directorate: Communication Services

This is a re-advertisement, applicants who applied previously must re-apply

**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 in Journalism/Marketing/Public Relations/Communication 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.

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**POST 37/133** : **SENIOR LEGAL ADMINISTRATION OFFICER: OPINIONS REF NO: 3/2/1/2017/191**

Directorate: Corporate Service Legal Support

**SALARY CENTRE REQUIREMENTS** : R420 909 per annum (Salary in accordance with OSD for Legal)  
: Pretoria  
: LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years appropriate post qualification legal experience in accordance with legal OSD. Experience in drafting opinions. 8 years post qualification supervisory experience. Knowledge of SA law. Interpretation of acts and regulations. Departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Communication skills. Presentation skills. Client relations skills. Problem solving skills. Analytical skills. Conflict management skills. Computer literacy. Valid driver's license. Preparedness to travel.

**DUTIES** : Provide legal opinions. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles/publications. Facilitate obtainment of legal opinions. Facilitate that opinion sought are legally sound before they are furnish to the client. Facilitate that legal areas of law applicable are ventilated in the legal opinion. Serve on committees and similar bodies. Sit in designated committees where opinions on matters of a legalistic nature are discussed.

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**POST 37/134** : **SENIOR LEGAL ADMINISTRATION OFFICER: CONTRACTS REF NO: 3/2/1/2017/190**

Directorate: Corporate Service Legal Support

**SALARY CENTRE REQUIREMENTS** : R420 909 per annum (Salary in accordance with OSD for Legal)  
: Pretoria  
: LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years appropriate post qualification legal experience

in accordance with legal OSD. 8 years post qualification supervisory experience. Experience in drafting and editing contracts. Knowledge of SA law, Interpretation of acts and regulations and departmental policies and procedures. Ability to interpret the law. Ability to research the law. Ability to apply the law to a set of facts. Communication skills. Presentation skills. Client relations skills. Problem solving skills. Analytical skills. Conflict management skills. Computer literacy. Valid driver's license. Preparedness to travel.

**DUTIES**

: Draft and edit contracts on behalf of the DRDLR. Advice on all contractual matters. Provide legal opinions on matters related to the Department's contracts. Periodically review standard contracts. Serve on committees and task teams. Provide assistance with negotiating contracts. Supervise staff.

**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>