

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>	:	27 October 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 where applicants apply for a post online. 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 41/40</u>	:	<u>CHIEF DIRECTOR: LEGAL AND LEGISLATION DEVELOPMENT SERVICES (REF NO: 3/2/1/2017/217)</u> Chief Directorate: Legal and Legislation Development Services
<u>SALARY</u>	:	R1 127 334 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Bachelor of Law Degree/LLB Degree or Advanced Diploma in Law (NQF Level 7). 5 years of experience in senior managerial level. Knowledge and understanding of legislation research and development methodologies. Knowledge of the legislation and analysis methods. Knowledge of the government legislation. Knowledge of research methodologies. Knowledge of SA Law, particularly land reform law, property law and civil procedure. Knowledge of legislation formulation. Computer skills. Communication skills. Project management skills. Legislation development skills. Legislation research skills. Planning and organising skills. Analytical and decision making skills. Problem solving skills. Negotiation skills. Ability to interpret the Law. Ability to research the Law. Valid driver's licence.
<u>DUTIES</u>	:	Facilitate the process of legislation research, analysis and development. Provide corporate legal support services. Manage litigations, both on behalf of and against the state. Facilitate the process legislation development. Provide administrative support services. Provide legal support on contracts. Provide legal and admin support in terms of PAIA. Provide legal opinions on litigations. Manage legal aspects of loss control. Draft and edit delegations. Provide legal advice on employment matters. Provide commercial legal support on projects. Provide legal opinions. Coordinate cases to their conclusion. Develop and update legislation. Research and analyse legislation. Monitor external legislation affecting Land Reform and Rural Development.
<u>NOTE</u>	:	This is a re-advertisement applicants who applied previously must re-apply. 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

		<p>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</p>
<u>APPLICATIONS</u>	:	<p>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</p>
<u>POST 41/41</u>	:	<p><u>DIRECTOR: STRATEGIC LAND ACQUISITION (REF NO: 3/2/1/2017/ 216)</u> Chief Directorate: Provincial Shared Service Centre</p>
<u>SALARY</u>	:	<p>R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Free State (Bloemfontein) Bachelor's Degree or Advanced Diploma in Agricultural Studies/ Agricultural Economics/Development Studies or equivalent qualification. (NQF Level 7), Post graduate qualification in Agricultural Studies/ Agricultural Economics/Development Studies will be an added advantage. 5 years' relevant experience at middle management level. Knowledge of the Land Reform: Provision of land and assistance Act as amended. Knowledge of the Land Reform (Land Tenants) Act. Knowledge of the Restitution Act. Knowledge of the extension of Land Tenure Security Act. Knowledge of Agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Knowledge of relevant prescripts pertaining to land reform and other relevant prescripts. Communication skills. Strategic management skills. Negotiation skills. Computer literacy skills. Stakeholder relationship skills. Facilitation/coordination skills. Presentation skills. Financial Management skills. Project Management skills. Interpersonal relation skills. Valid Driver's License (code 08).</p>
<u>DUTIES</u>	:	<p>Manage the identification and assessment of strategically located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the State. Develop and maintain database on all suitable land acquisition for the State. Map and overlay the identified land with APAP/AVMP key commodities. Align acquired land to other Land Reform programmes (PLAS & Household). Manage the land acquisition approval process through relevant structures. Provide project management and maintain project register in terms of the EPMO requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiaries for land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease/land application system/database. Maintain credible lease land application system/database. Provide management information report to relevant approval structures and departmental management.</p>
<u>NOTE</u>	:	<p>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</p>
<u>APPLICATIONS</u>	:	<p>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</p>

OTHER POSTS

- POST 41/42** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SUPPORT (REF NO: 3/2/1/2017/119)**
Directorate: Programme Support
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria
Bachelor's Degree / National Diploma in Financial Management / Financial Accounting. 3 years experience in Financial Management field. Knowledge of Project Management methodologies, Budgetary Planning, Expenditure Reporting, Monitoring and Evaluation and Infrastructure Planning and Implementation. Computer literacy skills. Good communication skills (both verbal and written). Ability to work in a highly production driven environment. A valid driver's license (code 08). Project Management skills. Budgeting and Planning skills.
- DUTIES** : Compile and prepare ENE inputs for the Branch. Compile and prepare MTEF inputs. Facilitate efficient allocation of budget for the Branch. Report on oversight role in to transfer of funds payments for Agencies and strategic partners. Update cash flow projections. Prepare and report on monthly expenditure performance of the Branch and analysis thereof. Oversight monitoring of monthly budget performance variance reports. Propose measures to avoid under/over expenditure of the Branch. Facilitate the shifting of funds and passing of journals in line with CFO prescripts. Facilitate implementation of financial norms and standards for the directorate. Ensure proper record keeping and document management in the Finance unit. Ensure effective liaison and cooperation with head office finance officials and PSSC Finance Directors. Attend to all budget related requests from head office.
- 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>
- POST 41/43** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROCUREMENT (REF.NO: 3/2/1/2017/204)**
Directorate: Demand and Acquisition Management Services
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria
National Diploma in Supply Chain Management/Public Management/Administration/ Financial Management. 3 years experience at Assistant Director level in Supply Chain Management. Knowledge of Supply Chain Management Framework, Contract Management and Construction/Infrastructure Procurement. Leadership, Management and Computer skills (Advanced excel). Project management, Diversity Management, Communication, Presentation and Problem solving skills. Contract and SLA drafting skills. Ability to work in a team and under pressure. Valid driver's licence.
- DUTIES** : Manage the implementation of norms and standards, strategies and procedures for infrastructure. Assure that the prescribed Supply Chain Management policy and procedures are correctly applied and adhered to on an on-going basis. Comply with the Public Finance Management Act, Treasury Regulations, CIDB. Promote adherence to Supply Chain Management delegations at all times. Conduct awareness programs for officials to be able to execute their duties. Manage acquisition of construction and infrastructure services. Ensure that terms of reference/specifications are approved. Ensure adherence to operational turnaround (OPS Plan) target. Ensure compliance check is conducted to all received bids. Ensure all qualified suppliers are evaluated by the duly appointed bid evaluated committee and quality assured evaluation reports are presented to the bid adjudication committee. Ensure that bids/tenders are advertised in the Government tender bulletin, CIDB and National Treasury E-Portal. Ensure that letters and contracts of appointed service providers are signed. Manage and facilitate contracts agreements for goods, works and services. Establish and maintain strong business

relationship with stakeholders to promote correct implementation of agreements with service providers. Effectively manage contract enquiries, issues, disputes, variations, SLA's negotiations and liaison with Legal Services thereof. Manage updated contract register. Provide information on contract management services, methods and practices. Manage human and allocated resources. Management of staff. Ensure adequate allocation and safeguarding of 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>

POST 41/44 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS (2 POSTS) (REF NO: 3/2/1/2017/206)**
Directorate: Forensic Investigation

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

CENTRE REQUIREMENTS : Pretoria
National Diploma or Degree in Internal Auditing/Financial Management/Law/Forensic Investigations. 3 years of experience in Financial Management/Legal/Investigations including police investigations or Auditing. Knowledge of Risk Based Forensic Investigation Methodologies and Procedures. Written and verbal communication skills. Interviewing skills. Analytical and problem solving skills. Staff and interpersonal skills. Project Management Skills. Computer skills. Business process analysis skills. Risk and Control assessment skills.

DUTIES : Manage the Forensic Investigation sub-directorate on an ongoing basis in line with the Directorate's methodologies, procedures and operational objectives. Manage the forensic investigation sub-directorate responsible for performing forensic investigations in the national, provincial and regional offices allocated to this position to achieve the directorate's operational objectives on an ongoing basis. Ensure compliance to the directorate's forensic methodologies and procedures on an ongoing basis. Train and develop staff of the sub-directorate in forensic methodologies and procedures on an ongoing basis. Participate in the compilation of the 3-year strategic rolling plan and the annual forensic investigation plan for the approval by the Senior Manager by April annually. Update and/or analyse of the annual DRDLR fraud risk registers for the compilation of the forensic investigation plans by March annually. Provide input to the development of the directorate's 3-year strategic rolling risk based investigation plan for approval by the Senior Manager by April annually. Participate in the development of the annual risk based forensic investigation plan for the Senior Manager's approval by April annually. Manage the integration of the sub-directorate's annual risk based forensic investigation plan to the plans of all the other directorate in the Chief Directorate. Project manage the execution of the annual forensic investigation plan projects and conduct the complex projects allocated to this position according to the deliverables and timelines defined on the approved forensic investigation projects' planning memorandums. Manage and ensure the integrity and timeliness of the execution of the forensic investigation plan projects allocated to this position as defined on the approved forensic investigation projects' planning memorandums. Compile the investigation planning memorandums of all the forensic investigations projects allocated to this position according to timelines defined on the approved forensic investigation projects' planning memorandums. Review all forensic investigation planning and performance deliverables of all the forensic investigation projects allocation to this position as first reviewer according to timelines defined on the approved forensic investigation projects' planning memorandums and conduct the above for the complex forensic investigation projects allocated to this position. Compile the consolidated final investigation reports of all the forensic investigation projects allocated to this position according to timelines defined on the approved forensic investigation projects' planning memorandums. Present the reports of all the forensic investigation projects allocated to this position to the management and attend the presentation of the consolidated final investigation report of all the investigation projects allocated to this position to senior management according to timelines defined on the approved forensic investigation projects' planning memorandums. Provide inputs to the

compilation of the audit committee reports of all the forensic investigation projects allocated to this position according to timelines defined on the approved forensic investigation projects' planning memorandums. Project manage outsourced and co-sourced forensic investigation projects allocated to this position according to the deliverables and timelines defined on the approved SLA project plan and investigation projects' planning memorandums. Project manage the integrity and deliverables of outsourced and co-sourced forensic investigation projects allocated to this position according to the deliverables and timelines defined on the SLA project plans and investigation projects' planning memorandums, in line with the management of in-house projects. Report on the progress and deliverables of the forensic investigation annual plan projects allocated to this position on a weekly basis to the Senior Manager and participate in the preparation of directorate's quarterly progress report for the audit committee. Project manage the implementation of management action plans on all forensic investigation reports allocated to this position by reviewing and follow-up progress reports from line management on a quarterly basis and report to Senior Manager on progress. Project Manage the performance of follow-up investigation and conduct complex follow-up investigation of all forensic investigation projects allocated to this position within 2 years maximum after issuing of the investigation reports as part of the annual investigation plan.

- 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>
- POST 41/45** : **DEPUTY DIRECTOR: FINANCIAL REPORTING (REF NO: 3/2/1/2017/207)**
Directorate: Financial Accounting and Reporting
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria
A National Diploma/Bachelors Degree in Financial Accounting, Cost Management and Accounting and Auditing or B Com. 3-5 Years experience in working in the financial reporting, debt and revenue management environment. Knowledge of Financial Accounting Systems (BAS, LOGIS). Knowledge of Generally Recognized Accounting Principles (GRAP). Knowledge of the Modified Cash Standards. Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of International Financial Reporting Standards (IFRS). Project Management skills. Budget Forecasting skills. Resource planning skills. Facilitation skills. Computer literacy. Problem solving and decision making skills. Time management skills.
- DUTIES** : Provide annual financial statement and interim financial statement. Review and submit interim financial statements and annual financial statement. Review and submit monthly compliance reporting. Manage debtors, revenue and bookkeeping. Liaise with the internal and external auditors. Manage 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>
- NOTE** : The shortlisted candidates will be subjected to a competency assessment test. Coloured, Indian, White Males and African, Coloured, Indian and White Females and People with disabilities are encouraged to apply.
- POST 41/46** : **DEPUTY DIRECTOR: LABOUR RELATIONS (REF NO:3/2/1/2017/214)**
Directorate: Labour Relations
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria
National Diploma in Law, Labour Relations/ Human Resources Management. 3 years experience working in Labour Law, Labour Relations and Human Resources Knowledge of the following: Public Service Prescript, Labour Law/Relations Prescript (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA, Interpersonal skill, Written and verbal communication skills, Computer Literacy, Negotiations skills, Mediation and Conflict resolution skills, Problem solving skills, Facilitation skills, Investigation skills Interpretation skills

		Presentation and facilitations skills, Analytical skills, Drivers licence (code 08), Prepared to travel and work under pressure, must be a highly developed, Independed, Creative and innovative individual.
<u>DUTIES</u>	:	Manage and facilitate effective finalisation of misconduct cases. Manage and facilitate effective finalisation of grievance cases. Manage and facilitate effective finalisation of external cases. Facilitate capacity building programmes implemented. Promote sound labour relations and orderly engagement with trade unions. Manage and maintain an effective Labour Relations reporting system. Improve labour relations management through the implementation of training initiatives.
<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>POST 41/47</u>	:	<u>ASSISTANT DIRECTOR: SERVICE PROVIDER MANAGEMENT (REF NO: 3/2/1/2017/203)</u> Directorate: Demand and Acquisition Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 9) Pretoria National Diploma in Supply Chain Management/Financial Management/Public Management. 3 years supervisory experience in Supply Chain Management. Knowledge of supply chain management framework. Departmental SCM procedures and policy. SCM Code of Conduct. Leadership skills. Management skills. Computer skills. Project Management skills. Communication skills. Presentation skills. Numerical skills. Analytical skills. Interpersonal skills. Valid code 8 driver's licence.
<u>DUTIES</u>	:	Ensure efficient management and monitoring of suppliers' database on the Departmental and CSD database. Register potential suppliers and provide guidance to service providers database on the steps to follow to comply with Department's requisition and ensure data is legally compliant with regulations. registration on the Departmental or CSD database. Liaise with suppliers, consult with users and quotation unit to ensure proper maintenance and management of database. Maintain effective systems and procedures for suppliers' registration and accreditation. Improve the effectiveness of the database tool and services. Make sure information contained on the database is protected and with back up facilities. Monitor database performance and provide regular reports. Management reports. Assist suppliers to update their details on the Departmental or CSD database. Provide guidance to database team on database structures and features and conduct training on database unit. Update service provider performance reports on database.
<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>POST 41/48</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (REF NO: 3/2/1/2017/209)</u> Directorate: Information Security Management Services and OHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 9) Pretoria National Diploma in Environmental Health or Safety Management and SAMTRAC. 3 years of experience in occupational health and safety management. Knowledge of Occupational Health and Safety. Ability to analyse and implement the policies, procedure and standards. Knowledge of International Standards Organisation governing Occupational Health and Safety. Knowledge on Risk Assessment. Knowledge on Disaster Management. Computer literacy. Interpersonal relations skills. Communication skills. Investigation skills. Analytical skills. Problem solving skills. Conflict management skills. Presentation skills. Financial management skills. Valid drivers licence. Willingness to travel extensively. Ability to work independently. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure that the requirements of the Occupational Health and Safety Act are complied with on an ongoing basis. Coordinate the establishment of the Health and Safety Committee in the Department. Performs general duties as set out

in section 8 and 12 of the Act. Facilitate statutory appointees in Provinces (16.2 appointee at a level of Chief Director), Fire Fighters, Evacuation Marshalls, Health and Safety Representatives and First Aiders. Facilitate OHS committee meetings in the Department. Execute provisions of Occupational Health and Safety Act (OHSA). Report and investigate OHS incidents/injury on duty (IOD) that occurred in the Department to the relevant authorities. Ensure that all safety representatives receive the necessary training by the accredited service providers. Facilitate OHS awareness and inductions. Provide assistance in occupational health and safety training and awareness. Provide assistance and implement emergency evacuation plan. Facilitate the emergency plenary meetings prior to the actual evacuation drill. Monitor compliance in accordance with OHS Act, 85 of 1993. Monitor the implementation of the corrective measures per audit/inspection conducted. Ensure that Provincial OHS practitioners perform their activities in line with the operational plan and standard operating procedures. Provide support and guidance on OHS matters. Provide advice in terms of OHS on RID Branch, NARYSEC and Facilities unit.

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>

POST 41/49 : **ASSISTANT DIRECTOR: RISK SERVICES (3 POSTS) (REF NO: 3/2/1/2017/210)**
Directorate: Risk Services

SALARY CENTRE REQUIREMENTS : R334 545 per annum (Level 9)
: Pretoria
: Degree/National Diploma in Internal Auditing, Risk Management or relevant qualification. 3-5 years at supervisory level within risk management. Knowledge of corporate governance issues, enterprise risk management, public service environment, PFMA and National Treasury Regulations, Public Sector Risk Management Framework. Dynamic leadership skills. Good computer literacy in Microsoft Office. Proven project management skills. Excellent verbal and written communication. Excellent facilitation skills. Results oriented. Ability to work under pressure. Customer focus and team management skills. Valid drivers licence (code 08).

DUTIES : Assess the impact of risk to the department. Facilitate and co-ordinate risk assessments in the Department on an ongoing basis. Update the Departmental operational risk register with the strategic plan and operational plan information according to standards. Provide assistance to the implementation of appropriate risk management methods. Implement action plans to manage enterprise risk management in conjunction with management, legal services, policy unit and internal audit on an ongoing basis. Provide report on implementation of risk management plans. Quantify and report on financial losses or potential losses to the enterprise risk management committee whenever necessary. Ensure consistency with enterprise risk management practices and reporting throughout the Department to enable the consolidation of result. Provide assistance in risk report co-ordination and assist in any risk related information required by the Risk and Compliance Committee. Provide assistance in evaluation of risk management programmes in all Branches. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Provide assistance to risk champions. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.

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>

POST 41/50 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT (REF NO: 3/2/1/2017/212)**
Directorate: Management Advisory Services

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Management Services/Organisational Development Management /Organisational and Work Study (Certificate in Job Evaluation will be an added advantage). 3 years experience as a Senior Organisational Development / Work Study Officer and Design. Proven knowledge and experience in work study, organization design, organisation development, job evaluation, business process management and project management. Computer literacy skills (Ms Word, Ms Excel, Outlook, Visio, ORGLUS). Client orientation skills, Problem solving skills, Conflict management skills, Report writing skills, Presentation and facilitation skills, Influencing/ negotiation skill, Analytical skills, Project Management, Communication and interpersonal skills, Supervisory skills, Valid Driver's licence (code 08), Willing to travel, Work under pressure , Team work.

DUTIES : Provide organisational design and establishment services. Provide business process management services. Facilitate the development of job description, Provide job evaluation services. Facilitate the implantation of organisational design and developed strategies.

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>

POST 41/51 : **ASSISTANT DIRECTOR: ICT (REF NO: 3/2/1/2017/215)**
Directorate: Support Services

SALARY : R334 545 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Degree/National Diploma in Information Technology or equivalent qualification. 3-5 year's relevant experience. Experience in hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Willingness to travel and work irregular hours. Applicants must be in possession of a valid driver's license. Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Advanced computer skills. Project Management and interpersonal skills.

DUTIES : Identify business needs. Advice SCM, users and management on ICT equipment procurement, maintenance and policies. Developing solutions to improve the technician's performance. Serve as a point of contact to regional technical staff with regards to all projects undertaken by OICIO. Provide server management services. Monitor server room environment and take remedial action. Update and verify data base of all ICT equipment's. Escalate all calls that are beyond desktop to relevant IT team for further assistance. Monitor and Manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Documents and maintain network equipment and configurations. Manage and Administering MacAfee EPO (Anti-virus). Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Install and configure new IT equipment. Assist our users with any logged IT related incident when requested. Ensuring that all the calls assigned to are resolved in time. Accurate record, update and document requests using IT service desk systems. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and Scanners resolve all escalated calls and ensure that are resolved within the SLA. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non- technical colleagues at all levels in the organisation. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to customers as soon as possible; escalating incidents to other support teams where necessary.

- 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>
- POST 41/52** : **SENIOR SUPPLY CHAIN PRACTITIONER: INFRASTRUCTURE PROCUREMENT (2 POSTS) (REF NO: 3/2/1/2017/202)**
Directorate: Demand and Acquisition Management Services
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8)
: Pretoria
: National Diploma in Purchasing Management/Supply Chain Management/Public Administration (Management)/Logistics/Business Management (Administration). 2 Years working experience in Supply Chain Management (Infrastructure procurement in line with CIDB). Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), CIDB, Departmental SCM procedures and policy. Computer skills. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Ability to work in a team and under pressure.
- DUTIES** : Implement standard operating procedures, SCM policy and delegations of authority in infrastructure unit. Adhere to the CIDB prescripts for all bids and quotations processed. Render advisory services during bid evaluation meetings. Render bids and quotation administration. Prepare bid documents. 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 Bid Adjudication Committee (NBAC). Prepare management information, statistics and reporting on bids and quotation. Provide weekly reports on progress of projects. Update the bid register
- 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>
- POST 41/53** : **CHIEF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER (REF NO: 3/2/1/2017/208)**
Directorate: Information Security Management Services and OHS
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8)
: Pretoria
: National Diploma in Environmental Health/Safety Management. 2 years occupational health and safety experience. Knowledge of occupational health and safety legislation and other related matters. Tact and diplomacy. Ability to work as part of a team and to work independently. Good communication and interpersonal skills. Integrity and honesty. Report writing skills. Willingness to work extensive hours. Valid driver's licence (code 08).
- DUTIES** : Promote occupational health and safety within the Department. Conduct OHS assessment at DRDLR Offices. Facilitate and assist the ASD: OHS to establish the OHS Structures. Facilitate the appointment of statutory appointees. Participate in the OHS Committee meetings. Conduct training and awareness to employees within the department on health and safety practices and legislations. Facilitate training of statutory appointees. Conduct safety awareness to employees within the Department. Communicate frequently with management to report on the status of the OHS program. Report to the ASD: OHS on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to OHS. Communicate any relevant information on OHS. Contribute to development and implementation of the contingency plan. Facilitate the development or review of emergency evacuation plan. Facilitate the customisation of emergency evacuation plan. Liaise with relevant stakeholders on the preparation of emergency evacuation drills. Promote incident management within the Department. Investigate OHS incidents and recommend a remedial action. Liaise with HR on IOD reported cases. Raise awareness on hazards attached to the work activities. Promote Liaison within internal and external stakeholders. Liaise with Facility Management on the implementation of OHS in the Department. Liaise with Employee Health and

		Wellness on rehabilitation of employees after incidents. Liaise with Municipality on emergency evacuation plan/drills.
<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>POST 41/54</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER (2 POSTS) (REF NO: 3/2/1/2017/211)</u> Directorate: Management Advisory Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria National Diploma in Management Services/Operational Management / Production Management/ Organisation and Work. 1 year experience in Organisational Development and Design. Proven knowledge and experience in work study, organization design, organisation development, job evaluation, business process management and project management. Computer literacy skills, Client orientation skills, Problem solving skills, Conflict management skills, Report writing skills, Presentation skills, Influencing/negotiation skills, Analytical Skills, Project management skills, Communication and interpersonal skills. A valid driver's license (code 08).
<u>DUTIES</u>	:	Conduct business process service. Conduct organisational design and establishment investigation. Develop job descriptions. Conduct job evaluation services.
<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>POST 41/55</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER (REF NO: 3/2/1/2017/213)</u> Directorate: Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria National Diploma in Law, Labour Relations/ Human Resources Management. 2 years experience working in Labour Relations. Knowledge of the following; Public Service Prescripts, Labour Law/Relations Prescript (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA. Interpersonal skill. Written and verbal communication skills. Computer Literacy. Negotiations skills. Conflict resolution skills. Problem solving skills. Facilitation skills. Investigation skills. Analytical skills. Drivers licence (code 08). Work under pressure.
<u>DUTIES</u>	:	Facilitate the prompt finalisation of grievances. Facilitate the effective finalisation of disputes. Facilitate capacity building programme implemented. Maintain an effective labour relations reporting system for allocated cases. Manage relationship with organised labour and assist in collective bargaining processes.
<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>POST 41/56</u>	:	<u>SUPPLY CHAIN PRACTITIONER: INFRASTRUCTURE PROCUREMENT (2 POSTS) (REF NO: 3/2/1/2017/201)</u> Directorate: Demand and Acquisition Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) Pretoria National Diploma in Purchasing Management/Supply Chain Management/Public Administration (Management)/Logistics/Business Management (Administration). 1 year working experience in Supply Chain Management (Infrastructure Procurement in line with CIDB). Knowledge of Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). CIDB. Departmental SCM procedures and policy. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Team work. Working under pressure.

- DUTIES** : Adherence to Supply Chain Management policy and delegations of authority in infrastructure unit and standard operating procedures. Application and adherence to the CIDB prescripts for all bids and quotations processed. Render advisory and secretarial services during bid specification and evaluation meetings. Assist in rendering BIDS and quotation administration. Compile and finalize BID document in line with the standard for Uniformity in Construction Procurement. 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 BID Adjudication Committee (NBAC). Assist in the preparation of management information, statistics and reporting on Bids and quotation. Provide weekly reports on progress of projects. Update the BID register. Provide feedback to clients with regards to the progress of projects.
- 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>
- POST 41/57** : **GENERAL STORES ASSISTANT: STORES AND WAREHOUSE (REF NO: 3/2/1/2017/205)**
Directorate: Logistics and Asset Management Services
- SALARY CENTRE REQUIREMENTS** : R107 886 per annum (Level 3)
Pretoria
Grade 10. Knowledge of Public Finance Management Act, Treasury Regulations, Record Management. Interpersonal Skills. Written and verbal communication skills. Valid driver's license (Code 08).
- DUTIES** : Record stock according to purchase order. Ensure that goods delivered meet the specification in terms of quality and quantity. Assist with marketing of shelves and during stocktaking. Assist with movement of furniture and equipment. Ensure that furniture is moved from one office to another for transfer purposes. Ensure that obsolete/redundant furniture and old furniture is kept in a lockable storage for disposal purposes. Act as messenger within the Directorate: Logistics, Transport and Asset Management. Packing of stock on shelves and issuing of correct quantities. Assist with the checking of requisitions. Deliver stock to end-users. Assist in managing stock in warehouse. Apply the following legislation, policies and procedures: The Constitution, Good governance and Batho Pele principles, Public Service Regulations, Public Finance Management Act, Diversity Management, Government decision making processes.
- 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>