

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

<u>CLOSING DATE</u>	:	16 February 2018 at 16:00
<u>NOTE</u>	:	In driving its critical mandate entrusted by the Government of South Africa to the Department, the Department is seeking to appoint a knowledgeable and passionate individual who will assume the position of Director General: Rural Development and Land Reform, based in Pretoria. The Department of Rural Development and Land Reform was created in 2009 and for the first time in its history the country had a Department dedicated to the social and economic development of rural South Africa committed to ensuring that South Africans residing in rural areas are protected under the same human rights and basic conditions as enshrined in our Constitution. In response to the latter, the Department defined its role and mission as being that of facilitating integrated development and social cohesion through partnerships with sectors of society in order to achieve Agrarian Transformation. To ensure alignment with Vision 2030 of the Nation Development Plan, the Departments focus is on all-inclusive rural economy development and sustainability wherein rural communities have greater opportunities to participate equally in the economic, social and political life of the country. Do you have the passion to drive this Departments critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability

MANAGEMENT ECHELON

<u>POST 05/60</u>	:	<u>DIRECTOR GENERAL: RURAL DEVELOPMENT AND LAND REFORM (REF: 3/2/1/2018/021)</u>
<u>SALARY</u>	:	R1 782 687 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS plus 10% non-pensionable allowance) (This is a performance based contract position of 5 years which may be renewed at the expiration of the period)
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria Postgraduate qualification [NQF level 8] aligned to rural development and land reform underpinned by an appropriate undergraduate qualification [NQF level 7]. 8-10 years of experience at an executive management level within a large organization (3 years of which is within an organ of State). Skills and ability to provide strategic leadership and direction to the current team.
<u>DUTIES</u>	:	Implementation of the comprehensive rural development programme to achieve vibrant and sustainable communities. Managing the process of access to rights in land including land ownership and sustainable development. Developing and co-ordinating policies and programmes in support of the implementation of land reform. Developing, managing and facilitating the implementation of agrarian transformation. Facilitate planning and environmental support to the Department including compliance with relevant legislation. Developing, managing and facilitating the implementation of rural enterprises and industries. Developing, managing and facilitating the implementation of rural infrastructure development. Provision of special services in support of sound land administration including deeds registration. Provision of special services in support of sound land administration including cadastral surveys. Foster corporate governance and service excellence through compliance with the legal framework. Evaluate the adequacy and effectiveness of internal controls, governance and risk management of all business processes. Coordinate activities of the economic cluster.
<u>APPLICATIONS</u>	:	Submit your application by visiting our online recruitment platform http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
<u>NOTE</u>	:	Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification (s), if not included, the application will not be considered. It is a compulsory requirement for this post that the applicant upload the signed form Z83 available at https://www.gov.za/sites/default/files/gcis_documents/employ.pdf with the CV when applying online. All shortlisted candidates will be subjected to personnel suitability checks and a technical exercise that intends to test relevant

technical elements of the job and will be required to undergo a two-day competency assessment. You must declare any conflict/perceived conflict of financial interest and disclose membership of boards and directorships you and your immediate family members are associated with as well as any criminal or disciplinary cases, completed or pending prior to the interview. If uncovered post the interview, the application will unfortunately not be considered further and if after the appointment, the employment contract will be terminated. No applications will be considered after the closing date. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement, undergo full security vetting and annually disclose her/his financial interests. The Job will require of the official to work irregular and extended hours. 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.

ENQUIRIES : E.M. Southgate, 012 312 8191

OTHER POSTS

POST 05/61 : **LAND REFORM OFFICER (5 POSTS) (REF: 3/2/1/2017/018)**
Directorate: Tenure Reform Implementation:

SALARY CENTRE : R385 542 per annum (Level 8) (1 year contract all-inclusive package)
: Kwazulu Natal (Umgungundlovu / Ilembe, Zululand / Amajuba, Uthukela / Mzinyathi, Ugu / Harry Gwala Districts)

REQUIREMENTS : LL.B degree. 2 years legal experience in a legal environment. Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation, Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications, Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders. Related skills: Project management, Negotiation, Contract management, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours, Willingness to relocate as a result of operational requirements of the Employer.

DUTIES : Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation. Manage section 33 (2A) direct access to court cases. Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications. Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders.

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 females and persons with disabilities are encouraged to apply.

<u>POST 05/62</u>	:	<u>LAND REFORM OFFICER (3 POSTS) (REF: 3/2/1/2017/019)</u> Directorate: Tenure Reform Implementation
<u>SALARY CENTRE</u>	:	R385 542 per annum (Level 8) (1 year contract all-inclusive package) Mpumalanga (X1 Ehlanzeni District, X1 Nkangala District, X1 Gert Sibande District)
<u>REQUIREMENTS</u>	:	LL.B degree. 2 years legal experience in a legal environment. Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation, Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications, Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders. Related skills: Project management, Negotiation, Contract management, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08) is compulsory. Willingness to travel, to spend extended period in the field and work irregular hours, Willingness to relocate as a result of operational requirements of the Employer.
<u>DUTIES</u>	:	Refer to the Land Claims Court labour tenant applications that cannot be resolved through mediation. Manage section 33 (2A) direct access to court cases. Monitor and report on court cases and liaise with attorneys. Arrange legal representation of indigent parties through the Land Rights Management Facility. Assist and advice project officers who are preparing section 17 and those doing negotiations. Process applications in terms of PAIA relating to labour tenant applications. Draft and vet settlement agreements. Assist in the setting up of legal entities. Engage farmers and other relevant stakeholders.
<u>APPLICATIONS</u>	:	The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by 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 females and persons with disabilities are encouraged to apply.
<u>POST 05/63</u>	:	<u>STRATEGY ANALYST (REF: 3/2/1/2018/020)</u> Directorate: Strategic Planning
<u>SALARY CENTRE</u>	:	R334 545 per annum (Level 9) Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Business Management or Public Management. 3 years relevant experience in strategy management and monitoring and evaluation in a government environment. A course in strategic management, monitoring and evaluation will be an added advantage. Knowledge of and experience in government planning cycle (NDP, MTSF and MTEF). A thorough understanding of the Department of Rural Development and Land Reform's key functions and purpose is also necessary. Job related skills: Communication, Writing, Facilitation, and Computer. Budget and forecasting skills will be an added advantage. A valid driver's license (code 08).
<u>DUTIES</u>	:	Understanding departmental planning by arranging, coordinating and facilitating planning workshops. Arranging and coordination of planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitation happens during and after planning workshops by ensuring that information is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyze and organize information in preparation for strategic planning workshops and documents. All planning information should be collected from all branches and provinces, analyzed in terms of relevance and applicability, check its reliability before being presented to the planning session. Coordinate the development of Annual Performance Plans and Provincial IOP's. Inputs towards the APP and IOP should be coordinated for alignment to the Strategic Plan and the MTSF documents. Information should be aligned to high level plans of the government. Conduct Mid-Term Reviews and Re-Alignment of Annual Performance Plans. Assessment of performance through midterm reviews to check if performance will bring desired results. If not realignment of plans should take place taking into consideration resources at the department's disposal and current performance trends. Assist in coordinating the process of

		developing the Departmental Planning Guidelines. Allocate roles and responsibilities for each stakeholder in the planning process. Assist in coordination of Outcome 7 MTSF. Assist cluster coordination in developing the MTSF documents and monitoring of performance against the MTSF. Provide regular support in strategic planning and monitoring of Provincial Shared Service Centre's IOP's. Provide technical support to provinces during the development of IOP's performance reports towards those IOP's.
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<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White females and persons with disabilities.
<u>POST 05/64</u>	:	<u>SENIOR PROJECT OFFICER: RECAPITALIZATION (REF: 3/2/1/2018/016)</u> Directorate: Strategic Land Acquisition
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) North West (Dr Kenneth Kaunda District) Bachelor's Degree / National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Knowledge of the Department's policies, prescripts and practice pertaining to CRDP and RADP. Knowledge of land reform policies and other related legislations. Knowledge and understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production. Knowledge and understanding of sector needs and business requirements. Knowledge and understanding of government development policies e.g. National Development Plan, National Growth path etc. Corporate Governance. Related skills: Project management, Conflict management, Agricultural development, Stakeholder mobilization, Analytical, Report writing, Computer literacy. A valid driver's licence (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential Recapitalisation projects. Analyse and assess recapitalization business plans. Implement recapitalization projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalization project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.
<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 African, Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<u>POST 05/65</u>	:	<u>SENIOR PROJECT OFFICER: LAND ACQUISITION (2 POSTS) (REF: 3/2/1/2018/017)</u> Directorate: Strategic Land Acquisition
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Free State (Lejweleputswa/Fezile, Mtheo/Xhariep District) An appropriate 3 year Bachelor Degree/National Diploma in Economic or Natural Science or relevant qualification. 2 - 3 years relevant working experience. Good knowledge, understanding and interpretation of budget management. Good knowledge of project management. Good knowledge of the departmental land reform programmes, legislation, and procedures. Understanding of the value-added development of communities. Related skills: Project management, financial management, people management, performance management, conflict resolution, facilitation, capacity building and good negotiation skills. Good skills in map reading, analysis and interpretation. A valid driver's license (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from the Regional Manager/Deputy Director: Land Acquisition. Make arrangements with the farmer/land owner for farm assessments. Conduct farm assessments in

conjunction with Department of Agriculture, Forestry and Fisheries (DAFF), PDARD and municipalities (stakeholders). Prepare presentation for the district screening committee for approval planning funds. Conduct farm visits to locate property and to confirm land claims status. Implement land acquisition project procedures within relevant policy and programme guidelines (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in land price negotiations process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Liaise with Land Acquisition and Warehousing at National Office to assess the valuation reports and give a mandate to land price negotiations. Investigate and respond to Presidential enquiries, Ministerial Tasks and queries. Liaise with the office of the Public Protector to investigate and respond to queries within 7 -- 14 days. Liaise with the banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from Department of Minerals. Consult with Escom on electricity related matters.

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POST 05/66 : **SECRETARY (REF: 3/2/1/2018/015)**
Directorate: Budget Performance Management and Quality Control

SALARY CENTRE REQUIREMENTS : R183 558 per annum (Level 6)
: Pretoria
: 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 organizational skills. Good people skills. Ability to work under pressure as well as the willingness to work irregular hours. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

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

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