

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.

- 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>
- CLOSING DATE** : 01 December 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 46/37** : **CHIEF FINANCIAL OFFICER (REF NO: S8/3/2017/274)**
Branch: Financial Services
- SALARY** : R1 370 973 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for the Senior Management Service)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Advanced Diploma in Accounting (NQF level 7) and Bachelors of Accounting Honours (NQF level 8). Must be a registered Chartered Accountant. 8-10 years of experience in a senior managerial position dealing with financial matters. Must demonstrate high levels of competency in financial administration and financial accounting. Experience and knowledge of the GAAP system and accrual accounting systems. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as a change agent and manage in accordance with the strategic vision and objectives of the Department. Knowledge of financial management in relation to the new regulatory framework for the public service, e.g Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Excellent management, communication and interpersonal skills. Valid driver's licence.
- DUTIES** : Assist the accounting officer to discharge the duties prescribed in Part 2 of Chapter 5 of the Public Finance Management Act. Provide support to the Head of the Department and line managers including the Deeds Trading Account, Land Claims Commission and Agricultural Land Holdings Account (ALHA) with regards to public finance matters. Manage the departmental budget in accordance with the relevant prescripts. Ensure effective management and administration of the Financial Services Branch, which includes Financial Management Services, Supply Chain and Facilities Management Services and Risk Management. Co-ordinate and

ensure effective and efficient performance of the financial management, supply chain management and risk management functions in all components of the Department. Put in place systems and procedures to ensure efficient management of the expenditure control function. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and maintaining measures to prevent fraud and maladministration. Co-ordinate and ensure effective and efficient management of audit intervention strategies. Provide timely and accurate financial and operational information necessary for strategic decision-making to all branches. Ensure strict adherence at all levels of the Department to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

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 46/38 : **CHIEF MONITORING AND EVALUATION (REF NO: 3/2/1/2017/269)**
Directorate: Service Delivery Coordination

SALARY : R334 545 per annum (Level 9)
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : Degree / Diploma in Development Studies/Social Science. 3-5 years' experience in supervisory level. Knowledge of State Information Acts. Knowledge of research and methodology. Project and programme management. Advanced computer literacy skills. Data warehouse management skills. Analytical and research skills. Oral and written communication skills. Ability to customize and target information to user requirements. A valid Driver's license.

DUTIES : Conduct monitoring of projects in various districts in the provinces. Produce report on performance of projects to provide early warnings. Data collection and compile project database. Provide assistance in conducting evolution of various projects. Identify projects to be evaluated. Data collection. Conduct data verification on reports submitted by branches. Analyse the reports to ensure compliance. Update statistical information on provincial project database. Monitor and update projects database. Analyse and interpret research statistical data. Produce statistical information project/programme performances. Compile, produce and distribute reports. Record submission of reports by branches.

CLOSING DATE : 24 November 2017 at 16:00

POST 46/39 : **ASSISTANT DIRECTOR: HR POLICY (REF NO: 3/2/1/2017/275)**
Directorate: Human Resource Management

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma in Human Resource Management/ Public Administration/Public Management. 3 years supervisory experience in the human resource environment. Knowledge of in-depth policy development. Public Service Regulation. Basic Condition of Employment Act. Labour Relations Act. Public Service Act. Policy Development and Implementation Skills. Computer literacy. Communication and interpersonal skills. Planning skills and organizational skills. Presentation skills. Problem solving skills. A valid code 08 driver's licence.

DUTIES : Administer the development, maintenance and implementation of HR Policies. Identify policies to be developed/amended. Undertake gap analysis/problems/research/best practices as and when required. Compile/draft

policy. Request and consolidate inputs from stakeholders. Finalise policy for consideration to the delegated authority. Assist and manage implementation of approved policies. Develop / amend Human Resource Delegation of Authority in line with legislative framework. Deal with adhoc matters regarding HR policies, HR delegations, the Act (PSA) and Regulations (PSR) and conduct human resource research. Manage/ administer delegation register. Communicate with stakeholder regarding process, implementation, management of register. Request progress reports/analyse reports. Compile progress and annual report on delegation register.

CLOSING DATE : 01 December 2017 at 16:00

POST 46/40 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION (REF NO: 3/2/1/2017/276)**
Directorate: Financial and Supply Chain Management Services

SALARY : R334 545 per annum (Level 9)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : National Diploma in Supply Chain Management or Logistics Management / Public Management/ Administration. 3 year's supervisory experience working in the Demand and Acquisition environment. Valid Driver's License. Job Knowledge: Public Service Act. PFMA. Preferential procurement policy Framework Act. Treasury Regulations. Job Related Skills: Computer literacy Skills. Problem Solving Skills. Communication (verbal and written). Organising Skills. Interpersonal Skills. Ability to work under pressure. Team work. Know and apply legislation, policies and procedures: The Constitution of RSA. Good governance and Batho Pele Principles. Labour and Employment Legislation. Performance Management and Monitoring. Public Service Transformation. PFMA. CIDB Act and Regulation. PPPFA and regulations. BBBEE with its code of conduct. Treasury Regulation and Practice notes, SCM Policy. Public Service Regulations.

DUTIES : Administer Demand Management Plan. Facilitate and prepare communique for submission of DMPs. Analyse, advice and verify development of demand management plan for all offices. Facilitate, analyse, advice and verify consolidated provincial demand management plan. Facilitate approval of the clients Demand Management plan. Submit verified consolidated demand management plan. Coordinate Procurement plan. Analyse advice and verify development of procurement plan. Facilitate approval of the provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client offices. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, and minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (Terms contracts, transversal contracts, bulk procurement and direct sourcing) (Sourcing Strategies) Assist service providers on line to register on the CSD (Central Supplier Database) Verify captured service providers information on CSD and allocate service provider number. Record service provider's performance on the service provider database. Maintain contract register (Administration of contract) Monitor expiring contracts and advice the users. Monitor performance of contract and compile reports. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advice the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to PPRM. Facilitate Bid Management Process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve

bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after the closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Department website). Verify if the bid offer received meets the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via-email to the relevant BEC members. Serve as a BID Adjudication Committee secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on SCM risk control and fraud preventions.

CLOSING DATE : 01 December 2017 at 16:00

POST 46/41 : **SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2017/270)**
Directorate: Strategic Land Acquisition

SALARY : R281 418 per annum (Level 8)
CENTRE : Kwazulu Natal (Richardsbay)
REQUIREMENTS : Bachelor's Degree / National Diploma in Agricultural Studies or equivalent qualification Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Knowledge of the Department's policies, prescripts and practice pertaining to CRDP and RADP. Knowledge of land reform policies and other related legislations. Knowledge and understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production. Knowledge and understanding of sector needs and business requirements. Knowledge and understanding of government development policies e.g. National Development Plan, National Growth path etc. Corporate Governance. Project management. Conflict management. Agricultural Development skills. Stakeholder mobilization. Analytical skills. Financial management. Report writing skills. Computer literacy. A valid Drivers Licence. Willing to travel and work irregular hours.

DUTIES : Identify potential Recapitalisation projects. Analyse and assess recapitalization business plans. Implement recapitalization projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalization project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.

CLOSING DATE : 24 November 2017 at 16:00

POST 46/42 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2017/271)**
Directorate: Rural Enterprise and Industrial Development

SALARY : R281 418 per annum (Level 8)
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : National Diploma/Degree in Public Administration or equivalent qualification. 2-3 years experience in administration. Knowledge of: 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. Valid code 8 driver's license.

DUTIES : Provide financial management services. 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 funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verification of T&S and sundry and overtime payment. Coordinate statutory reporting, Budget Performance Management and Management Client liaison Coordinate Supply Chain Management services. Compile, manage and maintain of the Demand Management Plan. 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 Sub-Directorate Render administrative support services. Attend to queries arising from internal and Stakeholders. Prepare documents for meetings. Manage Filing system. Make travel/conference bookings and confirmations. Handle office accommodation.

- CLOSING DATE** : 24 November 2017 at 16:00
- POST 46/43** : **STATE ACCOUNTANT (REF NO: 3/2/1/2017/272)**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R226 611 per annum (Level 7)
- CENTRE** : Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : An appropriate 3 years National Diploma in Financial Management/Accounting/Public Administration with 1-2 years experience working within Financial Management environment. Knowledge of the following: Treasury Regulations, Public Finance Management Act, Basic Accounting System (BAS), LOGIS. Interpersonal skills. Computer literacy, Organizing skills, Written and verbal communication skills.
- DUTIES** : Compile journal according to report corrections. Check and approve salary related calculations and transactions to be effected on BAS and control debt documentation. Maintain a complete, updated and accurate supplier information. Compile and distribute debtors accounts/ statements and letters of demand to debtors and follow up on a monthly basis. Prepare letters for referral to legal services/ state attorney to consider legal demand and possible legal proceedings in a court of law. Control the clearing, reconciling and reporting on salary and debt related accounts. Update and reconcile the BOG (balance of grants) system regularly. Assist with the compilation and follow of accruals for month-end and year-end closures. Investigate thefts and losses and compile memorandum with supporting documents and send to legal services for recommendations. Check and verify supplier invoices, reconcile suppliers statements of claimant/ supplier and allocation and matching field within 3 days of receiving invoices. Compile payment advice using valid and accurate information of claimant/ supplier and allocation and matching field within 3 days of receiving invoices. Process claims and payments on PERSAL, LOGIS and BAS. Control supplementary claims, instating of garnishee orders, cancellation of deductions, leave and lump sum payments. Ensure all payments are compliant to the applicable laws, regulations, policies and standard operating procedures. Follow up on rejected payments until they are resolved. Oversee compilation and submission of payment report on a monthly basis. Control sorting and distribution of all salary payslips and payrolls to all pay points. Follow up on submission and verification of pay sheet for amendments and inform HRM on any amendments. Ensure full implementation of relevant policies and procedures. Assist with provision of information for quarterly and annual reporting. Attend to internal and external audit requests within the set timeframes. Evaluate internal control system and make necessary recommendations on best possible interventions. Maintain and update the register of irregular, fruitless and wasteful expenditure and report to supervisor on a monthly basis. Ensure officials receive telephone bills and pay for private calls. Prepare month-end reporting file (print trial balance, compile supporting documents, and request supporting documents from other sections) and submit to supervisor. Replenish petty cash and ensure cash is collected within the timeframes. Check and verify the request for replenishment of petty cash and reconcile thereof. Ensure day-end, month-end and year end petty cash counts and reconciliation are performed and reviewed by supervisor. Review and verify the petty cash reconciliation, re-count the cash-on hand, identify discrepancies and report to supervisor for further investigation. Ensure effective document control and safeguard of financial records and documents. Stamp payment daily and record in a register to avoid duplicate payments and quality control performed within one week. Report batch listing must be requested after month-end closure and must be reviewed and signed off by

delegated official. File payments, journals and salary documents in safe lockable area. Reconcile outstanding advances. Handle queries related to salaries and third party payments.

CLOSING DATE : 24 November 2017 at 16:00

POST 46/44 : **STATE ACCOUNTANT: LEASE MANAGEMENT (REF NO: 3/2/1/2017/273)**
Directorate: Plas Asset and Lease Revenue Management

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Accounting/Financial Management. 1-2 year's experience in an accounting environment with specific experience of lease revenue. Knowledge of Public Financial Management Act, Treasury Regulations and Lease and Revenue Management. Computer literacy, Communication Skills (written and verbal) and Analytical Skills. A valid code 08 driver's license.

DUTIES : Register new lease contracts/ caretaker agreements on the lease incoming register upon receipt. Verify if newly received lease contracts comply with State Land Lease and Disposal policy. Compile lease register using contract information. Update and maintain Accpac and CLM with lease and revenue information received. Reconcile lease information recorded with State Land Leases System. Update lease register with Accpac debtors numbers and CLM contract numbers. Create invoice batches lease debtors and other debtors as per contract monthly or annually on CLM and Accpac-AR. Generate and compile billing and interest charge report. Analyse ALHA Bank state for purpose of allocating and recording deposits. Compile database for rates of leased properties. Validate and reconcile municipal rates and taxes accounts and other charges.

CLOSING DATE : 24 November 2017 at 16:00

POST 46/45 : **SECRETARY (REF NO: 3/2/1/2017/277)**
Directorate: Financial and Supply Chain Management Services

SALARY : R183 558 per annum (Level 6)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : A Grade 12 certificate or equivalent or any other training course/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Job Knowledge: Advanced computer literacy (MS Word, MS Excel, Power Point, GroupWise etc). Job related skills: Good telephone etiquette. Ability to work under pressure as well as the willingness to work irregular hours. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Knowledge and application of legislation, policies and procedures, constitution, good governance and Batho pele principles, Public Service Regulations, Government systems and structure, Public Financial Management Act. Internal performance evaluation and reporting, government decision making processes, diversity management, performance management and monitoring, PSR, government systems and structure, PFMA.

DUTIES : Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refer the calls to the relevant persons. Diary Management. Types documents for the manager and other staff within the directorate. Operates and maintains office equipment. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangement for the Director. Arrange logistics for meeting and events in the Directorate. Processes the travel and subsistence claims for the unit. Processes all invoices that emanates from the activities of the work of the manager. Minute taking for directorate meetings. Draft routine correspondence and reports. Administer matters like leave registers and telephonic account. Receive records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshment etc. Collects all relevant documents to enable the manager to prepare for meetings.

CLOSING DATE : 01 December 2017 at 16:00