

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE : 13 April 2018 at 16:00
NOTE : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted. Late applications will not be considered after the closing date. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 021 424 8677 should you experience any difficulties with your online application. It would be appreciated if you can only upload those course certificates applicable to the post that you apply for. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. 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.

OTHER POST

POST 13/46 : **BUSINESS CONTINUITY SPECIALIST (REF NO: 3/2/1/2018/101)**
 Directorate: Risk Services

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

CENTRE REQUIREMENTS : Pretoria
 B.Com Degree/National Diploma in Internal Auditing or Risk Management or Bachelor's degree/National Diploma in Information Management Systems. Certified Business Continuity Practitioner. 3 years working experience within Business Continuity Management environment at middle management. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards, Financial Management. Job related skills: leadership, computer literacy, management, project management, written and verbal communication, conflict resolution, analytical. A valid driver's license (code 08).

DUTIES : Provide a central source of information and guidance on business continuity management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a business continuity plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop business continuity plans and maintenance all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and/or whenever significant changes are made to these components. Encourage and create awareness of business continuity management throughout the Department of Rural Development and Land Reform. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in

the event that activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual business continuity assessment plans for the directorate in conjunction with line management. Plan and coordinate at least one simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate. Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

NOTE

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