

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>	:	22 December 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 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

<u>POST 49/85</u>	:	<u>DEPUTY REGISTRAR OF DEEDS: DEEDS TRAINING (REF: 3/2/1/2017/288)</u>
<u>SALARY</u>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Office of the Chief Registrar of Deeds
<u>REQUIREMENTS</u>	:	B Proc / Buris (NQF7) / LLB (NQF7). 5 years' experience as Assistant Registrar of Deeds/Deeds Registration Law Lecturer. Extensive knowledge of deeds registration practice and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Court procedures. Research and information analysis. Project management principles and tools. Computer skills. Communication skills. Problem solving. Interpersonal skills. Report writing. Presentation. Policy analysis and development. Good judgement and assertive skills. Analytical. Financial Management. Management of resources. Negotiation. Influencing. Analytical and problem solving abilities. Ability to convey knowledge of others. Organisational Skills. Good lecturing and teaching skills. Project Management skills. Time Management skills. Valid driver's license (code 08).
<u>DUTIES</u>	:	Manage the co-ordination of decentralized training. Provide training/guidance to decentralised law lectures. Develop/submit inputs on curricula and revise existing courses/subjects. Provide quality assurance to assessments for decentralised courses. Manage, formulate and maintain deeds training framework. Draft, update and comment on study material. Prepare and present lectures. Manage the training policies and standards as contained in the quality management system. Develop, monitor and evaluate centralized and decentralized deeds training standards. Manage moderation of training courses (The POE system is now followed and are moderated by Deeds Training). Conduct and coordinate needs analysts with regard to deeds training requirement. Convene DTAC (Deeds Training Advisory Committee) meeting bi-annually. Maintain annual training programme. Liaise with Law Society of South Africa, Tertiary institutions and JUTA with regards to land registration training and manuals. Provide training to SADC delegates.
<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>
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this
- POST 49/86** : **DIRECTOR: SERVICE DELIVERY COORDINATION (REF: 3/2/1/2017/292)**
Chief Directorate: Provincial Shared Service
- SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public/ Business Administration / Management (NQF Level 7). 5 years' experience in middle management or senior managerial level. Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of Project management. Analytical and problem solving skills. Facilitation and co-ordination skills and experience. Experience in implementation of goals/ plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem solving skills. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation skills- comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy skills. A valid driver's license (code 08). Willingness to travel. Ability to work under pressure and long hours.
- DUTIES** : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Shared Services Centre (PSSC) in a province through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring to focus on the delivery of PSSC Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide professional advice and support to the Chief Director: PSSC in Community participation, Community planning, Corporate and Operational Planning, Programme Performance Reporting, Corporate Project, Policy, Strategy and Infrastructure Development and Implementation, and Corporate Governance development and implementation. Coordinate and facilitate the development, implementation, integration and monitoring of the PSSC Corporate and Operational Plans, performance and governance functions to deliver corporate-wide integration of strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at an executive level. Provide assistance to the Chief Director PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Service Centre's ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Lead communication and collaboration with senior management and staff across the department to improve the understanding of the department's corporate governance agenda.
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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 49/87** : **ASSISTANT DIRECTOR: COMMUNICATION (REF: 3/2/1/2017/289)**
Directorate: Support
- SALARY** : R334 545 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma in Communications / Journalism / Media studies. 3 years of experience in communication environment. A broad knowledge of provincial and government communication environment including government policies and key priorities. Knowledge and understanding of the South African Media Landscape and Operations. General Knowledge of current affairs. Computer literacy. Communication Skills. Problem-solving skills. Driver's License (code 08). Ability to process to information. Research and Interviewing Skills. Analytical skills. Interpersonal relations skills. Project Management and Coordination. Ability and willingness to travel extensively and work outside office hours. Ability to work under pressure and in a team set up.
- DUTIES** : Render media liaison and surveillance services for the provincial office. Build and maintain good relations with the provincial, local and community media and keep an up to date comprehensive media database. Render support in the development and execution of media strategy and implementation plan for the province. Prepare and distribute media invitations, media statements and opinions pieces to generate positive publicity for departmental events in the province. Coordinate attendance and participation of media during departmental events in the province. Coordinate media tours, media briefings and media interviews to promote positive publicity on departmental programmes and activities in the province. Keep track of daily media coverage of departmental issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with departmental Branch officials in the province. Profile the department's programmes and activities through corporate publications and the mass media. Research and write articles and opinion pieces to profile the department's programmes and activities through the internal and external departmental publications and the mass media. Generate won story ideas and interview key stakeholders to produce good quality articles profiling the department's programmes. Coordinate the content development and production of communication and marketing related information material for the provincial office. Identify trends needs for communication and marketing related information material for the provincial office and facilitate the production of the material in consultation with relevant stakeholders. Draft content for communication and marketing related information material for the province. Coordinate the development programmes and activities taking place in the province. Render support on media buying and placement service for advertising to promote departmental programmes in the province. Facilitate registration of provincial media in the database for procurement services. Render support for content development for adverts and placement in the provincial media. Coordinate participation of provincial office for radio phone in programmes. Represent the department in the Provincial Government and district communications forum meetings. Develop projects plans for events managements programme. Delegate project plan activities oversee and ensure the successful implementation of project plans against specifications. Maintain good contact with government communicators in the Province including GCIS and leverage the relationships for dissemination of the department information through their platforms.
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POST 49/88 : **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION)**
(REF: 3/2/1/2017/290)

Directorate: Financial and Supply Chain Management Services

SALARY : R281 418 per annum (Level 8)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : National Diploma or Bachelor's Degree in Financial Management/ Supply Chain Management. 2 years supervisory experience working in the supply chain management environment. Knowledge of Supply Chain management policies and Government transport policy. Computer literacy skills. Good verbal and written communication skills. Good interpersonal skills.

DUTIES : Maintain an efficient and effective systems of procurement of goods and services: Market research to get the best price in the market. Procurement of goods and services according to the prescribes. Ensure that all required documents are attached and completely filled. Administer budget and administrative tasks for the bid committee division. Provide budget proof of available budget during meeting. Ensure that training is provided to all committee members. Provide secretarial services. Maintain effective systems and procedures for supplier's registration and accreditation. Application on CSD and verification with SARS, financial institutions and Cipro etc.

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POST 49/89 : **SECRETARY (REF: 3/2/1/2017/293)**

Directorate: Property Research Support

SALARY : R183 558 per annum (Level 6)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. 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. Ability to act with tact and discretion.

DUTIES : Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.

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
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POST 49/90 : **SECRETARY (REF: 3/2/1/2017/294)**

Directorate: Communal Property Institutions

SALARY : R183 558 per annum (Level 6)

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. 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. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
<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 49/91</u>	:	<u>SECRETARY (REF: 3/2/1/2017/296)</u> Directorate: Social Organisational and Youth Development
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. 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. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
<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 49/92</u>	:	<u>SECRETARY (REF: 3/2/1/2017/297)</u> Directorate: Imagery and Topographic Data
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Western Cape (Mobray / Cape Town)

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. 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. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
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<u>POST 49/93</u>	:	<u>ADMINISTRATION CLERK (REF: 3/2/1/2017/291)</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the public services. Understanding of the working procedures in terms of the working environment. Computer skills. Planning and organization skills. Language skills. Good verbal and written communication skills. Accurate and thorough. Analytical skills.
<u>DUTIES</u>	:	Attend to clients. Handle telephonic and other enquiries received. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Allocate access numbers to all submissions. Using spreadsheet to track all outgoing submissions. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district office). Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<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

POST 49/94 : **PROVISIONING CLERK (LOGISTICS SERVICES) (REF: 3/2/1/2017/295)**
 Directorate: Financial and Supply Chain Management Services

SALARY : R152 862 per annum (Level 5)
CENTRE : Free State
REQUIREMENTS : A Grade 12 certificate. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative frameworks governing the public service, Job related skills: Planning and organising skills, computer literacy skills, communication (verbal and written) skills, interpersonal relations skill. Working under pressure and meeting deadlines. Knowledge and application of legislation, policies and procedures, knowledge of constitution, good governance and Batho Pele principles.

DUTIES : Authorization of LOGIS requests. Receive procurement or order parcels. Verify suppliers banking details on SDC. Verify Safety Net and Vat Vendor status. Link supplier to the service to be rendered. Link correct amounts to services to be rendered. Authorize requests and creation of Procurement Advices. Capture quotations and system generated contracts. Render logistical support services. Liaise with client offices and suppliers regarding queries. Aging of orders for easy referencing. Recording of outgoing documents from Logistics. Photocopying, scanning, faxing and e-mailing of orders to appointed suppliers. Making follow ups with suppliers for effective service delivery. Manage 0-9 filing. Reconciliation of invoices with logis orders for payments. Approval ACCPAC requisitions. Receive and register Accpac requisitions parcels. Verify information captured on the system. Check billing accounts for correctness, approve requisition and forward it for Purchase order authorization. Send out purchase orders to suppliers and projects officers.

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