

## 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** : 9 March 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 08/165** : **CHIEF DIRECTOR: ADMINISTRATION (REFERENCE: 3/2/1/2018/078)**  
Ministry

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

**CENTRE** : Pretoria/Cape Town (Sessional)

**REQUIREMENTS** : Degree in Public Management/Public Administration/Business Administration (NQF level 7), BCom Degree. Legal qualification or experience will be an added advantage. 5- 10 years' experience at senior managerial level working in administration environment. Knowledge of the following: Research, planning, performance management, financial management, public service administration and prescripts, training and development. Related skills: strategic capability, leadership and management, research, communication (written and verbal) and interpersonal, analytical thinking, problem solving and decision making, presentation, conflict management, project management, financial management. Customer focus. A valid driver's license (code 08). Meeting deadlines. Working under pressure.

**DUTIES** : Provide technical support services to the Ministry. Manage administration in the Office of the Ministry. This would include, inter alia, the following: Develop and manage the strategic and operational plans of the office of the Executive Authority. Ensure compliance and implementation of Resolutions, Prescripts, Policies and Procedures. Ensure the effective and efficient flow of correspondence/enquiries in the Ministry. Manage all submissions in the Ministry. Manage the budget of the office of the Executive Authority. Manage the human resources in the office of the Executive Authority. Managing meetings at Executive level (Minister's coordinating meeting (MCM). Ensure the efficient and effective utilization of human resources. Ensure that the necessary personnel are recruited and retained within budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to the employees in the office of the Executive Authority. Reporting to the Chief of Staff. Ensure that employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Establish, implement and maintain efficient and effective communication arrangements with employees in the office of the Executive Authority. Oversee and manage the performance management of employees within Ministry. Apply the relevant Public Service and departmental prescripts/policies and other documents. Ensure the correct application of prescripts/policies and procedures within Ministry. Ensure the correct application of procedures and processes application to the office of the Executive Authority. Establish, implement and maintain efficient and effective communication channels with employees in the office of the Executive Authority. Perform sessional duties in Cape Town as required.

**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 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 .

#### **OTHER POSTS**

- POST 08/166** : **ASSISTANT DIRECTOR: BIDS (REFERENCE: 3/2/1/2018/066)**  
Directorate: Demand and Acquisition Management Services
- SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Supply Chain Management/ Public Management/ Purchasing Management/ Logistics Management/ Financial Management. 3 years of experience at supervisory level in Supply Chain Management preferably in Acquisition management. Knowledge of the following: Public Financial Management Act, Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework, Departmental Supply Chain Management Procedures and Policies. Leadership skills, Management skills, Computer skills, Project Management skills, Communication skills and Presentation skills. Team work. Working under pressure. A valid driver's license (code 08).
- DUTIES** : Manage the acquisition of goods and services effectively and efficiently. Prepare tender/bid documents for collections by prospective bidders. Liaise with client offices to ensure that briefing and evaluation sessions are conducted in line with applicable prescripts. Ensure that Bids/Tenders are awarded within the initial bid validity period. Ensure adherence to Supply Chain Management Policy and delegations of authority as well as standard operating procedures. Quality assure bids/tenders to be advertised to ensure such is legally compliant. Prepare bid negotiation memorandum as and when required by the bid evaluation committee. Provide training to staff to ensure compliance. Implement and monitor internal control measure to ensure compliance with policies and procedures of the Department. Ensure that bids/tenders are advertised in the relevant platforms i.e government tender bulletin, ePortal and DRDLR website etc. Assist in the preparation of management information, statistics and reporting on Bids. Ensure that credible Bid evaluation reports are compiled and presented to the National Bid Adjudication Committee. Update Bids/Tenders register continuously.
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- NOTE** : African, Coloured, Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
- POST 08/167** : **PERSONNEL AND SALARY CONTROLLER (REFERENCE: 3/2/1/2018/079)**  
Directorate: PERSAL Control
- SALARY** : R334 545 per annum (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma in Human Resource Management / Public Administration / Public Management. 3 years of experience in supervisory level within relevant working environment. The following certificates will be regarded as additional requirements to the qualification: Introduction to PERSAL, Personnel Administration, Salary Administration and PERSAL Controller's course. Knowledge of PERSAL system as far as concerned the operation and capabilities thereof. PERSAL and knowledge of the System Change Control (SCC). Related skills: Computer literacy, Interpersonal, Communication, Organizational, Analytical, Financial Management, Knowledge Management, Problem solving and Micro-soft Excel skills. A valid driver's license (code 08).
- DUTIES** : Manage PERSAL in their respective components. Ensure compliance with PERSAL policy and procedure. Conduct information sharing sessions with PERSAL users. Coordinate steering committee meetings Provincial and National. Monitor the interactions between users and supervisors/ revisers. Ensure that the linking between the users and supervisors / revisers is done in line with the policy. Give support to users and supervisors. Ensure training of PERSAL users. Keep database of all PERSAL users. Account for the effective utilization of the PERSAL system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw user's reports and analyze. Attend National Treasury steering committee meetings. Monitor and ensure that the departmental manuals are properly compiled and updated. Compile departmental manuals and keep them updated. Consult manuals with stakeholders. Communicate approved manuals with stakeholders. Ensure that transactions on

the suspense file are authorized in line with the source documents. Conduct inspections in all provinces. Draw reports, do audits and report any discrepancies identified. Conduct desktop audits. Ensure clean audit report. Evaluate and recommend to the PERSAL Controller, changes to the system in line with the System Change Control (SCC). Evaluate all submitted SCC request against the policy and recommend to the PERSAL Controller. Register the approved system change controls on PERSAL. Monitor progress and avail feedback and keep database up to date.

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**POST 08/168** : **SENIOR PROJECT OFFICER: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE (REFERENCE: 3/2/1/2018/063)**  
Directorate: Rural Enterprise and Industrial Development:

**SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Free State (Lejweleputswa District)  
**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Business Studies/ Development Studies/ Agricultural Economics. 2 - 3 years' experience. Knowledge of the following: Understanding of business development, Knowledge of drafting memorandums, Understanding of cooperatives development, Sound knowledge of facilitating funding for the development of rural enterprises, Understanding of rural development projects, knowledge of contract management, Knowledge of stakeholder mobilization, Sound knowledge of farming management systems, Skills development of farm production plans, Strong leadership and managerial qualities, A good track record of working with communities. Communication skills. Negotiation skills. Project management skills. Marketing and networking skills. Computer literacy. A valid driver's licence (code 08).

**DUTIES** : Facilitate the support for Agricultural Enterprises in line with Agricultural Policy Action Plan (APAP). Conduct area situational analysis and mapping of enterprise development initiatives in the district. Coordinates formation of partnerships in enterprise development. Facilitates and coordinate access to development finance based on sustainability and business principles to advance rural enterprise and industrial development. Facilitates the research and development of feasibility and due diligence studies for rural enterprises. Facilitate the support for Non-Agricultural Enterprises in line with Industrial Policy Action (IPAP). Facilitates the research and development of feasibility and due diligence studies for the agricultural and non-agricultural enterprises. Facilitate deployment of Agricultural graduates on rural farms. Provide support to deployed agricultural graduates. Facilitate the research and development of feasibility studies and business plans for the rural enterprises. Coordinates and/ compile enterprise business plans. Analysis of developed business plans to identify any gaps or shortfalls. Conduct feasibility and due diligence studies for rural enterprises. Monitor the implementation of the business plan. Outlined the key issues that need to be carried out. Monitoring of the actual execution of the business plan in line with planned activities. Facilitate skills development opportunities for rural Enterprises. Do skills audit of the project members? Organize the necessary training required. Facilitate job creation opportunities in rural communities. Support enterprises that will eventually create jobs in the rural areas. Facilitate market linkages in support of rural enterprises. Identification of market opportunities for rural enterprises. Facilitates contractual relations of market and rural enterprises.

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**POST 08/169** : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT (REFERENCE: 3/2/1/2018/064)**  
Directorate: Operational Management

**SALARY** : R281 418 per annum (Level 8)  
**CENTRE** : Eastern Cape  
**REQUIREMENTS** : Bachelor's Degree in Social Science/Economics or Humanities. 2 years' experience in a related field. Knowledge in development management including strategic management. Knowledge of research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in Land Reform and development related issues. Knowledge of at least three local African languages will be an added advantage. Project Management skills.

Negotiation skills. Contract management skills. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for service providers. A valid driver's license (code 08). Willingness to travel, to spend extended periods in the field and work irregular hours.

**DUTIES**

: Facilitate the lodgment of Restitution land claims. Investigate Restitutions claims. Verify lodgment claims. Negotiate the settlement of claims. Settle claims. Research, validate and verify the Restitution claims to determine compliance with Restitution Act. Manage negotiations and settlement of urban and Rural Land claims. Ensure that Restitution projects are included in municipalities integrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organize 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 and land claims. Facilitate community participation in projects and write reports for submissions. Assess availability documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage monitor and evaluate implementation of projects. Take responsibility for budgeting. Draw up detailed business plan. Complete the necessary administrative tasks related to implantation of projects. Prepare negotiations and settlement of land claims. Facilitate the appointment of valuers, auctions, workshops. Draft valuation analysis. Draft section 42D's. Facilitation of negotiated settlements and valuation offers. Facilitate the signing of settlement agreement. Facilitate finalization of settled land claims. Confirm verification for the purpose of land transfers. Prepare payment packages.

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**POST 08/170**

: **PROVISIONING CLERK (REFERENCE: 3/2/1/2018/065)**  
Office of the Surveyor General

**SALARY**

: R152 862 per annum (Level 5)

**CENTRE**

: Mpumalanga (Nelspruit)

**REQUIREMENTS**

: A Grade 12 certificate or equivalent. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislature framework governing the Public service. Basic knowledge of work procedure in terms of the working environment. Planning and organizational skills. Computer literacy skills. Communication skills (written and verbal) Interpersonal skills and flexibility. Team work. Working under pressure. Meeting deadlines.

**DUTIES**

: Render assets management clerical support. Compile and maintain records (e.g. assets records/database). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify assets register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issues and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end user. Issue goods to end-user. Maintain good register. Update and maintain register of suppliers.

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