

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 : 02 February 2018 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. Applications must be submitted by clicking on the link to apply for the post above. <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 03/87 : **DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (REF: 3/2/1/2018/013)**
 Directorate: Rural Infrastructure Development

SALARY : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE : North West (Mafikeng)
REQUIREMENTS : Bachelor's degree or Advanced Diploma in Built Environment Professions (NQF7) or relevant qualifications. Five years' experience at a middle/senior managerial level. Experience in construction project management. Experience in compiling of CIDB aligned construction bid documents. Knowledge of Comprehensive Rural Development Programme (CRDP). Sound knowledge of government procurement policies. Knowledge of financial planning and expenditure reporting. Knowledge of infrastructure planning and implementation. Knowledge of financial and human resource management. Leadership skills. Computer literacy. Good communication skills. Negotiation and networking. Project management skills. A valid drivers' license (code 08).

DUTIES : Facilitate economic and ICT infrastructure development. Facilitate social infrastructure, public amenities and facilities development. Facilitate the process of resource planning and mobilisation. Coordinate stakeholders and provincial departments of the CRDP infrastructure component. Facilitate alignment of budgets for infrastructure development. Manage all rural infrastructure projects and related issues at provincial level. Represent the Department at all required fora to facilitate infrastructure development.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>

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 03/88** : **DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT (REF: 3/2/1/2018/014)**
Directorate: Rural Infrastructure Development
- SALARY** : R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberley)
Bachelor's degree or Advanced Diploma in Built Environment Professions (NQF7) or relevant qualifications. Five years' experience at a middle/senior managerial level. Experience in construction project management. Experience in compiling of CIDB aligned construction bid documents. Knowledge of Comprehensive Rural Development Programme (CRDP). Sound knowledge of government procurement policies. Knowledge of financial planning and expenditure reporting. Knowledge of infrastructure planning and implementation. Knowledge of financial and human resource management. Leadership skills. Computer literacy. Good communication skills. Negotiation and networking. Project management skills. A valid drivers' license (code 08).
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OTHER POSTS

- POST 03/89** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALIZATION (REF: 3/2/1/2018/012)**
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 REQUIREMENTS** : Eastern Cape (Amathole District)
Bachelor's Degree or National Diploma in Social Science or Economics or equivalent qualification. 3-5 years relevant experience at management level. Knowledge of the following: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian transformation as well as key priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalization and Development Programmes, Relevant prescripts pertaining to Land Reform and Distribution. Related skills: People management, Strategic thinking, Writing and communication, Strategic management skills. A valid driver's licence (code 08).

<u>DUTIES</u>	:	Manage the provision of Land Acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between 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 projects. Conduct the analysis and selection of CRDP projects based on Agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Lease and Disposals Policy. Implement recapitalization project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders regarding recapitalization projects. Work together with commercial agriculture and private farming section 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 recapitalization projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise Human Resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 03/90</u>	:	<u>PROFESSIONAL ENGINEER (CIVIL) (REF: 3/2/1/2018/011)</u> Directorate: Rural Infrastructure Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R637 875 per annum (The salary is in accordance with the OSD) Eastern Cape Engineering Degree (B Eng/BSC (Eng). Compulsory registration with ECSA as a Professional Engineer. 3 years post qualification engineering experience. Knowledge of the following: Programme and Project Management, Engineering design and analysis, Research and Development, Computer aided engineering applications, legal compliance, technical support writing, create high performance culture, professional judgement, networking. Related skills: Decision making, Team leadership, Analytical, creativity, Self management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict management, Problem solving and analysis, People management. A Valid driver's license (code 08).
<u>DUTIES</u>	:	Design new system to solve 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 are done according to sound engineering principles and according to 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 utilization. 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 related matters.

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POST 03/91 : **PROJECT COORDINATOR: RECAPITALIZATION (REF: 3/2/1/2018/008)**
Directorate: Strategic Land Acquisition

SALARY CENTRE REQUIREMENTS : R417 552 per annum (Level 10)
: Eastern Cape (Chris Hani District)
: 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 experience. Knowledge of the following: Departments policies, prescripts and practice pertaining to CRDP and RADP, Land Reform policies and other related legislations, Understanding of various commodities e.g. Livestock, crop, sugar cane, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development plan, National Growth plan etc, Corporate Governance. Related skills: Project management, Conflict management, Agricultural development, Stakeholder mobilization, analytical, Financial management, Report writing and Computer literacy. A valid driver's license (code 08). An initiative self-driven individual willing to travel and/or work irregular hours.

DUTIES : Monitor and report on 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 of implementation of projects. Facilitate the appraisal of business plans for Recapitalization and Development. Create and maintenance of the RADP Provincial project database. Ensure the development and 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 relevant stakeholders to familiarize 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 provincial priorities. Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

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NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 03/92** : **PROJECT COORDINATOR: PROPERTY LEASES (REF: 3/2/1/2018/005)**
Directorate: Property Management
- SALARY** : R417 552 per annum (Level 10)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Bachelor's Degree or National Diploma in Real Estate/ Property Management/ Bachelor's Degree in Law or any Degree or Diploma coupled with 3 years' experience at Senior Project Officer/ Senior Admin Officer level in Property Management field in the Public Service. 3-5 years supervisory experience in state land administration or property management. Knowledge of the following: Legislation governing state land, Understanding of state land administration, Understanding of the value-added development of communities, Project management, Public Service Regulations. Related skills: Planning and organizing, Training and development, Analytical and research, Report writing, Presentation and facilitation, Computer literacy. A valid driver's license (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.
- DUTIES** : Finalise and sign leases and caretaker agreements. Provide support to the districts in the administration of contracts (leases and caretaker agreements). Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of warehouse and leased assets. Manage auditing process on leases and support districts on leases information management.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 03/93** : **PROJECT COORDINATOR: PROPERTY LEASES (REF: 3/2/1/2018/006)**
Directorate: Property Management
- SALARY** : R417 552 per annum (Level 10)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Bachelor's degree/National Diploma in Real Estate/Property Management or Bachelor's Degree in Law or equivalent qualification. 3-5 years supervisory experience in state land administration or property management. Knowledge of legislation governing state land Understanding state land administration. Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Public Service Regulations. Related skills: Planning and organizing, Training and development, Analytical and research, Report writing, Presentation and facilitation, Computer literacy. A valid driver's licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.
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- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 03/94** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION (REF: 3/2/1/2018/009)**
Directorate: Social Organisational and Youth Development
- SALARY** : R334 545 per annum (Level 9)
CENTRE : Eastern Cape (Sarah Baartman District)

<u>REQUIREMENTS</u>	:	Degree or National Diploma in Business Management/Community Development/Child and Youth Development/Project Management. 3-5 years working experience in the Youth Development field. Knowledge of the following: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Related skills: Planning and Organizing, Financial management, Decision making, Communication and interpersonal, Computer literacy, Skills Development, Youth Development. A valid driver's licence (code 08).
<u>DUTIES</u>	:	Manage the recruitment and the management of youth enrolled in the Narysec Programme within the District Municipality. Engage local stakeholders including mayors and traditional leaders regarding the planned Narysec recruitment and targets. Manage recruitment process in the District in consultation with Narysec Director. Chair interviews and keep minutes. Develop and arrange orientation programme. Manage and monitor attendance of Narysec programme activities by the youth and compile reports. Establish District youth committees and ensure they remain functional. Facilitate and coordinate logistics for youth Narysec activities and events. Manage payment of monthly stipends and allowances to the youth. Prepare and submit monthly reports on Narysec activities. Manage the performance of community services by the youth within the District Municipality. Negotiate and secure places where youth will perform community service. Manage and monitor performance of community service. Compile monitoring tool reports for community service. Coordinate and facilitate skills development of the Narysec youth within the District Municipality. Facilitate and coordinate career guidance sessions through Deputy Director: Skills. Coordinate youth to attend skills training. Monitor attendance of training sessions. Manage compilation of top-up allowance payments for youth at Colleges. Compile monitoring tool reports for youth at Colleges. Manage and support exit opportunities for Narysec youth. Identify exit opportunities for youth. Manage and facilitate exit opportunities programme within the district municipality. Facilitate and coordinate the establishment of cooperatives and the support for the existing ones. Manage youth information within the district municipality. Manage database of all youth recruited into Narysec within the district municipality. Ensure that information on each youth is updated periodically as the youth go through different Narysec phases. Manage and sign monthly payroll for the youth and distribution of payslips. Keep master list for the district municipality. Compile monthly reports.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 03/95</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF: 3/2/1/2018/010)</u> Directorate: Support Services
<u>SALARY CENTRE</u>	:	R334 545 per annum (Level 9) North West (Mafikeng)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work/ Psychology. Registered with recognised Professional Council. 3 years supervisory experience as Health and Wellness Co-ordinator or a Social Worker / Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes including includes HIV and AIDS and TB Management. Related skills: Computer literacy, Interpersonal and facilitation, Counselling, Communication, Problem solving and conflict resolution, Report writing, Project management. A valid driver's license (code 08). Ability to work in a team.
<u>DUTIES</u>	:	Coordinate, implement and market employee health and wellness and HIV and AIDS programmes for all Provincial employees. Screened/ facilitated referrals within the following time frames: Normal cases – within 48 hours of receipt, Crises/ trauma/ diffusion cases within the 24 hours, Copy of feedback report submitted to the referring agent within 3 days of receipt. Three (3) marketing presentations

made to staff and management per quarter. Conduct employee's need assessment and analysis for redress. Submit needs analysis reports and minutes per office. Implement life skills/ educational programme which includes: Personal finance, Management, Management of absenteeism, Substance abuse, Stress and change management. Needs analysis reports and minutes per office. 2 life skills programmes implemented according to identified trends per quarter. 3 health and wellness services/ events per quarter. 1 management/ supervisory training workshop per quarter: 2, 3 and 4. 1 retirement planning workshop per quarter: 2, 3 and 4. 1 Support session for interns per quarter: 2, 3 and 4. Conduct health promotion programmes which includes HIV and AIDS and TB management, voluntary counseling and testing and management of chronic illness. Two (2) HIV and AIDS awareness and education presentations/ campaigns per quarter. Reports on HIV and AIDS VCT. Availability of condoms (checklist). Attendance registers. Analyzed evaluation forms within 5 days after each event. External stakeholders' reports within 3 weeks. 20% participation achieved per quarter. Monthly reports (quantitative and qualitative). Support and manage provincial EWP committees. Established committees according EAPA standards and terms of reference. One meeting (and Plenary sessions per need) per quarter. Minutes. Attendance registers. Analyzed evaluation forms within 5 days after each event. External stakeholders' reports within 3 weeks. 20% participation achieved per quarter. Monthly reports (quantitative and qualitative).

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POST 03/96 : **OFFICE ASSISTANT (REF: 3/2/1/2018/003)**
Office of the Surveyor General

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

REQUIREMENTS : Matric plus 2 years post school qualification in Public Administration /Business Administration /Office Management and Technology. 1 year experience in rendering secretarial and 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. Related skills: Good interpersonal, Communication (written and verbal), Organisational and planning, Good reporting, Computer literacy, Good interpersonal relation. Ability to take initiatives and work independently.

DUTIES : Render the administration, secretarial and support services. Ensure the effective flow of information and documentation to and from the office of the Surveyor General. Ensure the safekeeping of all documentation in the office of the Surveyor General in line with relevant legislation and policies. Provide administrative support services for the office of the Surveyor General. Prepare and submit S&T claims. Remain abreast of procedures and processes applicable in the office of the Surveyor General. Attend to all logistical arrangements for the Office. Arrange traveling and accommodation for the Surveyor General. Prepare the venue for workshops and meetings for the component and other logistical arrangements. Process all incoming and outgoing correspondences. Priorities issues for the Surveyor General. Respond to enquiries received from internal and external stakeholders. Manage the diary for the Office. Handle the procurement of office equipment, stationery and refreshments for the Surveyor General. Manage the filing of documents for the Surveyor General. Draft memos, letters and reports. Obtain inputs, collates and compiles progress reports, monthly reports and technical reports for the Surveyor General. Draft documents as required. Record minutes / decisions from meetings and communicates with relevant role players. Create and maintain a filing system of the Surveyor General.

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- submitted by following the link to apply for the post above
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.
- POST 03/97** : **SECRETARY (REF: 3/2/1/2018/004)**
 Directorate: Quality Assurance and Administration
- SALARY** : R183 558 per annum (Level 6)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Grade 12 Certificate or an equivalent or any other training course / qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point, Outlook etc.). Good telephone etiquette. Sound organisational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the unit. Operate office equipment 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.
- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above
<http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 03/98** : **HUMAN RESOURCE OFFICER (REF: 3/2/1/2018/001)**
 Office of the Surveyor General
- SALARY** : R152 862 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Grade 12 certificate. Knowledge of the following: Public Service Act (as amended), Public Service Regulation Requirements, National Minimum Information Requirements, DPSA Incentive Policy Framework, Relevant HRM Policies and Procedures. Related skills: MS Word and Excel, Communication and problem solving. Team work. Working under pressure.
- DUTIES** : Implement human resource administration practices. Capture performance incentives and probation on the PERSAL system. Capture performance management information into performance and probation database. Capture information on training attended on the database. Record keeping / filing of documents on performance management. Provide administrative support to the Sub-directorate. Address human resource administration. Capture leave on PERSAL system. Print leave credits from PERSAL system. Monitor PERSAL implementation that need to be done by National Office and do follow up. Capture information on training attended on the database and report to National Office. Provide administrative support to the sub-Directorate. Render and execute services concerning human resources. Keep records and file documents. Update records in regard of establishment/employment equity/seniority list/mobility, vacancies and training. Arrange relocation with National Office and VAS for staff

		who retires. Check pending of files as per closing date/supplementary runs and do follow up with staff members/National Office. Inform all staff of availability of pay slips. Attend to queries, solve and give feedback.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<u>POST 03/99</u>	:	<u>OPERATOR (REF: 3/2/1/2018/002)</u> Office of the Surveyor General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) Gauteng (Pretoria) Grade 12 (NQF level 4). 1 year experience in operating reproduction equipment. Knowledge of reproduction machinery used and Assets Management. Related skills: Computer literacy, Good written and verbal communication, Interpersonal, Organisational. Care for equipment. Ability to take initiatives. Ability to work independently.
<u>DUTIES</u>	:	Take responsibility for the printing room and all its contents. Switch off electronic equipment and lights at the end of each business day. Check the functionality of the copier machines. Check that the filing equipment is in good working condition. Produce ammoniac/photo copy prints of geo-spatial and other mapping products, cadastral information and other documents. File cadastral documents. Search for missing cadastral documents on supervisor order. Ensure that documents are filled in correct order. Reproduce approved cadastral documents at true scale for certification and registration purposes. Replace worn out hanging strips and repair damaged documents. Operate printers, scanners and photo-copy machines. Reproduce all needed cadastral documents. Monitor service and replacements dates and report defective machines. Keep daily production figures and submit monthly production report. Report equipment problems within one day detection.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Indian and White males and African, Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<u>POST 03/100</u>	:	<u>MESSENGER/DRIVER (REF: 3/2/1/2018/007)</u> Directorate: Quality Assurance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851 per annum (Level 4) Gauteng (Pretoria) Grade 10 or equivalent ABET Qualification and a valid driver's licence (code 8). 7-12 months experience. Knowledge of the following: City (ies) in which the function will be performed, Prescripts for the utilisation of the motor vehicle. Related skills: Organising, Good communication and interpersonal, Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Collect and deliver mail from and to offices within the Department daily. Deliver and collect documents and packages from and to other Departments and outside organisations when required. Deliver and collect office equipment to venues. Collect and deliver all payslips/ claims/ advances/ documents monthly. Any other relevant work allocated from time to time.
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