

## 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.*

<b><u>CLOSING DATE</u></b>	:	10 November 2017 at 16:00
<b><u>NOTE</u></b>	:	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. <a href="http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx">http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx</a> . 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

<b><u>POST 43/32</u></b>	:	<b><u>DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2017/249)</u></b> Chief Directorate: Provincial Shared Service Centre
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern Cape (Kimberley) Bachelor of Commerce in Business Management/Advanced Diploma in Business Management and Administration/Economics/Agricultural Economics (NQF level 7). 5 years of experience at a middle/senior managerial level. Knowledge of the following: small business management and enterprise management and development, Market and trade development, Monitoring and evaluation, strategic planning, human resource management, financial management, supply chain management, Rural development techniques. Understanding of the key priorities of government as well as the comprehensive rural development programme (CRDP). Strong leadership and managerial qualities. A good track record of working with communities. Sound knowledge of current rural industrial and sector operating parameters. Communication skills. Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management and networking skills. Team management skills. A Valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Reduce household poverty in accordance with Comprehensive Rural Development Programme. Promote rural and facilitate rural development finance. Facilitate establishment and support of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Facilitate and implement skills development opportunities and job opportunities in rural areas. Provide strategic management in the co-ordination of financial and non-financial service delivery.
<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

**APPLICATIONS** : 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. 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>

#### **OTHER POSTS**

**POST 43/33** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALIZATION (REF NO: 3/2/1/2017/248)**  
Directorate: Strategic Land Acquisition

**SALARY** : R779 295 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Mpumalanga (Gert Sibanda)

**REQUIREMENTS** : Bachelor's Degree, equivalent or National Diploma in Social Science or Economics or equivalent qualifications. 3-5 Years relevant experience at management level. Knowledge of the Land Reform: Provision of land and assistance Act. Knowledge of LAND Reform (Land Tenants Act). Knowledge of Agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Recapitalization and Development Programmes. Relevant prescripts pertaining to land reform and redistribution. People Management skills. Strategic thinking skills. Writing and communication skills. Strategic management skills. Valid driver's license (code 08).

**DUTIES** : Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor Implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and care taker provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of land reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the Strategic Partners to determine the business compatibility between the SP and the beneficiaries. Provide District land acquisition services. Manage the implementation of redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the analysis and selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Lease Disposals Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders regarding recapitalisation projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and "contracting –out". Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of Mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of Co-management arrangement, Share-equity arrangements and Contract Farming support on recapitalisation projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

**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 43/34** : **DEPUTY DIRECTOR: PROVINCIAL M&E PROJECT PERFORMANCE (REF NO: 3/2/1/2017/256)**  
Directorate: Provincial M&E Project Performance
- SALARY** : R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria  
Degree in Social Science/Development Studies/ Agriculture (Natural Sciences). 3 years of supervisory experience in monitoring and evaluation environment. Knowledge of monitoring and evaluation system, tools, indicators, research methodology, legislation and policies administered by the Department. Knowledge and understanding of Rural Development and Land Reform programmes will be an added advantage. Computer literacy. Communication skills. Problem solving skills. Interpersonal skills. Facilitation skills. Conflict management skills. Analytical skills. A valid code B (08) driver's licence and preparedness to travel and work irregular hours.
- DUTIES** : Coordinate provincial M&E functions. Conduct projects site visits. Compile/produce projects monitoring reports. Provide norms and standards, guidelines and tools to support project monitoring. Assist programmes in developing programme logic frameworks. Develop the reporting tools for project monitoring. Coordinate the monitoring of the implementation of departmental projects and propose corrective action. Provide technical support to provincial monitoring and evaluation officers. Provide technical support to stakeholders such as Branches, Provincial M&Es. Coordinate and facilitate the M&E forum. Facilitate and ensure knowledge sharing and support M&E capacity development. Monitor implementation of lessons learnt. Provide regular feedback to enhance the ongoing learning experience and to improve the planning process and effectiveness of interventions. Provide capacity building and training for M&E. Capacitate and provide technical support to the provincial M&E officers.
- 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 43/35** : **LAND REFORM SPECIALIST (REF NO: 3/2/1/2017/251)**  
Directorate: Demand and Acquisition Management Services
- SALARY** : R334 545 per annum (Level 9)
- CENTRE REQUIREMENTS** : Pretoria  
Bachelor's degree in Social Sciences plus three years relevant experience. Knowledge of the public service management framework and contract management. Planning and organising skills. Communication skills. Problem solving and decision making skills. People management skills. Computer skills (Ms Word and Excel). Valid driver's license (code 08).
- DUTIES** : Develop Good Practice Models for Public Private Partnerships. Monitor strategic land reform partnerships Create and maintain strategic land reform institutional partnerships. Develop Good Practice Models for Public Private Partnerships, including leveraging private and other forms of external equity, skills training, mentorship, core -management, share equity arrangements to support land reform. Monitor strategic land reform institutional partnerships. Render implementation support for the implementation of approved Good Practice Models. Applying the following legislation, policies and procedures: The Constitution, Promotion of Access of Information Act, Restitution of Land Rights Act, Upgrading of Land Tenure Act, Communal Property Associations Act, Policy on the Proposed Rural Development Agency, Guidelines for the design of Project Business Plans.
- 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 43/36** : **ASSISTANT DIRECTOR: SECRETARIAT (REF NO: 3/2/1/2017/253)**  
Chief Directorate: Policy Research and Development
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	National Diploma / Bachelor's degree in Public Administration / Business Administration / Events Management. 3 years experience at supervisory level in a secretariat environment. Understanding of Departmental objectives. Knowledge of governmental prescripts, Good command of English Language. Computer literacy skills. Planning and Organizing. Communication Skills (Verbal and written). Interpersonal Skills. Minute taking and typing skills. Project Management skills. Presentation Skills. Problem solving skills. Ability to work under pressure as well as the willingness to work irregular hours. Team work. Valid Drivers license(CODE 08). Willingness to travel.
<b><u>DUTIES</u></b>	:	Facilitate Logistical arrangements of all meetings. Ensure that all the Supply Chain prescribed forms have been completed before the procurement of goods and services. Follow-up on quotations request of catering and venues. Coordinate receipt of order number from Supply Chain Management. Evaluate services of goods procured. Ensure boardrooms are booked and prepared for all meetings in conjunction with facilities management. Ensure recording of proceedings in all meetings and safekeeping of the recording equipment (laptop, microphone and data projector). Coordinate booking requests by other Branches. Administer manual and electronic archiving of all meeting documentations. Provide assistance in facilitating and maintain Departmental Year Planner. Provide administrative and secretariat support service to different committee cluster and Fora. Issue meeting notices and collect items to be discussed from Branches / Directorates. Compile the draft agenda and circulate on approval by manager. Compile meetings packs (Agenda, previous minutes, presentations and action list) for distribution to members. Draft action list for different committees and activities. Manage electronic and manual filling of documents for top and executive management. Ensure that the attendance register is available and completed. Follow up on implementation of decisions in preparations for next meeting. Compile key decisions reports upon receipt of feedback on implementation of decisions. Compile decision registers and report quarterly basis for all meetings. Type minutes, check accuracy of the first draft and circulate for comments/corrections. Submit minutes to the relevant committees for adoption. Submit the adopted minutes for approval by the relevant Chairpersons. Ensure that the minutes are scanned and filed.
<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 43/37</u></b>	:	<b><u>SENIOR PROJECT OFFICER: SMALL DEVELOPMENT BUSINESS AND DEVELOPMENT FINANCE (2 POSTS) (REF NO: 3/2/1/2017/245)</u></b> Directorate: Rural Enterprise and Industrial Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R281 418 per annum (Level 8) Gauteng (Pretoria)
<b><u>DUTIES</u></b>	:	Facilitate and coordinates enterprises marketing and trade developments. Identifies market opportunities for Rural enterprises. Facilitates contractual relations of market and rural enterprises. Facilitate, Coordinates and assesses business plan development. Facilitates and coordinates enterprises research and technology development. Facilitates the research and development of feasibility and business plans for the Rural enterprises. Coordinates research and technology development for rural enterprises. Monitor the implementation of the business plan to enterprises. Facilitate and Coordinates enterprises education and skills training. Facilitates and coordinates identification of the institution for partnership in training. Coordinates training for the rural enterprises. Facilitates identification of the educational and skills needed in the rural enterprises. Facilitates and Coordinates enterprises to access Finance. Facilitates funding for rural enterprises based on sustainability and business principles. Write proposals and memo's to access funding. Liaise with stake holders for support to enterprises.

<b><u>NOTE</u></b>	:	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
<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 43/38</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: 3/2/1/2017/246)</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Financial Management/ Supply Chain Management/ Purchasing Management/ Logistics/ Public Administration. 2-3 year experience working in the supply chain management environment. Knowledge of Supply Chain management policy. Treasury or financial regulations. Public Financial Management Act. Computer literacy skills. Good verbal and written communication skills. Good interpersonal skills. Drivers license.
<b><u>DUTIES</u></b>	:	Administer departmental requests. Follow up on outstanding request. Maintain effective systems and procedure for suppliers' registration and accreditation. Ensure the accreditation of suitable service providers by senior officials in the office. Arrange roadshows and information sessions with prospective service providers. Update service provider performance reports on database and client offices on contract management processes in consultation with the client offices. Monitor the performance of service providers in consultation with the project. Manage and report poor performance in accordance with SCM prescripts. Administer needs analysis, market analysis and sourcing strategy for goods and services required by all the branches in the province. Liaise with client offices and branches regarding mandate and changed requirements in terms of commodities. Benchmark the commodities in relation to the market. Advertise commodities in the media and accredit service providers. Apply procurement strategy according to the threshold value. Perform spend analysis to develop a procurement plan. Benchmark prices with historical information. Administer budget and administrative tasks for the bid committee division. Ensure that budget is approved and committed on Logis prior to the procurement of goods and services by client offices above R500 000.00. Oversee Specification and Evaluation Committees. Preparing minutes and recommendation memoranda. Perform Secretariat support to the Gauteng Provincial Bid Adjudication Committee. Ensure the efficient management of the suppliers' database.
<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 43/39</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (2 POSTS) (REF NO: 3/2/1/2017/233)</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Office Of The Valuer- General: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree/ National Diploma in Public Administration or equivalent qualification. 2-3 years in relevant working environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS) system. Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (Written and Verbal). Analytical skills. Problem solving skills. Financial Management skills.
<b><u>DUTIES</u></b>	:	Provide financial management services in the Directorate. Facilitates, plan, oversee, drive the timely and accurate preparation of the Directorate's annual budget in line with PFMA, Treasury Regulations Strategic priorities weekly/monthly/quarterly. Compilation of DMP, MTEF, adjustment estimates and ENE. Compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the Directorates funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions of the Directorate. Verification of T&S and sundry and overtime payment. Client liaison. Coordinate Supply Chain Management services. Compile, manage and maintain of the Demand Management Plan for Directorate. Management of Supply Chain Management functions. Facilitate monthly, quarterly and annual reporting on SCM related matters.

Manage/ control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capturing and authorisation of goods/ services on logis system. Handle queries from internal and external clients relating to supply chain matters. Client Liaison. Convene performance management meeting within Directorate. Render administrative support services. Manage, motivating and developing staff through individual performance agreements. Provide assist in the developing/reviewing of Directorate's operational 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 43/40** : **ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2017/252)**  
Chief Directorate: Policy Research and Development

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma in Public Administration/Public Management/Business Administration. 1 year of experience in administration environment. Practical knowledge of minute taking. Knowledge of meeting procedures and report writing. Microsoft office package. Communication skills. Planning and organizing skills. Computer literacy. Interpersonal relations skills.

**DUTIES** : Render administrative support services. Provide administration functional support to the Head of Division. Prepare submission and correspondence. Process subsistence and travel claims. Administer incoming and outgoing mail. Render logistics for workshop and seminars. Produce goods and services and meetings. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangements. Provide assistance with personnel performance management system. Control personnel performance management system. Maintain records keeping and filing system. Administer leave registry. Records flow of correspondence. Make photocopies and faxing.

**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 43/41** : **PRINCIPAL HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2017/255)**  
Directorate: Human Resource Management

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 Certificate. 3 years of experience in human resource administration. Knowledge of the following: Human Resource Management legislative framework for the public service including: Basic Conditions of Employment Act, Labour Relations Act, Protected Disclosures Act, Employment Equity Act, Public Service Regulations and Public Service Act. Planning and organization skills. Computer literacy skills. Interpersonal Relations. Communication skills (verbal and written). Flexibility. Problem solving. Formulation and editing skills. Sound administration and record keeping skills. Work under pressure. Meeting deadlines. Able to maintain confidentiality. Team Work. Work under pressure.

**DUTIES** : Supervise and administer employment support (transfers, upgrades, translation in rank, secondments, redeployments and promotions that include counter officer) in the Department. Approval of the implementation of transfers, upgrades, translation in rank, secondments, redeployment, migration, counter offer and promotions on the PERSAL System. Coordinate and provide inputs to employment support policies/procedure manuals. Coordinate workshops/information sessions on employment support matters in the department. Supervise and administer the information captured on the PERSAL System in accordance with National Minimum Information Requirements. Assist in the implementation of transactions on the PERSAL System. Facilitate the change of personal status on PERSAL System. Provide employment confirmations. Assist in providing support of SMS and MMS Services. Provide assistance with structuring of members of SMS and MMS remunerative packages. Assist in the implementation of the structuring on the PERSAL System. Facilitate the submission of financial disclosures for members of SMS and other categories of employees to disclosure their financial interests. Assist in the registration forms on eDisclosure System.

Assist in the registration forms on eDisclosure System. Assist with the disclosure process, if and when employee needs assistance. Report on submission of financial disclosures when and where is necessary. Supervise and administer the remunerative work outside the public service (RWOPS). Quality checks and verifies applications for remunerative work outside public service. Manage the implementation of applications for remunerative work outside public service in PERSAL System for record purposes. Supervision of staff. Motivating and developing staff through individual performance agreements. Manage filing system.

**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 43/42** : **REGISTRY CLERK (REF NO: 3/2/1/2017/254)**  
Directorate: Information and Innovation Management Services

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)  
: Pretoria  
: Grade 12 Certificate. Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Communication Skills (verbal and written) Flexibility. Interpersonal Skills. Able to work in a team and under pressure. Working under pressure. Able to meet deadlines. Computer literacy skills. Planning and organizing skills. Knowledge of records management processes.

**DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Provide daily statistics on registry matters such as the amount of letters to be franked.

**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 43/43** : **ACCOUNTING CLERK (REF NO: 3/2/1/2017/247)**  
Directorate: Financial and Supply Chain Management Services

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)  
: Mpumalanga (Nelspruit)  
: A Grade 12 Certificate or equivalent. Basic knowledge of financial functions and practices as well as the ability to capture data and collate financial statistics. Basic knowledge and insight of the Public Service Financial legislations, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Planning and organisational skills. Computer literacy. Flexibility. Communication skills (verbal and written). Interpersonal relations. Basic numeracy literacy. Drivers licence (code 08). Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.

**DUTIES** : Render Financial accounting transactions. Receive and check invoices for correctness, verification and approval (internal control). Check invoices (e.g. capture payments). Filing of all documents. Capture all salary related transaction on PERSAL system. Perform salary administration support services. Receive and distribute salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Filing. Distribute salary certificate, handle salary related enquiries and provide necessary reports. Perform bookkeeping support services. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Update S&T register on a monthly basis. Ensure safe keeping of financial documents. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regards to the budget. Receive and capture cash payments.

- Ensure all expenditure incurred is accounted against the accurate responsibility and objective.
- 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 43/44** : **FOREMAN GROUND (REF NO: 3/2/1/2017/250)**  
Directorate: Social Organisational and Youth Development (Narysec)
- SALARY** : R140 251 per annum (Level 3) (1 year contract)  
**CENTRE** : Free State (Thabanchu)  
**REQUIREMENTS** : Grade 10 or NQF level 2 equivalent. 2 years experience grounds maintenance. Knowledge of planting, cultivating, pruning, spraying and trimming. Knowledge of ornamental shrubs and flowers and their use in landscaping. Knowledge of grounds maintenance. Ability to supervise the maintenance and repair of lawnmowers and equipment. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Good grooming and presentation. A valid driver's license (code 08) will be an added advantage.
- DUTIES** : Coordinates use of pesticides on College grounds. Administer maintenance of College grounds including lawns, athletic playing fields, paths, driveways and parking lots. Keep and maintain College tools. Supervise the work done by contractors. Keep accurate records of work orders and inventory.
- 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>