

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 : 6 October 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 38/41 : **DIRECTOR: FORENSIC INVESTIGATION (Reference: 3/2/1/2017/200)**

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Chief Directorate: Safety And Security Services

REQUIREMENTS : Bachelor's Degree or B Tech (Advanced Diploma) in Internal Auditing or Accounting or Forensic Investigation/ Auditing or BProc or LLB Qualification (NQF Level 7)]. Qualification as Certified Fraud Examiner will be an advantage. Membership of the certified Fraud Examiner is recommended. Job Related Work Experience: 5 years of experience at middle/senior managerial level. 10-14 years relevant experience (Forensic investigations, Auditing) of which at least 9 years should be in the Forensic investigation field. Membership of the Certified Fraud Examiners is strongly recommended. Job Related Knowledge: Risk based Forensic Investigation methodologies and procedures. Standards of the Association of Certified Fraud Examiners. Job Related Skills: Written and verbal communication skills. Investigation 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 : Establish/improve, develop and manage the Forensic Investigations Directorate responsible for National, Provincial and Regional offices of the Department to achieve the Forensic Investigation objectives of the Chief Directorate on an ongoing basis. Develop and update the Directorate's investigation methodology and procedures in line with the Chief Directorate's methodology and procedures on an ongoing basis. Train and develop or oversee training and development of staff in investigation methodologies and procedures on an ongoing basis. Compile and oversee the compilation of the annual Forensic Investigation case register for approval by the Chief Director: Safety and Security Services regularly. Monitor the Departmental policy and legislative framework to ensure cognizance is taken of new development in the plans. Coordinate with other internal and external investigation functions to ensure proper coverage to minimize duplication of effort. Perform the integration of the Directorate's Forensic Investigation case register to

plans of all the other relevant investigation functions internal and external to Department. Oversee the execution of the annual Forensic Investigation case register projects according to deliverables and timelines defined in the approved Forensic Investigation project plan packs. Oversee the integrity and timeliness of the execution of the annual Forensic Investigation case register as defined in the approved Forensic Investigation project plan packs. Review the investigation plan of all the Forensic Investigation projects. Review and approve all the investigation files of all the Forensic Investigation projects. Review and approve the reports of all the Forensic Investigation projects according to timelines defined in the approved Forensic Investigation project plan packs. Compile the audit committee reports of all the Forensic Investigation projects according to timelines defined in the approved Forensic Investigation project plan packs. Manage the integrity and deliverables of outsourced and co-sourced Forensic Investigation projects in co-operation with the Directorate's project managers according to the deliverables and timelines defined in the approved SLA, project plans and project plan packs, in line with the management of in-house projects. Report on the progress and deliverables of the case register monthly to the Chief Director: Safety and Security Services and prepare quarterly progress report for the audit committee. Review and follow-up progress reports from line management on a quarterly basis and report to Chief Director: Safety and Security Services. Participate in the annual Chief Directorate's Internal Quality Assurance review. Participate in compilation of the Chief Directorate's Annual Quality Assurance Improvement Programme (QAIP) following the Quality Assurance Review. Implement the Chief Directorate's QAIP in the forensic Investigation directorate and report on the implementation thereof on a monthly basis to the Chief Director: Safety and Security Services. Manage human and financial resources. Develop and manage implementation of the Forensic Investigation directorate's operational plan. Develop and manage implementation of action plans of the Forensic Investigation directorate's process risk register. Keep up to date with new developments in the internal audit and Departmental environment.

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

OTHER POSTS

POST 38/42 : **PROVISIONING CLERK (Reference: 3/2/1/2017/199)**
Directorate: Financial and Supply Chain Management Services:

SALARY : R152 862 per annum (Level 5)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : A Grade 12 certificate or equivalent. Knowledge of PFMA. PPPFA. BBBEE. Treasury regulations. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of contract management will be an added advantage. Computer literacy skills. Communications skills. Interpersonal skills. Planning and organisation skills. Time management. Team work. Working under pressure.

DUTIES : Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute

as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advices. Process Petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Fax Orders to Service Providers. Confirm faxed orders with the Suppliers. Confirm the delivery date.

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NOTE : Indian Males and Coloured, Indian and White Females and People with disabilities are encouraged to apply

POST 38/43 : **ACCOUNTING CLERK REF NO: 3/2/1/2017/198**
Directorate: Financial and Supply Chain Management Services

SALARY : R152 862 per annum (Level 5)
CENTRE : Limpopo (Polokwane)

REQUIREMENTS : A grade 12 certificate or equivalent. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL annual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills, Computer literacy skills. Flexibility. Communication skills (verbal and written). Interpersonal relations.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness. Verification and approval (internal control). Check invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness. Capture salaries, bonuses. Salary adjustments. Capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

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NOTE : Indian Males and Coloured, Indian and White Females and People with disabilities are encouraged to apply