

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>	:	29 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 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 50/133</u>	:	<u>CHIEF DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (AGRI-PARKS) (REF: 3/2/1/2017/339)</u> Branch: Rural Infrastructure Development
<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's Degree or Advanced Diploma in the Built Environment Professions in Engineering/Town Planning/Architecture/Quantity Surveying or Bachelors' Degree or Advanced Diploma in Sustainable Agriculture or Rural Development/Project Management. 5 years' experience as a Director in the built environment. Knowledge of the following: Project Management, Budgetary Planning, Expenditure Reporting, Monitoring and Evaluation, Infrastructure Planning and implementation, Strategic Planning, Human/Resource Planning, Financial Management. You must be in possession of the following job related skills: Planning and Organising skills. Team Management. Interpersonal skills. Budget Forecasting skills. Computer Literacy. Negotiating skills. Problem-solving and Decision-making skills. Communication skills. A valid drivers' licence (code 08).
<u>DUTIES</u>	:	Manage, coordinate and facilitate the development of infrastructure development projects for the Agri-Parks Programme. Manage, coordinate and facilitate the infrastructure budget allocations for the Agri-Parks Programme. Access private sector funding for the Agri-Parks Programme, e.g., corporate social investment. Manage and monitor the implementation of infrastructure plans for the Agri-Parks Programme. Coordinate, mobilise and influence government external resources for the Agri-Parks Programme. Coordinate stakeholders for technical support in the identified areas for the Agri-Parks Programme. Coordinate and report on sector department funding contributions for infrastructure projects for the Agri-Parks Programme. Manage, coordinate and facilitate the process of packaging identified infrastructure projects for all identified sites for the Agri-Parks Programme. Provide strategic support to the National Agri-Parks Advisory Council and manage the NAAC secretariat. Applying and Implementation of the following legislation, policies and procedures: The Constitution. Comprehensive Rural

		Development Programme Concept Document. Public Service Act. Labour Relations Act. Treasury Regulations. Government systems and structures. Performance Management and Monitoring. Public Finance Management.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>NOTE</u>	:	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
<u>POST 50/134</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/343)</u> Directorate: Tenure Reform Implementation
<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>	:	North West
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Law (NQF level 7). 5 years relevant experience in tenure reform at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and provide communal land rights support. Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. *Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources within the directorate including the management of a skills development, performance management and recruitment. Manages the Directorate's budgeting and expenditure services according to relevant prescripts policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>NOTE</u>	:	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.

- POST 50/135** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/345)**
Directorate: Tenure Reform Implementation
- SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Limpopo
Bachelor's Degree in Law (NQF level 7). 5 years relevant experience in tenure reform at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.
- DUTIES** : Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and provide communal land rights support. *Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources within the directorate including the management of a skills development, performance management and recruitment. *Manages the Directorate's budgeting and expenditure services according to relevant prescripts policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.
- 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 clicking on 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.

- POST 50/136** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/342)**
Directorate: Tenure Reform Implementation
- SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Mpumalanga
Bachelor's Degree in Law (NQF level 7). 5 years relevant experience in tenure reform at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.

<u>DUTIES</u>	:	Facilitate and provide land tenure rights implementation support. Promotes awareness and capacity building on land rights and relevant laws to stakeholders. Liaises and monitors land rights management structures by providing legal protection and awareness. Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. Facilitate and provide communal land rights support. Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. *Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA transactions in accordance with the CPA constitution. Manage resources within the directorate including the management of a skills development, performance management and recruitment. Manages the Directorate's budgeting and expenditure services according to relevant prescripts policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>NOTE</u>	:	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.
<u>POST 50/137</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/344)</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape Bachelor's Degree in Law (NQF level 7). 5 years relevant experience in tenure reform at middle management level. Knowledge of policy development. Knowledge of departmental legislation. Knowledge of risk management. Planning and organising skills. Communication skills. Computer literacy. Strategic thinking skills. Problem solving and analytical skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and provide land tenure rights implementation support. *Promotes awareness and capacity building on land rights and relevant laws to stakeholders. *Liaises and monitors land rights management structures by providing legal protection and awareness. *Facilitates and mediates in cases of illegal and unlawful evictions. Establishes and maintains land rights mediation and adjudication processes. *Facilitate and provide communal land rights support. *Promotes awareness and provides capacity building on communal land rights and relevant laws to stakeholders. Implements communal land rights policies, procedures, guidelines and products. *Provides support on communal tenure upgrading. Administer compliance to communal property institutions establishment. Facilitate the establishment and implementation of CPA. Provides secretariat services in the CPA meetings and constitution proceedings. Maintains the register of CPA's and similar entities. Promotes awareness of the CPA activities. Conducts investigation on the affairs and activities of the registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPA monitor the validity of CPA

transactions in accordance with the CPA constitution. Manage resources within the directorate including the management of a skills development, performance management and recruitment. *Manages the Directorate's budgeting and expenditure services according to relevant prescripts policy. Establishes and maintains appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensures effective management of business risk, resources and continuity.

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 clicking on 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.

OTHER POSTS

POST 50/138 : **CHIEF TOWN AND REGIONAL PLANNER (REF: 3/2/1/2017/325)**
Directorate: Spatial Planning and Land Use Management

SALARY : R805 806 per annum (Salary in accordance with OSD for Engineers)
CENTRE : North West (Mmabatho)

REQUIREMENTS : B Degree in Urban / Town and Regional Planning or relevant qualification. Six years post qualification Town and Regional Planning experience required. Compulsory registration and must be in good standing with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license (code 08). Knowledge of programme and project management, Town and regional legal and operational compliance, Town and regional planning processes and procedures, Process knowledge and skills, Research and development, computer-aided applications, Creating high performance culture, technical consulting, professional judgement and accountability. Ability to manage conflict. Strategic management and direction skills. Analytical skills. Creativity skills. Self-management skills. Communication and listening skills. Computer skills. Language proficiency skills. Knowledge management skills. Negotiation skills. Change management skills.

DUTIES : Town and regional planning future forecasting. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Provide Spatial Planning and Land Use Management services in liaison with National Office. Implement tools, systems, guidelines, policies, programmes and legislations for Spatial Planning and Land Use Management at a Provincial level. Governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Effective management of external and internal stakeholder. Provide development planning support to departmental programmes and rural development at the Provincial level.

<u>APPLICATIONS</u>	:	Render planning support and advice to the departmental programmes. Manage the development of spatial plans at Provincial and Municipal levels. 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 .
<u>POST 50/139</u>	:	<u>SENIOR RESTITUTION ADVISOR (REF: 3/2/1/2017/306)</u> Chief Directorate: Land Restitution Support
<u>SALARY</u>	:	R779 295 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Appropriate LLB or Bproc degree from an accredited institution. 8 years extensive post qualification legal professional and advisory experience. Admission as an Attorney will be an added advantage. Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts. Specialized knowledge of Constitutional Law. Law of Contract. Knowledge of SA law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours tremendous pressure.
<u>DUTIES</u>	:	Check legal compliance. Check research report. Check Section 42D. Check gazette report. Check Section 42E expropriation. Check CPA constitution. Provide litigation support in the restitution branch. Draft referrals. Issue notice of instruction to appoint state attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal document of deed sale. Draft settlement agreement. Draft lease agreement. Draft care taker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers. Sign agreements for both parties. Issue instruction of conveyers. Coordinate and intervene in obtaining. Monitor the transfer regularly on weekly basis and inspection. Issue instruction to state attorney for transfer and pay the balance. Issue instruction to state attorney inclusive of section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/140</u>	:	<u>DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALIZATION (REF: 3/2/1/2017/322)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R779 295 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal (Vryheid)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics. 3 - 5 years management experience in the agricultural or related field. Knowledge of Land Reform: Provision of Land and Assistance Act, Land Reform Act, Agrarian transformation as well as key priorities of government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes, Relevant prescripts pertaining to land reform and redistribution. People Management skills. Strategic thinking skills. Writing and communication skills. Strategic management skills. A valid driver's licence (code 08).
<u>DUTIES</u>	:	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 caretaker or service provider. Manage the process of valuation of movable 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 beneficiaries. Provide District land acquisition services. Manage the implementation on redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and the 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 and Disposals policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalisation 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 clicking on the link to apply for the post above <http://drrlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.
- POST 50/141** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALIZATION (REF: 3/2/1/2017/329)**
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** : Western Cape (Cape Town)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 -5 years management experience in the agricultural or related field. Knowledge of the Land reform: Provision of land and assistance Act, Land Reform (Land tenants) Act, Knowledge of Agrarian transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Plan (CRDP), Recapitalization and development programme, relevant prescripts pertaining to land reform and redistribution. Job Related Skills: People management skills. Strategic thinking skills. Writing and communication skills. Strategic management skills. Knowledge and application of the Constitution of South Africa. Government decision making process. Internal performance evaluation and reporting. Good governance and batho Pele principles. Labour and Employment equity. Public Service Regulation. Performance management and monitoring. Public service transformation. PFMA. A 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 caretaker or service provider. Manage the process of valuation of

immovable assets. Manage the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnership. Ensure assessment of the risk profile and business plan of strategic partner to determine the business of 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 Recapitalization Project. 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 partner for the development of business plans. Prioritize selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalization project procedure within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders regarding recapitalization projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic to the black emerging farmers. Facilitate the provision of co management arrangement, share equity arrangement and contract farming support on recapitalization projects. Manage human, financial and other resources of the directorate. Manage and supervise human resource of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/142 : **DEPUTY DIRECTOR: NAAC SECRETARIAT SUPPORT SERVICES (REF: 3/2/1/2017/327)**
Branch: Rural Infrastructure Development:

SALARY : R657 558 per annum (Level 11) (12 month contract) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree/Diploma in Public Administration or equivalent qualifications. 3-5 years' working experience in rendering professional secretariat support services in a professional/corporate secretariat environment. Knowledge of Government policies processes and protocol. Excellent and advanced report writing skills will be an added advantage. Ability to edit documents will be an added advantage. The ability to work with executive management will be an added advantage. Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Advanced computer literacy (MS Word, MS Excel, and PowerPoint, GroupWise etc.). Planning and organisational skills. Ability to work in a team. Reliable and flexible individual. Results driven and independent. Customer focus. Excellent communication skills (verbal and written). Good interpersonal skills coupled with finesse and the ability to liaise with ease with Senior Managers of this department as well as of other departments. Creativity and Innovation. Good problem solving skills, analytical skills and time management skills. Advanced report writing skills. Work irregular hours (including weekends) in a high pressured environment, maintain confidentiality and provide services and product of professional quality. High-Level English language skill is an essential requirement for this post. *Ability to work in a team, being reliable and flexible will be an added advantage. 3-5 years in management experience in managing subordinates.

DUTIES : Provide professional secretariat support services to the NAAC meetings. Attend meetings to take minutes and manage the recording of meetings proceedings. Provide secretariat support to the Chairperson in respect of NAAC meetings and ad hoc meetings that may be arranged from time to time. Facilitate submission and distribution of discussion documents for meetings.

		Manage manual and electronic archiving of all documents. Manage human resource and the operations of the Sub-Directorate. Facilitate implementation of decisions taken at NAAC meetings. Compile action lists on decision taking in meetings. Follow up and track the implementation of key decisions emanating from those meetings. Compile decisions reports and registers. Coordinate comments on draft agenda and minutes and obtain approval. Provide inputs on the departmental year planner. Communicate key management decisions to staff. Manage supply chain processes for NAAC meetings and the Directorate. Manage the logistical arrangements for all meetings. Coordinate payments of service providers. Control safe keeping of all equipment and assets used for NAAC meetings and of the Directorate.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/143</u>	:	<u>DEPUTY DIRECTOR: LABOUR TENANT (REF: 3/2/1/2017/332)</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R657 558 per annum (Level 11) (1 year contract all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma qualification in one of the following fields: Law, Humanities, Economics or Development Studies. A qualification in Project Management will be an added advantage. 5 years relevant working experience. Knowledge in Land Reform(Labour Tenant) Act, Extension of Security of Tenure Act, Communal Property Associations, Restitution of land Rights Act ,Rules of the land Claims Court. Project Management skills. Strategic Management skills, Operational Planning skills. Proven supervisory Skills. Negotiation skills, Contract management, Leadership skills, Computer literacy, Communication skills, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the employer.
<u>DUTIES</u>	:	Coordinate the issuance of notices of labour tenant applications. Monitor performance of District offices against targets for issuance of statutory notices. Ensure that the Project officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour tenant applications. Monitor performance of the District Offices against targets processing labour tenant applications. Ensure that the Project Officials comply with the standard operating procedures for the processing of applications. Coordinate the negotiations for the settlement of applications. Assist project officials from District offices to negotiate the settlement of complex applications. Assist the Director: Tenure Systems Implementation to organise the provision of post- settlement support to labour tenants by the provincial Shared services centre, Municipalities and department of Human Settlement. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Maintain the database of Labour tenant applications. Ensure that the database is accurate, complete and is updated monthly. Coordinate reports of the District Offices. Update Project Management System (EPMLive). Collate monthly performance, statistical, litigation reports from District Offices and submit them to Director: Tenure Systems Implementation Support Project Officials in District Office. Facilitate post –settlement support to beneficiaries of labour tenant applications. Perform other task or administrative related to implementation of projects. Liaise with stakeholders.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .

<u>POST 50/144</u>	:	<u>DEPUTY DIRECTOR: LABOUR TENANT (REF: 3/2/1/2017/309)</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R657 558 per annum (Level 11) (1 year contract all inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal (Pietermaritzburg) Bachelor's Degree or National Diploma qualification in one of the following fields: Law, Humanities, Economics or Development Studies. A qualification in Project Management will be an added advantage. 5 years relevant experience. Knowledge of: Land reform (Labour Tenants) Act, Knowledge of Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act, Rules of Land Claims Court. Project management skills. Management skills. Operational planning skills. Proven supervisory skills. Negotiation skills. Contract management skills. Leadership skills. Computer Literacy. Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid drivers licence (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the employer.
<u>DUTIES</u>	:	Coordinate the issuance of notices of labour tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that project officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management, ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the labour tenant applications. Monitor performance of District Offices against targets processing labour tenant applications. Ensure that Project Officers comply with the standard operating procedures for the processing of applications. Coordinate the negotiations for the settlement of applications. Assist Project Officers from District Offices to negotiate the settlement of complex applications. Assist the Director Tenure Systems Implementation to organize the provision of post-settlement support to labour tenants by Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Labour Court. Maintain the database of labour applications. Ensure that the database is accurate, complete and is updated monthly. Coordinate reports of the district offices. Update project management system (EPM Live). Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Systems Implementation.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/145</u>	:	<u>DEPUTY DIRECTOR: PROJECT IMPLEMENTATION (REF: 3/2/1/2017/333)</u> Directorate: Social Organisation and Youth Development
<u>SALARY</u>	:	R657 558 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape (Kimberley) Applicants are required to be in possession of a Bachelor's Degree / National Diploma in Project Management. 3 - 5 years experience in Project Management Environment. The incumbent must be knowledgeable in dealing with Management and various stakeholders and be willing to defuse tension amongst project teams should it arise. The ability to bring a project to successful completion through political sensitivity. The ability to effectively prioritize and execute tasks in a high-pressure environment. The incumbent must be persuasive, encouraging and motivational, must have strong written and oral communication skills. Strong interpersonal skills. Be able to react to project adjustments and alterations promptly and efficiently. Strong familiarity with Project Management Software. A valid driver's license (code 8).
<u>DUTIES</u>	:	Plan the implementation of projects. Facilitate and coordinate the implementation of projects. Mobilize and manage stakeholders, Provide Project Management office service. Report programme progress on a monthly

		basis. Conduct quality assurance. Know and apply Legislation, Policies and Prescripts.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/146</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF: 3/2/1/2017/334)</u> Directorate: Support Services
<u>SALARY</u>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal (Pietermaritzburg)
	:	National Diploma in Human Resource Management / Public Administration / Public Management. 3 years experience as an Assistant Director in the Human Resource environment. Knowledge of: Policy development and implementation. Knowledge of Public Service Regulation, Basic Conditions of Employment Act, Labour Relations Act and Public Service prescripts. Computer Literacy. Communication skills. Presentation skills. Interpersonal skills. Project Management skills. Financial management skills. Conflict management skills. Leadership skills. A valid driver's license (code 08).
<u>DUTIES</u>	:	Provide human resource management services. Manage recruitment and selection process. Implement and manage performance management systems. Manage human resource benefits. Manage human resource training and development. Manage and monitor the implementation of the Skills Development Act and internship / learnerships programmes. Coordinate and facilitate the training and development of employees. Manage and administer bursaries. Manage labour employee relation. Facilitate labour relations grievances. Manage employee grievances. Manage labour disputes. Facilitate and manage collective bargaining. Coordinate employee health and wellness. Design and implement employee wellness programmes. Design and implement HIV/AIDS and TB programmes. Monitor and evaluate employee wellness and HIV/AIDS programmes. Promote healthy lifestyles within the Department. Design and implement programmes to address environment risk.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/147</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAT SUPPORT SERVICES (REF: 3/2/1/2017/338)</u> Directorate: Secretariat Support Services
<u>SALARY</u>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Bachelors Degree/Diploma in Public Administration or equivalent qualification. 3-5 years working experience in rendering professional secretariat support services in a professional/corporate secretariat environment. Knowledge of Government policies processes and protocol. Excellent and advanced report writing skills will be an added advantage. Ability to edit documents will be an added advantage. The ability to work with executive management will be an added advantage. Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Advanced computer literacy (MS Word, MS Excel, and PowerPoint, GroupWise etc). Planning and organisational skills. Ability to work in a team. Reliable and flexible individual. Results driven and independent. Customer focus. Excellent communication skills (verbal and written). Good interpersonal skills coupled with finesse and the ability to liaise with ease with Executive Authorities, top management and senior management of this department as well as of other departments. Creativity and Innovation. Good problem Solving skills, analytical skills and time management skills. Advanced report writing skills. Work irregular hours (including weekends) in a high pressured environment, maintain confidentiality and provide services and product of professional quality. High-Level English language skill is an essential requirement for this post. Ability to work in a team, being reliable and flexible will be an added advantage. 3-5 years in

		management experience in managing subordinate. A valid driver's licence (code 08)
<u>DUTIES</u>	:	Provide professional secretariat support services to the Departments strategic and operational governance structure; particularly Executive and Top Management meetings. Attend meetings to take minutes and manage the recording of meetings proceedings. Provide secretariat support to the Minister in respect of the Executive Management Committee, and at ad hoc meetings that may be arranged from time to time. Facilitate submission and distribution of discussion documents for meetings. Manage manual and electronic archiving of all documents. Manage human resource and the operations of the Sub-Directorate. Facilitate implementation of executive management decisions taken at executive management meetings. Compile action lists on decision taken in meetings. Follow up and track the implementation of key decisions emanating from those meetings. Compile decisions reports and registers. Coordinate comments on draft agenda and minutes and obtain approval. Provide inputs on the departmental year planner. Communicate key management decisions to staff. Manage supply chain processes for executive management meetings and the Directorate. Manage the logistical arrangements for all meetings. Coordinate payments of service providers. Control safe keeping of all equipment and assets used for executive meetings and of the Directorate.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/148</u>	:	<u>PROFESSIONAL ENGINEER (CIVIL) (REF: 3/2/1/2017/340)</u> Directorate: Rural Infrastructure Development:
<u>SALARY CENTRE REQUIREMENTS</u>	:	R637 875 per annum (Salary in accordance to the OSD for Engineers) Northern Cape (Kimberley) Engineering Degree (B Eng/BSC (Eng). Compulsory registration with ECSA as a Professional Engineer. 3 year's post qualification engineering experience. Knowledge of the following: Programme and project management, Engineering design and analysis, Knowledge Research and Development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Decision making skills. Team leadership skills. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence (code 08).
<u>DUTIES</u>	:	Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .

<u>POST 50/149</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER (REF: 3/2/1/2017/324)</u> Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R549 639 per annum (three year contract) .The salary is in accordance with the OSD
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Honours Degree in the Built Environment field of study or BTech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. Knowledge of project management principals and methodologies. Knowledge of legal compliance. Computer aided engineering applications. Solutions orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Computer aided engineering. Networking. Solution-oriented. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work. A valid driver's license (code 08). Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/150</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/313)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu Natal (Port Shepstone)
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma in Economics / Natural Sciences, Development Studies. 3-5 years relevant working experience. Understanding of the value added development of communities. Good knowledge, understanding and interpretation of budget management. Good knowledge of public management. Good knowledge of the departmental land reform programmes, legislation and procedures. Financial management skills. People management skills. Performance management. Conflict resolution. Capacity building skills. Good negotiation skills. Good skills in map reading, analysis and interpretation. A valid Drivers Licence. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make arrangements with the farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF) (GDARD) & municipalities

(stakeholders). Prepare presentation for the district screening committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to Land Acquisition project support requirements. Consult with Land Acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the enquiries and ministerial tasks and queries. Consult with the office of the public protector to investigate and respond the query within 7 to 14 days. Liaise with the banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to management of the region. Coordinate regional project implementation*manage day to day operations of the Senior Project Officers. Check and correct submissions of senior project officers prior to submission to the regional manager. Provide input into the strategic direction of the region/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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/151 : **PROJECT COORDINATOR: RECAPITALIZATION (REF: 3/2/1/2017/328)**
Directorate: Strategic Land Acquisition:

SALARY : R417 552 per annum (Level 10)
CENTRE : Western Cape (Clanwilliam)
REQUIREMENTS : Bachelor's Degree / National Diploma in Agriculture Studies or equivalent qualifications. Post graduate Degree in Agriculture will be an added advantage. 3 -5 years experience. Knowledge of the Department's policies, prescripts and practice pertaining the 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. Job Related Skills: Project management. Conflict management. Agricultural Development skills. Stakeholder Mobilization. Analytical skills. Financial management. Report writing skills. Computer literacy. Knowledge and application of the Constitution of South Africa, Provide timely Strategic interventions, Public Service Act of 1994, Public Service Regulation 2016, Batho Pele Principles, National Small Business Act 102, 1996, Treasury Regulation issued in terms of PFMA, Preferential Procurement policy Framework Act 2000, Preferential Procurement Policy Framework Act, Regulations of August 2001, Recapitalization and Development Policy. A valid driver's license (code 08).

DUTIES : Plan, implement, monitor and report mechanism of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalisation and Development. Create and maintenance of the RADP Provincial project database. Ensure the implementation of Recapitalization and Development Programme (RADP) related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with the relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance District priorities.

		Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensure the development of Cluster Value-Chain Integrated Model. Facilitate the implementation of the Cluster Value-Chain Integrated Model. Facilitate Institutional Partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/152</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/307)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Appropriate 3 years Bachelor Degree / National Diploma in Agricultural Economics or Agricultural related qualification. 3 - 5 years relevant working experience. Understanding of the value added development of communities. Good knowledge, understanding and interpretation of budget management. Good knowledge of project management. Good knowledge of the departmental land reform programmes, legislation and procedures. Financial management skills. Project management skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Good negotiation skills. Good skills in map reading, analysis and interpretation. A valid driver's licence (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager / Deputy Director: Land Acquisition. Make Arrangement with farm/land owner for Farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), (PDARD) & Municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players / Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to the query within 7-14 days. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of Service Providers. Provide support to management of the District Coordinate Regional Project Implementation. Management regional project database. Administer regional project database. Know and apply legislation, policies and procedures. The constitution of South Africa, Batho Pele principles, Land Survey Act 8 of 1997, Public Financial Management Act 1 of 1999, State Land Disposal Act of 1961, Labour Tenant Act, national Water Act 36 of 1998. Minerals Act, Conservation of Agricultural Resources Act 43, 1983, Sub-Division of Agricultural Act 70, Extension of Security of Tenure Act 62, 1997, National Environmental Act 107, 1995.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/153</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/312)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu Natal (Richardsbay)
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma in Economics / Natural Sciences, Development Studies. 3-5 years relevant working experience. Understanding of the value added development of communities. Good knowledge, understanding and interpretation of budget management. Good knowledge of

public management. Good knowledge of the departmental land reform programmes, legislation and procedures. Financial management skills. People management skills. Performance management. Conflict resolution. Capacity building skills. Good negotiation skills. Good skills in map reading, analysis and interpretation. A valid Drivers Licence. Willing to travel and work irregular hours.

DUTIES : Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make arrangements with the farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF) (GDARD) & municipalities (stakeholders). Prepare presentation for the district screening committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to Land Acquisition project support requirements. Consult with Land Acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the enquiries and ministerial tasks and queries. Consult with the office of the public protector to investigate and respond the query within 7 to 14 days. Liaise with the banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to management of the region. Coordinate regional project implementation*manage day to day operations of the Senior Project Officers. Check and correct submissions of senior project officers prior to submission to the regional manager. Provide input into the strategic direction of the region/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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/154 : **PROJECT COORDINATOR: PRE-SETTLEMENT (REF: 3/2/1/2017/308)**
Directorate: Operational Management

SALARY : R417 552 per annum (Level 10)
CENTRE : North West (Mafikeng)
REQUIREMENTS : A Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture, Development Studies, Town planning or any other relevant qualification. 3-5 years experience in restitution or land reform environment. Knowledge of the following: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plan. Thorough knowledge in land reform and development-related issues. Project management skills. Negotiation skills. Contract management. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's license (code 08). Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Manage the lodgement of restitution land claims. Validate restitution claims. Verify lodgement. Negotiate the settlement of claims. Settle the claims.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

<u>POST 50/155</u>	:	<u>PROJECT COORDINATOR: RECAPITALISATION (REF: 3/2/1/2017/311)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu Natal (Port Shepstone)
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma in Agricultural Studies or equivalent qualification Post graduate Degree in Agriculture will be an added advantage. 3-5 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. An initiative, self-driven individual willing to travel and /or work irregular hours.
<u>DUTIES</u>	:	Plan, implement, monitor and report mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalisation and Development. Create and maintenance of the RADP Provincial project database. Ensure the implementation of Recapitalisation and development Programme (RADP) related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarizes them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance District priorities. Identification and mobilization of relevant stakeholders to advance commodity Value Chain Cluster priorities. Ensures the development of cluster Value-chain integrated model. Facilitate implementation of the cluster value chain integrated model. Facilitate institutional Partnership agreement. Management of partnership arrangements provide timely strategic interventions.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/156</u>	:	<u>PROJECT COORDINATOR: RECAPITALISATION (REF: 3/2/1/2017/310)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu Natal (Richardsbay)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Plan, implement, monitor and report mechanisms of RADP projects in line with government priorities*Ensure the identification of farms in distress acquired since 1994 across all land reform programmes*Ensure the recruitment and appointment of relevant strategic partners. Esure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalisation and Development*Create and maintenance of the RADP Provincial project database. Ensure the implementation of Recapitalisation

and development Programme (RADP) related policies, systems and procedures within the Province*Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarizes them with developed systems and procedures. Ensure the population of reporting templates for information gathering*Ensure effective promotion of RADP and recruitment of strategic partners to advance District priorities. Identification and mobilization of relevant stakeholders to advance commodity Value Chain Cluster priorities. Ensures the development of cluster Value-chain integrated mode. Facilitate implementation of the cluster value chain integrated model. Facilitate institutional Partnership agreement. Management of partnership arrangements provide timely strategic interventions.

APPLICATIONS : 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/157 : **ASSISTANT DIRECTOR: NAAC SECRETARIAT SUPPORT SERVICES (REF: 3/2/1/2017/326)**
Branch: Rural Infrastructure Development

SALARY CENTRE REQUIREMENTS : R458 326 per annum (Level 9) (12 month contract) (All inclusive package)
: Pretoria
: National Diploma/Bachelor's Degree /Diploma Public Administration/ Public Management or equivalent qualifications. 3 years working experience in professional/corporate secretariat environment. Knowledge of minutes taking. Understanding of Department's objectives. Knowledge of Governmental prescripts. English Language. Advanced computer literacy (MS Word, MS Excel, and PowerPoint, Groupwise, etc.) Planning and organisational skills. Communication skills (verbal and written). Typing skills. Interpersonal skills. Interpersonal relations. Problem solving skills. Minute taking skills. Presentation skills. Listening skills. Project Management skills. Ability to work under pressure as well as the willingness to work irregular hours. Team work. Valid driver's licence (code 08). Travelling extensively.

DUTIES : facilitate logistical arrangements for NAAC meetings. Ensure that all the supply chain prescribed forms have been completed before the procurement of goods and services. Follow-up on quotations requests of catering and venues and facilities for meetings. Coordinate receipt of order number from Supply Chain Management. Evaluate services or goods procured. Manage the process of setting up boardrooms for NAAC meetings. Manage the process of recording proceedings of the NAAC meetings. Ensure safekeeping of the recording equipment (laptop, microphone and data projector). Liaise with Directorate: Facilities to ensure that maintenance of boardrooms (Nkomazi, 100E and 1425) for NAAC meetings (cleaning bathrooms, air conditioning, power supply, etc.). Provide and administrative and secretariat support services to NAAC committees AND FORUMS Issue meeting notices. Receive items to be discussed from Branches/Directorate. Compile the draft agenda. Revert the agenda to the Chairperson for approval. Circulate approved agenda to all members. Compile meeting packs (Agenda, previous minutes, presentations and action lists). Draft action list for different committees and activity. Manage electronic and manual filings of documents for management. Ensure that the attendance register is available and completed. Follow up on implementation of decisions. Compile key decisions reports upon receipt of feedback on implementation of decisions. Compile decisions registers and report quarterly basis. Type minutes, check accuracy of the first draft and circulate for comments/corrections. Monitor the implementation of key decisions taken in meetings. Submit minutes to the relevant committees for adoption. Submit the adopted minutes for approval by the relevant Chairperson. Ensure that the minutes are scanned and filed.

APPLICATIONS : 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

<u>POST 50/158</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION (REF: 3/2/1/2017/320)</u> Directorate: Social Organisational and Youth Development
<u>SALARY</u>	:	R334 545 per annum (Level 9)
<u>CENTRE</u>	:	KwaZulu Natal (Ladysmith)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Business Management/Community Development/Project Management. 3-5 years working experience in the youth development field. Job Related Knowledge. Project Management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Planning and Organising skills. Financial Management skills. Decision-making skills. Communication and Interpersonal skills. Computer Literacy (MS Word, MS Project, MS Excel, MS PowerPoint, Internet). A valid driver's license.
<u>DUTIES</u>	:	Coordinate and facilitate the recruitment and the management of youth enrolled in the Narysec Programme within the district municipality. Engage local stakeholders regarding eminent NARYSEC recruitment in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC Programme. Ensure that recruited youth meet criteria and submit required documents. Ensure that recruited youth sign contracts. Ensure that youth are active in the programme and compile monthly reports. Keep updated records of youth in different training colleges, community service and leadership training. Ensure that youth elect PROREG members periodically. Hold monthly meetings with PROREG members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical for youth attending training, meetings and events. Manage attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded/not active whose stipend/additional allowance must be freezed or terminated. Manage the performance of community service by the youth within the district municipality. Facilitate the securing of places where youth will perform community service. Ensure that youth sign attendance registers when performing community services. Monitor at least once a monthly performance of youth engage in community service and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the district municipality. Facilitate and coordinate career guidance sessions through Deputy Director Skills. Ensure that youth sign training commitment letters. Educate and explain to the youth on how the additional allowance is paid and monitored. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other exit opportunities. Link youth to identified internal and external exit opportunities. Assist with the facilitation and coordination establishment of cooperatives and the support for the existing ones
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/159</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION (REF: 3/2/1/2017/319)</u> Directorate: Social Organisational and Youth Development
<u>SALARY</u>	:	R334 545 per annum (Level 9)
<u>CENTRE</u>	:	Eastern Cape (Or Tambo)
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Business Management/Community Development/Project Management. 3-5 years working experience in the youth development field. Knowledge of Project Management Life Cycle, Skills Development Act, South African Qualifications Act, Youth Development. Planning and Organizing skills. Financial Management skills. Decision making skills. Communication and interpersonal skills. Computer literacy skills. Skills Development. Youth Development skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate and facilitate the recruitment and the management of youth enrolled in the NARYSEC programme within the district municipality. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of

new youth into NARYSEC programme. Ensure the recruited youth meet criteria and submit required documents. Ensure the recruited youth sign contracts. Ensure that youth are active in the programme and compile monthly reports. Keep updated records of youth in different training colleges, community service and leadership training. Ensure that youth elect PROREG members periodically. Hold monthly meetings with PROREG members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical for youth attending training, meetings and events. Manage attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly reports on youth that have absconded/not active whose stipend/additional allowance must be frozen or terminated. Manage the performance of community service by the youth within the district municipality. Facilitate the securing of places where youth will perform community service. Ensure that youth sign attendance registers when performing community service. Monitor at least once a month performance of youth engaged in community service and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the district municipality. Facilitate and coordinate career guidance sessions through Deputy Director skills. Ensure youth sign training commitment letters. Educate and explain to the youth on how the additional allowance is paid and monitored. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other exit opportunities. Link youth to identified internal and external exit opportunities. Assist with the facilitation and coordination establishment of cooperatives and the support for the existing ones.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/160 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (REF: 3/2/1/2017/336)**
Directorate: Quality Assurance and Administration

SALARY CENTRE REQUIREMENTS : R334 545 per annum (Level 9)
: Free State (Bloemfontein)
: Bachelor's Degree/National Diploma in Information Management/Information Science/Records Management or equivalent qualifications. 3-5 years relevant experience. Knowledge of Restitution will be an advantage. Knowledge of Promotion of Access to Information Act (PAIA) and National Archives Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of records management. Interpersonal skills. Project Management skills. Communication and networking skills. Computer literacy skills. Problem solving skills. A valid driver's license (code 08). Willingness to travel extensively and work irregular hours.

DUTIES : Manage information and records. Allocate file reference numbers. File records in compliance with the legislation file plan. Provide a smooth flow and retrieval of files. Conduct audit inspection reports. Ensure scanning of records into Electronic Records Management system. Provide bulk photocopy service. Manage database. Ensure that information is captured on the database. Ensure the updating of information on the database system. Reconciliation of manual and electronic files. Ensure response of feedback on claimed property. Facilitate publishing of Land Claims Prepare gazette notices. Liaise with relevant stakeholders. Prepare of payment packages. Provide feedback on land claims related inquiries. Provide management reports. Retrieve and provide report/stats on reporting. Provide management report on land claims stats.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/161 : **CHIEF MONITORING AND EVALUATION ANALYST (REF: 3/2/1/2017/335)**
Directorate: Service Delivery Coordination

SALARY : R334 545 per annum (Level 9)

CENTRE : Limpopo

REQUIREMENTS : Degree/ National Diploma in Development studies, Social Sciences or equivalent qualification. 3-5 years' working experience in monitoring and evaluation and in conducting research. Knowledge of M&E system, tools research methodology, legislation and policies administered by the department. Knowledge and understanding of rural development and land reform. Computer literacy. Report writing skills. Presentation skills. Problem solving skills. Analytical skills. Excellent communication skills (verbal and written). Interpersonal skills. A valid driver's licence (code 08) and preparedness to travel and work irregular hours.

DUTIES : Monitor Rural Development and Land Reform Projects. Assist with development of frameworks, guidelines and systems to facilitate departmental programme performance monitoring. Assist with the development of data collection tools and systems on departmental programmes. Monitor the departmental progress in the implementation of operational plans. Conduct information verification on performance information. Schedule performance verifications sessions with programmes. Prepare performance verification reporting tools. Meet with programmes to conduct verifications on performance information on a quarterly basis. Provide feedback to programmes on the performance verifications. Provide departmental performance to influence decision making. Compile departmental programme performance based on verifications. Conduct feedback sessions with various programmes to reflect on performance, for decision making. Develop programme indicators. Work with other stakeholders (Strategic Planning, and Programmes, etc.) to review and revise program performance indicators. Develop programme- specific performance indicators to be used during ongoing monitoring of rural development and land reform projects.

APPLICATIONS : 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>.

POST 50/162 : **CHIEF M&E ANALYST: STATISTICS (REF: 3/2/1/2017/321)**
Directorate: Evaluation and Research

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : Degree in Statistics / Mathematics / Demography and Economics or equivalent qualification. 3-5 years' experience in data analysis and conducting research. Knowledge of M & E systems, tools, research methodology, legislation and policies administered by the Department. Knowledge and understanding of Government Wide Monitoring and Evaluation Framework. Report writing skills, Presentation skills, Analytical skills, good interpersonal skills, Communication skills, Problem solving skills, Project Management skills, Computer literacy and Research skills. A valid driver's licence (code 08) and willingness to travel and work irregular hours

DUTIES : Conduct verification with programme performance information for Departmental Branches. Verify the information from all provinces against the Section 42d as signed and approved by the Chief Land Claims Commissioner or Minister depending on the value of the claim. Validate the Departmental statistics on Restitution and Redistribution programmes. Compile monthly and quarterly reports for Restitution and Land Redistribution programmes. Collect information from Restitution and Land Redistribution programmes. Organize the collected information by checking, cleaning and editing so that it makes sense to compile the relevant reports. Analyse information by creating relevant tables and graphs graphically. Distribute the statistical reports to Programme Performance Monitoring unit within Chief Directorate: Monitoring and Planning on quarterly basis and other internal and external stakeholder on request. Conduct evaluation studies and research for Departmental programmes. Develop a design for programmes to be evaluated. Design data collection tool and data capturing systems and pilot data collection tool for effective and efficient projects and programmes monitoring and evaluation. Liaise with provinces regarding actual data collection. Undertake field visits for actual data

collection. Analyse data through tabulation and graphical designing using excel or SPSS. Compile statistics report for evaluation studies. Provide statistics support to stakeholders. Distribute the data to other units and external stakeholders. Communicate with internal and external data users in terms of interpreting the data where is not clear. Compile the statistics reports for Departmental programmes for the Chief Directorate: Monitoring and Evaluation.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/163 : **SENIOR PROJECT OFFICER: PROPERTY LEASES (REF: 3/2/1/2017/323)**
Directorate: Property Management

SALARY : R281 418 per annum (Level 8)
CENTRE : North West (Dr Ruth Segomotsi Mompati)
REQUIREMENTS : Bachelor's Degree or National Diploma in Real Estate/Property Management/Bachelor's Degree in Law or equivalent qualification. 2-3 years' experience in state land administration or property management environment. Understanding state land administration. Understanding of the value-added development of communities. Understanding of the Legislation governing state land. Knowledge of project management. Knowledge of Public Service Regulations. Planning and organizing skills. Decision making skills. Computer literacy skills. Telephone etiquette. Interpersonal skills. Communication skills. Liaison skills. Ability to work under pressure.

DUTIES : Quality assure leases and caretaker agreements prepared by subordinates. Develop and manage electronic lease management and information systems. Keep records of contracts and inspection reports. Conduct verification of state land. Perform secretariat services to beneficiary selection committee.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/164 : **SENIOR PROJECT OFFICER: PRE SETTLEMENT (2 POSTS) (REF: 3/2/1/2017/314)**
Directorate: Operational Management

SALARY : R281 418 per annum (Level 8)
CENTRE : North West (Mafikeng)
REQUIREMENTS : A bachelor's degree / National Diploma in the field of Commerce, Humanities / Agriculture and Development Studies, Town planning or any other relevant qualification. 2-3 years experience in restitution or land reform environment. Knowledge of Development management including strategic management, research methods and techniques, community facilitation, understanding and interpret business plan, through knowledge in land reform and development related issues and knowledge of at least three local African languages will be an added advantage. Contract Management, leadership and communications skills. Be computer literate. Ability to draft terms of reference for service providers and ability to manage consultants. Willingness to travel, spend extended periods on the field and work irregular hours. A valid driver's license (code 08).

DUTIES : Research, validate and verify the restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that the restitution projects are included in municipalities Integrated development programmes align priorities and financial resources. Obtain verbal evidence regarding the background and circumstance of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase, package land claims. Facilitate community participation in projects and write reports for submission. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor and evaluate implementation of

		project. Take responsibility for budgeting. Draw up detailed business plan. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/165</u>	:	<u>SENIOR PROJECT OFFICER: PRE SETTLEMENT (REF: 3/2/1/2017/302)</u> Directorate: Operational Management
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma in Commerce / Humanities / Agriculture / and Development Studies / Town Planning or equivalent qualification. 2-3 Years' experience in Restitution and Land Reform Environment. Knowledge of operational planning, Human Resources Management, Financial Management, Supply Chain Management. Knowledge of Rural Development techniques. Understanding of cooperatives development. Strong leadership and management qualities, a good track record of working with communities. Communication skills. Negotiation skills. Team management skills. Project management skills. Presentation skills. A valid driver's licence (code 08). Willingness to travel.
<u>DUTIES</u>	:	Investigation of Restitution Claims. Conduct Oral Deeds Surveyor General in Loco Inspection. Drafting of Terms of References (TOR). Monitoring of service providers. Drafting of acceptance reports. Settlement of Restitution claims. Conduct valuation, options workshop, valuation analysis, negotiations and Submit section 42D or memorandums. Finalisation of Restitution claims. Submit settlement / sale agreement preparations of payment lists collection of EBTs issue payment instruction conduct final in Loco inspections and handing over vouchers or land. To reconciliation of all the activities. Stakeholder engagement. Update the claimants on the status of their claims. Respond to presidential, ministerial and DG and general queries. Conduct workshop and meeting with all relevant stake holders on re-opening. Ensure Batho Pele principles are upheld. EPMO: establish project register. Capture projects on the system. Update the Projects. Close the Projects.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/166</u>	:	<u>SENIOR COMMUNICATION OFFICER: EVENTS AND EXHIBITIONS (REF: 3/2/1/2017/330)</u> Directorate: Support Services
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	National Diploma in Communication Services/Public Relations. 2 years working experience in communication environment dealing with events and Exhibitions. Knowledge of policy and legislation governing communications and marketing with government. Project management principles tools. Computer literacy. Sound technical skills relating to Advertising, branding and corporate image, events management and Public interface and system and procedures. Advance report writing. Proven written skills in English and at least one other South African language. Good interpersonal skills. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Execute the exhibition and events and logistics and activities. Identify communication needs and areas. Collaborations with sector stakeholders in the dissemination of information. Develop and update stakeholder database. Coordinate the setting up and staffing for the Provincial Shared Services Centre exhibition. Confirm dates of the events. Invite representatives from internal programmes to exhibit and issue departmental programmes related information. Secure a table / stall. Arrange transport. Leverage the unpaid exhibition opportunities for the Provincial Shared Services Center. Continuous build and maintain effective relationship with established sector stakeholder's e.g. Landowners, Farmer Unions and Organizations, Land Rights NG civic societies, institutions of Higher Learning, Local Government. Organise

community information sessions aimed at raising awareness on departmental policies and programmes. Render marketing services. Secure and render exhibition and branding services during corporate events, agricultural shows and open days.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/167 : **SENIOR SUPPLY CHAIN PRACTITIONER (REF: 3/2/1/2017/303)**
Directorate: Financial and Supply Chain Management

SALARY : R281 418 per annum (Level 8)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : National Diploma in Financial management / Logistics / Purchasing Management / Supply Chain Management / Public Administration. Two years' experience in Procurement Administration / Acquisition Management / Provisioning Administration. Two years supervisory experience will be an added advantage. A valid driver's licence (code 8). Job Knowledge: Working knowledge and experience of Supply chain management with emphasis on procurement administration, government CIBD procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury regulations and relevant prescripts. Knowledge of the LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Job related skills: Computer literacy. (Microsoft office) Good verbal and written communication skills. Be able to work under pressure and independently. Interpersonal skills. Analytical skills. Knowledge and application of legislation, policies and procedures, The constitution. PFMA. Treasury regulations. Treasury Supply Chain Management guidelines and practice notes. Departmental Transport policies.

DUTIES : Maintain an efficient and effective procurement system of goods and services. Administer departmental requests. Manage the sourcing of quotations up to R500 000, using the electronic departmental data base. Compile comparative schedules for requests above R30 000. Check compliance of all procurements documents and processes. Arrange and facilitate the Bid Specification and Evaluation Committee procedures. Arrange and represent the Demand and Acquisition Management Sub- directorate at briefing and site visits. Manage the invitation of bids. Opening bids and recording on relevant systems / web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and check minutes of all the meetings where necessary. Draft and package the submissions to the Bid Adjudication Committee for consideration. Prepare appointment letters and update the register. Implement and ensure effective systems and procedures for supplier's registration and accreditation. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury Supplier Data base. Administer budget and administrative tasks for the Demand and Acquisition Management Sub Directorate. Conduct market, research to ensure competitiveness in the procurement of goods and services. Ensure competitive, transparent, equitable, open and cost effective procurement of goods and services. Manage spreadsheets of requests and reports to management. Compile spreadsheets and reports to management on a monthly and quarterly basis.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/168 : **CHIEF NETWORK CONTROLLER (REF: 3/2/1/2017/341)**
Directorate: Support Services

SALARY : R281 418 per annum (Level 8)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : National Diploma in Computer science/ information Technology. 2 years' working experience in the IT environment. Experience with hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Knowledge of technical aspects of information and communications technology goods and services. Information Technology Act and policies.

Government system and structures. Government decision making processes. Understanding management of information and the formal reporting system. Internal control and risk management. Project management principles and tools. Planning skills, organising skills, financial skills, Excellent communication skills (verbal and written), Managerial skills, Advanced computer skills, Project management, and Interpersonal skills. A valid driver's licence (code 08).

DUTIES : Provide IT user support to clients (office). Resolve IT support calls, queries or issues as they arise .Log IT support calls on ITSM. Render IT security. *Ensure a secure environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update Anti-virus software to all workstation. Identify IT requirements. Advise clients on IT equipment procurement. Inspect all the switches and network points. Maintain IT applications. Ensure that all applications are up and running on a daily basis. Uninstall unwanted applications on the workstation. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipment. Monitor local area network performance. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation, and maintenance of LAN infrastructure.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/169 : **SUPPLY CHAIN PRACTITIONER (REF: 3/2/1/2017/300)**
Branch: Restitution: Directorate: Programme Management and Administrative Support Services

SALARY CENTRE REQUIREMENTS : R226 611 per annum (Level 7)
: Pretoria
: 3 year Tertiary qualification in Supply Chain Management/ Finance/ Public Management related. 1-2 years working experience in the SCM environment. Knowledge of Public Finance Management Act and Treasury Regulations and other related prescripts. Knowledge of LOGIS. Knowledge of Basic Accounting System (BAS). Computer literacy with knowledge of MS Office. Interpersonal skills. Written and verbal communications skills. The ability to work efficiently and effectively at all times.

DUTIES : Advertising of bids in proper media. Compiling and finalization of the Bid documents. Convene and attend briefing sessions. Closing of bids. Publishing of the Bid Closing Certificate in proper media. Compliance and verification checks. Determining the responsiveness of the bid. Facilitating and convening of Evaluation Committees. Drafting of the Request for Quotation (RFQ). Sourcing from the Database Service Providers. Sending RFQ to prospective Service Providers. Closing of the quotations. Compliance checks and verification of information received. Evaluation of received quotations. Prepare Demand and Procurement Plans. Conduct variance, market and industry analysis. Advice on the development of Terms of Reference and Specifications. Identify the gap between resource requirements and Service Providers register to provide resources. Convene Bid Specification and Evaluation Committees. Provide secretariat and advisory service. Provide weekly, monthly and quarterly report to Management. Report on fruitless and wasteful expenditure. Provide deviation reports. Submit quarterly reports to National Treasury. Maintain quotations and bid registers.

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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.

POST 50/170 : **PROJECT OFFICER (REFE: 3/2/1/2017/331)**
Directorate: Tenure Reform Implementation

SALARY CENTRE REQUIREMENTS : R310 457 per annum (Level 7) (1 year contract all inclusive package)
: Mpumalanga (X3 Ehlanzeni District, X3 Nkangala District, X4 Gert Sibande District)
: Bachelor's Degree/National Diploma in the field of Law, Social Sciences, Economics or Development Studies. 18 months experience in the field of land

		reform or rural development. Knowledge of Land Reform (Labour Tenant) Act, Extension of Security of Tenure Act, Communal Property Associations, Restitution of Land Rights Act. Project Management skills. Negotiation skills, Contract Management Leadership skills, Computer literacy, Communication skills, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours, Willingness to relocate as if required doing so as a result of operational requirements of the Employer.
<u>DUTIES</u>	:	Trace labour tenant applicants, and farms to which the applications relate. Identify and locate the property to which the application relates. Obtain contact details of the applicant and current owner by visiting the farm to which the application relates. Where the applicant is no longer on the farm and their whereabouts are not known, obtain form Department of Home Affairs or Independent Electoral Commission. Prepare and issue notices of labour tenant applications to affected land owners. Draft notices and submit to Delegated Authority for Approval. Serve the notices to the owner. Publish notices of labour tenant applications in the Government Gazette. Publish notices in the Government Gazette. Process the labour tenant applications. Receive responses of the land owner. Negotiate the settlement where the landowner concedes that the applicant is a labour tenant. Handover to legal officer for referral to court where the owner denies that applicant is a labour tenant. Maintain the database of labour tenant applications. Update the schedule of labour tenant applications, recording applications received, applications where notices has been issued, notices gazetted, applications referred to court, and applications settled. Submit monthly reports to the Deputy Director: Labour Tenants in the province. Perform other task or administrative related to implementation of projects. Liaise with stakeholders.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/171</u>	:	<u>PROJECT OFFICER: LABOUR TENANTS (REF: 3/2/1/2017/305)</u> Directorate: Tenure Reform Implementation
<u>SALARY CENTRE</u>	:	R310 457 per annum (Level 7) (1 year contract all inclusive package) KwaZulu Natal (3x Umgungundlovu / Ilembe, 4x Zululand / Amajuba, 3x Uthukela / Mzinyathi, 2x Ugu / Harry Gwala Districts)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in the field of Law, Social Sciences, Economics or Development Studies. 18 months experience in the field of land reform or rural development. Knowledge of: Land Reform (Labour Tenants) Act, Extension of security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act. Project management skills. *Negotiation skills. Contract management. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for services providers. Ability to manage consultants. A valid driver's licence (code 08) is compulsory. Willingness to travel, spend extended period in the field and work irregular hours. Willingness to relocate as a result of operational requirements of the employer.
<u>DUTIES</u>	:	Trace labour tenants applicants, and farms to which the applicants relate. Identify and locate the property to which the application relates. Obtain contact details of the applicant and current owner by visiting the farm to which the application relates. Where the applicant is no longer on the farm and their whereabouts are not known, obtain from Department of Home Affairs or Independent Electoral Commission. Prepare and issue notices of labour tenant applications to affected land owners. Draft notices and submit to delegated authority for approval. Serve the notices to the owner. Publish notices of labour tenant applications in the Government Gazette. Publish notices in the Government Gazette. Process the labour tenant applications. Receive responses of land owner. Negotiate the settlement where landowner concedes that the applicant is a labour tenant. Handover to Legal Officer for referral to court where the owner denies that applicant is a labour tenant. Maintain the database of labour tenant applications. Update the schedule of labour tenant applications, recording applications received, applications where notices have been issued, notices gazette, applicants referred to court and applications settled. Submit monthly report on the above to the Deputy

<u>APPLICATIONS</u>	:	Director: Labour Tenants in the Province. Perform other task or administrative related to implementation of projects. Liaise with stakeholders. 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 .
<u>POST 50/172</u>	:	<u>PRINCIPAL ACCOUNTING CLERK (REF: 3/2/1/2017/299)</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) Pretoria Grade 12 qualification. 3 years experience. Knowledge of: Treasury Regulations, Public Finance Management Act and Transversal Financial systems. Intermediate Computer literacy especially in Excel. Time management skills. Interpersonal skills. Written and verbal communication skills. A valid driver's licence (code 08)
<u>DUTIES</u>	:	Facilitate the budget planning process. Assist with the capturing of budget numbers during the above mentioned cycle as per inputs received from client offices. Facilitate budget controls within the Department. Journalize all misallocated expenditure to its rightful transactions. Assist responsibility managers to reallocate budget to items with a negative balance. Ensure effective risk and fraud management. Loading of the budget on the system. Balancing report at the end of the month. Ensure effective budget maintenance. Effect budget shifts in line with PFMA/TR/SOP. Clear all negative available budget on BAS report.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/173</u>	:	<u>OFFICE ASSISTANT (REF: 3/2/1/2017/337)</u> Chief Directorate: Human Resources and Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) Pretoria Matric plus 2 years post school qualification in Public Administration /Office Administration or equivalent qualification. 1-2 years experience in rendering secretarial and administration support services to management. Knowledge of Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Communication (written and verbal) and reporting skills, Good interpersonal, Organising and planning skills, Computer literacy. Ability to take initiative and work independently. A valid drivers license (code 08)
<u>DUTIES</u>	:	Manage operations to achieve secretarial outcomes, Organise and maintain the manager's diary and prioritise meetings. Confirm appointments and remind the manager of engagements. Coordinate with and advise Departmental managers regarding engagements with the manager. Manage operations to achieve administrative support outcomes, operate and ensure that office equipment are in good working order. Provide administrative support services for the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Handle the procurement of office equipment, stationary and refreshments for the office of the manager. Prepare and submit S&T claims. Create and maintain a filing system of the office of the manager. Draft documents as required. Obtains inputs, collates and compiles progress report, monthly reports and technical reports for the manager. Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings. Perform advanced typing work for the manager. Arrange international and domestic travelling and accommodation for the manager. Ensure the effective flow of information and documentation to and from the office of the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage the filing of documents for the office of the manager. Researches, collects, analyses and collates information requested by the manager. Prioritises issues for the office of the manager.

- 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.
- POST 50/174** : **SENIOR DATA CAPTURER (REF: 3/2/1/2017/317)**
Directorate: Quality Assurance and Administration
- SALARY** : R183 558 per annum (Level 6)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Grade 12 / Senior Certificate or equivalent qualification with typing as a subject. 2 years experience in data capturing or admin experience. Computer literacy in Word, Excel, PowerPoint and email programmes. Excellent typing skills. Excellent verbal and written communication skills.
- DUTIES** : Type documents such as reports when required. Report to the Administration Officer on problems experienced by data capturer. Compile, sort and verify the accuracy of data before it is entered. Enter data in specific data field in verification format to detect errors. Locate and correct data entry errors, or report them to supervisor. Store completed document in appropriate location. Compare data with source documents. Maintain logs of activities and completed work. Load machine with required input or output media such as paper, cards, disks, tape or braille.
- 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.
- POST 50/175** : **SECRETARY (REF: 3/2/1/2017/316)**
Directorate: Strategic Land Acquisition
- SALARY** : R183 558 per annum (Level 6)
CENTRE : Northern Cape: Kimberley
REQUIREMENTS : Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, PowerPoint, 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 eg Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangements 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 clicking on the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>.
- POST 50/176** : **REGISTRY CLERK (REF: 3/2/1/2017/304)**
Directorate: Support Services:
- SALARY** : R152 862 per annum (Level 5)
CENTRE : Mpumalanga (Gert Sibande)
REQUIREMENTS : A grade 12 certificate. Knowledge of registry duties. Knowledge of storage and retrieval procedures in terms of the working environment. Working Knowledge

		and understanding of the legislative framework governing the Public Service. Good planning and organizing. Computer literacy. Interpersonal relations. Flexibility and Communication skills (Verbal and written). Team work. Working under pressure and Meeting deadlines.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and stamp; maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register and keep daily record of amount of letters franked. Process documents for archiving/disposal and other administrative duties. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor and keep records for archived documents.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/177</u>	:	<u>REGISTRY CLERK (REF: 3/2/1/2017/301)</u> Directorate: Quality Assurance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) Gauteng (Pretoria) Grade 12 Certificate or equivalent. 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 and records management. Knowledge of storage and retrieval procedures in terms of records management. Understanding of the registry procedures. Computer literate. Planning and organisation skills. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Opening and close files according to record classification system. Filing documents and maintain record storage. Tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Open and maintain Franking machine register. Frank post. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver to Post Office. Open and stamp; maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Electronic scanning of files. Sort and package files for appraisal and disposal. Compile list of documents to be disposed and submit to the supervisor. Keep records of disposed documents.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/178</u>	:	<u>ADMINISTRATION CLERK (REF: 3/2/1/2017/315)</u> Directorate: Operational Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) North West (Mafikeng) A grade 12 certificate or equivalent qualification. Knowledge of meeting procedures. Knowledge of the restitution programme. Knowledge of registry

		procedures. Knowledge of records management. Strong administrative and organizing skills. Computer literacy skills. Communication (verbal and written) skills. Interpersonal skills. Liaison skills.
<u>DUTIES</u>	:	Provide administrative and support services to legal unit. Arrange negotiation meetings. Keep updated records of claims. Take minutes in the negotiation meetings. Assist with preparation of reports referred to court.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .
<u>POST 50/179</u>	:	<u>OPERATOR (REF: 3/2/1/2017/298)</u> Directorate: Information and Innovation Management Services
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Experience working in an environment of operating different office equipment and machinery. Good numerical, writing and verbal skills. Team work, Reliability, results driven.
<u>DUTIES</u>	:	Assist in the operating of office machines. Report any defects in office machines to maintenance when necessary. Record maintenance of office machines. File documents back in original files on a daily basis. Assist in operating digitisers when required. Distribute documents according to processes. Deliver documents to recipients on a daily basis. Scan documents when required. Keep record of all outgoing mails. Copy documents on request.
<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 clicking on the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx .