ANNEXURE J

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.

CLOSING DATE: 29 December 2017 at 16:00

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site 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.x/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

Branch: Rural Infrastructure Development

SALARY : R1 127 334 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS

CENTRE : Pretoria

REQUIREMENTS : 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 on Rural Development/Project Management. 5 years’ experience as a Director 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).

DUTIES : 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. 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

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.

NOTE:
Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

POST 50/134: DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/343)
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: North West

REQUIREMENTS:

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 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.

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 50/135: 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: Limpopo


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. 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 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.

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: Mpumalanga

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. 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 website 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.

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 50/137: DIRECTOR: TENURE REFORM IMPLEMENTATION (REF: 3/2/1/2017/344)
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: Northern Cape


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. 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.
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 website 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.

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.
Render planning support and advice to the departmental programmes. Manage the development of spatial plans at Provincial and Municipal levels.

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 50/139: SENIOR RESTITUTION ADVISOR (REF: 3/2/1/2017/306)
Chief Directorate: Land Restitution Support

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

CENTRE: Eastern Cape (East London)


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 50/140: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPATILIZATION (REF: 3/2/1/2017/322)
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: KwaZulu Natal (Vryheid)

REQUIREMENTS: 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).

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 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. 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 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 50/141:
DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPATILIZATION
(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:

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. Liaise 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 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 50/142
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.

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 50/143:
DEPUTY DIRECTOR: LABOUR TENANT (REF: 3/2/1/2017/332)
Directorate: Tenure Reform Implementation

SALARY:
R657 558 per annum (Level 11) (1 year contract all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE:
Mpumalanga (Nelspruit)

REQUIREMENTS:
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.

DUTIES:
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. Liase 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. Liase 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. Liase with stakeholders.

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 50/144 : DEPUTY DIRECTOR: LABOUR TENANT (REF: 3/2/1/2017/309)
Directorate: Tenure Reform Implementation

SALARY : R657 558 per annum (Level 11) (1 year contract all inclusive package to be structured in accordance with the rules for MMS)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : 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.

DUTIES : 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.

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 50/145 : DEPUTY DIRECTOR: PROJECT IMPLEMENTATION (REF: 3/2/1/2017/333)
Directorate: Social Organisation and Youth Development

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

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : 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).

DUTIES : 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
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 50/146: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (REF: 3/2/1/2017/334)
Directorate: Support Services
SALARY: R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE: KwaZulu Natal (Pietermaritzburg)
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 50/147: DEPUTY DIRECTOR: SECRETARIAT SUPPORT SERVICES (REF: 3/2/1/2017/338)
Directorate: Secretariat Support Services
SALARY: R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Pretoria
REQUIREMENTS: 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)

**DUTIES**

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.

**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 50/148**

**PROFESSIONAL ENGINEER (CIVIL) (REF: 3/2/1/2017/340)**

Directorate: Rural Inverstructre Development:

**SALARY**

R637 875 per annum (Salary in accordance to the OSD for Engineers)

**CENTRE**

Northern Cape (Kimberley)

**REQUIREMENTS**


**DUTIES**

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.

**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 50/149  :  CANDIDATE CONSTRUCTION PROJECT MANAGER  (REF: 3/2/1/2017/324)  
Directorate: Rural Infrastructure Development  

SALARY  :  R549 639 per annum (three year contract). The salary is in accordance with the OSD  
CENTRE  :  Gauteng (Pretoria)  
DUTIES  :  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.  
APPLICATIONS  :  The Department of Rural Development and Land Reform has launched the E-recruitment website 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 50/150  :  PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/313)  
Directorate: Strategic Land Acquisition  

SALARY  :  R417 552 per annum (Level 10)  
CENTRE  :  KwaZulu Natal (Port Shepstone)  
DUTIES  :  Identify potential projects within an 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.
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/management 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 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 50/151

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


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.

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 50/152: PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/307)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS:

DUTIES:

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 50/153: PROJECT COORDINATOR: LAND ACQUISITION (REF: 3/2/1/2017/312)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: KwaZulu Natal (Richardsbay)
REQUIREMENTS:
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

**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 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 50/154**

**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 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 50/155

PROJECT COORDINATOR: RECAPITALISATION (REF: 3/2/1/2017/311)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: KwaZulu Natal (Port Shepstone)

REQUIREMENTS:
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.

DUTIES:
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.

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 50/156

PROJECT COORDINATOR: RECAPITALISATION (REF: 3/2/1/2017/310)
Directorate: Strategic Land Acquisition

SALARY: R417 552 per annum (Level 10)
CENTRE: KwaZulu Natal (Richardsbay)

REQUIREMENTS:
Bachelor's Degree / National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage.

DUTIES:
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 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: R458 326 per annum (Level 9) (12 month contract) (All inclusive package)

CENTRE: Pretoria

REQUIREMENTS: 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.
POST 50/158 : ASSISTANT DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION
(REF: 3/2/1/2017/320)
Directorate: Social Organisational and Youth Development

SALARY : R334 545 per annum (Level 9)
CENTRE : KwaZulu Natal (Ladysmith)

DUTIES : 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 youth sign contracts. Ensure that youth are active in the programme and compile monthly reports. Keep updated records of youth in the programme. Coordinate 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. Keep track of community service by the youth in 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 monthly 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 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 NARYSEC youth. 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 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 50/159 : ASSISTANT DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION
(REF: 3/2/1/2017/319)
Directorate: Social Organisational and Youth Development

SALARY : R334 545 per annum (Level 9)
CENTRE : Eastern Cape (Or Tambo)

DUTIES : 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 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 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 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 were applicants apply for a post online. Applications must be submitted by clicking on the link to apply for the post above http://drdr.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: R334 545 per annum (Level 9)
CENTRE: Free State (Bloemfontein)
REQUIREMENTS:

DUTIES:

APPLICATIONS:
The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post online. Applications must be submitted by clicking on the link to apply for the post above http://drdr.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 verification 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 year's 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/apsulation/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/apsulation/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 an 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.

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 50/165: SENIOR PROJECT OFFICER: PRE SETTLEMENT (REF: 3/2/1/2017/302)
Directorate: Operational Management
SALARY: R281 418 per annum (Level 8)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS:
DUTIES:
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 50/166: SENIOR COMMUNICATION OFFICER: EVENTS AND EXHIBITIONS (REF: 3/2/1/2017/330)
Directorate: Support Services
SALARY: R281 418 per annum (Level 8)
CENTRE: Limpopo (Polokwane)
REQUIREMENTS:
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.
DUTIES:
Executive 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 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 50/167
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. 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 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 50/168
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 logged on the workstation using password. Installation and update Anti-virus software to all workstation. Identify IT requirements. Advice 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 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 50/169**: SUPPLY CHAIN PRACTITIONER (REF: 3/2/1/2017/300)
Branch: Restitution: Directorate: Programme Management and Administrative Support Services

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

**REQUIREMENTS**: 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 Regulars 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.


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

**SALARY**: R310 457 per annum (Level 7) (1 year contract all inclusive package)
**CENTRE**: Mpumalanga (X3 Ehlanzeni District, X3 Nkangala District, X4 Gert Sibande District)

**REQUIREMENTS**: Bachelor’s Degree/National Diploma in the field of Law, Social Sciences, Economics or Development Studies. 18 months experience in the field of land
DUTIES : 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. 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 have 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.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment website where applicants apply for a post online. Applications must be submitted by clicking on the link to apply for the post above http://drdrlr.erecruit.co.za/candidateapp/ Jobs/Browse.aspx.


SALARY : R310 457 per annum (Level 7) (1 year contract all inclusive package)

CENTRE : KwaZulu Natal (3x Umgungundlovu / Ilembe, 4x Zululand / Amajuba, 3x Uthukela / Mzinyathi, 2x Ugu / Harry Gwala Districts)

REQUIREMENTS : 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 service providers. Ability to manage consultants. A valid driver’s license (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.

DUTIES : 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. 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 gazetted, applicants referred to court and applications settled. Submit monthly report on the above to the Deputy
Director: Labour Tenants in the Province. Perform other task or administrative related to implementation of projects. Liaise with stakeholders.

**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 50/172**

**PRINCIPAL ACCOUNTING CLERK (REF: 3/2/1/2017/299)**

Directorate: Management Accounting

**SALARY**

R226 611 per annum (Level 7)

**CENTRE**

Pretoria

**REQUIREMENTS**

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)

**DUTIES**

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.

**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 50/173**

**OFFICE ASSISTANT (REF: 3/2/1/2017/337)**

Chief Directorate: Human Resources and Organisational Development

**SALARY**

R226 611 per annum (Level 7)

**CENTRE**

Pretoria

**REQUIREMENTS**

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)

**DUTIES**

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 filling 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.
<table>
<thead>
<tr>
<th>POST 50/174</th>
<th>SENIOR DATA CAPTURER (REF: 3/2/1/2017/317)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R183 558 per annum (Level 6)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Northern Cape (Kimberley)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>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 date 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.</td>
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</tbody>
</table>

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<tr>
<th>POST 50/175</th>
<th>SECRETARY (REF: 3/2/1/2017/316)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R183 558 per annum (Level 6)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Northern Cape: Kimberley</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>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, Power point, Outlook etc.). Good Telephone Etiquette. Sound Organisational skills. Good People skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>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 arrangement for the Director. Arrange meetings and events for the Director and staff in the unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.</td>
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<tr>
<th>POST 50/176</th>
<th>REGISTRY CLERK (REF: 3/2/1/2017/304)</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R152 862 per annum (Level 5)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Mpumalanga (Gert Sibande)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A grade 12 certificate. Knowledge of registry duties. Knowledge of storage and retrieval procedures in terms of the working environment. Working Knowledge</td>
</tr>
</tbody>
</table>
DUTIES: 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 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 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.

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 50/177: REGISTRY CLERK (REF: 3/2/1/2017/301)
Directorate: Quality Assurance and Administration

SALARY: R152 862 per annum (Level 5)
CENTRE: Gauteng (Pretoria)

REQUIREMENTS: A 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.

DUTIES: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. 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. 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.

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 50/178: ADMINISTRATION CLERK (REF: 3/2/1/2017/315)
Directorate: Operational Management

SALARY: R152 862 per annum (Level 5)
CENTRE: North West (Mafikeng)

REQUIREMENTS: 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.

**DUTIES**

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.

**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/](http://drdlr.erecruit.co.za/candidateapp/)

**POST 50/179**

**OPERATOR (REF: 3/2/1/2017/298)**

Directorate: Information and Innovation Management Services

**SALARY**

R152 862 per annum (Level 5)

**CENTRE**

Pretoria

**REQUIREMENTS**

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.

**DUTIES**

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.

**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/](http://drdlr.erecruit.co.za/candidateapp/).