

## 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** : 03 April 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. <https://drdlr.erecruit.co/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 11/64** : **DIRECTOR: INFORMATION TECHNOLOGY AUDIT (REF NO: 3/2/1/2018/088)**  
 Chief Directorate: Internal Audit

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

**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant degree or equivalent qualification (BCom IT; BSc IT/IS) and CISA (Certified Information Systems Auditor) (NQF level 7). A post graduate qualification in the specialist audit field and CISM/CRISC/CGEIT will be an advantage. 10-14 years credible and applicable experience (financial management, technical information technology operations, auditing), of which at least 9 years should be in the Information Technology audit field. 5 years management experience. Membership of the Information Systems Audit and Control Association is recommended. Knowledge of The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures, and IT Frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Written and verbal communication skills. Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills

**DUTIES** : Establish/improve, develop and functionally manage the Information Technology audit directorate on an on-going basis in line with the Chief Directorate's Methodologies, Procedures and Information Technology objectives. Compile and oversee the compilation of the 3-year strategic rolling and annual Information Technology audit plans for approval by the Chief Audit Executive by December annually. Co-ordinate with other internal and external assurance providers to ensure proper coverage to minimise duplication of effort. Oversee the execution of the annual Information Technology audit plan projects according to the deliverables and timelines defined in the approved Information Technology audit projects' planning memorandums. Manage outsourced and co-sourced Information Technology audit projects according to the deliverables and timelines defined in the approved SLA, project plans and audit projects' planning memorandums. Report on the progress and deliverables of the Information Technology annual audit plan monthly to the Chief Audit Executive and prepare the directorate's quarterly progress report for the audit committee. Oversee the implementation of management action plans on all Information Technology audit reports by performing quarterly progress follow-up and oversee the execution of follow-up audits on all Information Technology audit projects within 1-2 years after completion of the

audit project. Implement, monitor and report on the Directorate's Quality Assurance Improvement Program (QAIP). Manage the Information Technology audit directorate on an on-going basis in line with the Departmental prescripts.

**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  
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**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 11/65** : **SENIOR EXAMINER (REF NO: 3/2/1/2018/090)**  
Office of the Registrar of Deeds

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : B Proc/B Uris /LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of Project Management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development skills.

**DUTIES** : Prepare for second level examination. Collect, count deeds and sign distribution list. Put examiner's name on the deeds. Ensure that first level examination duties have been performed legal compliances. Initiate correct measures where necessary. Perform second level examination of deeds and documents as required. Examine the drafting and correctness of deeds and documents. Advise conveyancers about non-compliance with practice procedures and legislations. Determine the registrability of the deeds and documents. Pass or reject deeds. Research and advice on deeds registration matters. Return deeds to distribution for monitoring purposes. Count the deeds. Prepare deeds for submission to distribution. Submit the deeds.

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**NOTE** : Preference would be given to African, Coloured and Indian Males, and Indian Females and people with disabilities. However non designated group are also encouraged to apply.

**POST 11/66** : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/085)**  
Office of the Valuer- General

**SALARY** : R226 611 per annum (Level 7)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills.

<b><u>DUTIES</u></b>	:	Ability to take initiative and work independently. Ability to maintain confidentiality Render the administration, secretarial and support services to the Chief Director. Receive & screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that OFTAR's and DOTR's for Chief Director are completed and approved. Compile and submit S&T s and SMS claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (Workshops, Shortlistings, Interviews, Monthly Management and Staff meetings). Circulation of invitations for Chief Director meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type /draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-Players. Use a tape recorder to recordings minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Chief Director and track the implementation thereof.
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<b><u>NOTE</u></b>	:	Preference would be given to African, Coloured, Indian, White Males, and Coloured, Indian, and White Females and people with disabilities. However non designated group are also encouraged to apply.
<b><u>POST 11/67</u></b>	:	<b><u>RECEPTIONIST/TELECOM OPERATOR (REF NO: 3/2/1/2018/087)</u></b> Office of the Surveyor General
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 5) Free State (Bloemfontein) Grade 12 Certificate with 1 year relevant experience. Computer literacy (MS Word, PowerPoint, Excel etc). Telephone etiquette. Communication skills (verbal and written). Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Good grooming and presentation Ability to work independently.
<b><u>DUTIES</u></b>	:	Receiving and directing clients to the relevant officials. Direct enquiries to relevant officials for further assistance. Direct calls within office to ensure effective service delivery. Answer the telephone call within three rings. Manage and maintain the reception area and switchboard (fax machine, printer). Ensure that reception area is neat, tidy and welcoming. Report faulty telephone lines and other equipment to relevant officials and service providers. Update telephone directories for the officials and arrange pin codes for staff. Add new users and remove inactive users in the internal directory. Documents management. Record all official documents incoming and outgoing.
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx">https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx</a>
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 11/68</u></b>	:	<b><u>DEEDS REGISTRATION CLERK (REF NO: 3/2/1/2018/086)</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R107 886 per annum (Level 3)

- CENTRE REQUIREMENTS** : Kimberley  
: Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filing) is essential. Proficiency in English. Computer literacy skills. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. \*Liaison skills. Ability to work well under pressure.
- DUTIES** : Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts, plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.
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- NOTE** : Preference would be given to Indian, White Males, and African, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.