

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

- APPLICATIONS** : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted.
- CLOSING DATE** : 20 April 2018 at 16:00
- NOTE** : 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 POSTS

- POST 14/15** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/106)**
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** : Western Cape (Cape Winelands/Overberg)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics. 3-5 years management experience in the agricultural or related field. Job related knowledge: 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 Plan (CRDP); Recapitalization and development programme; relevant prescripts pertaining to land reform and redistribution. Job related skills: People and strategic management; Strategic thinking; Writing and communication. A valid driver's license (code 08).
- DUTIES** : 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 partnership. Ensure assessment of company legal compliance for the formation of institutional partnership. Ensure assessment of the risk profile and business plan of strategic partner to determine the business of compatibility between the service provider 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 Project. 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 partner for the development of business plans. Prioritize selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalization project procedure within the relevant policy and programme guidelines. Analyse and assess recapitalization business plans. Liaise with relevant stakeholders

regarding recapitalization projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic to the black emerging farmers. Facilitate the provision of co management arrangement, share equity arrangement and contract farming support on recapitalization projects. Manage human, financial and other resources of the directorate. Manage and supervise human resource of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for sub directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

POST 14/16 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT (REF NO: 3/2/1/2018/105)**
Directorate: Social Organisational and Youth Development

SALARY : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Kwazulu-Natal

REQUIREMENTS : National Diploma or Degree in Education/Human Resources Management/Development. 3-5 years middle management experience in the skills development environment. Job related knowledge: National Skills Development Strategy (NSDS) III; Skills Development Act; Skills Development Levy Act; South African Qualifications Act; National Development Plan (NDP); New Growth Path (NGP); Industrial Policy Action Plan (IPAP) II; National Skills Accord. Job related skills: Strategic planning; Problem solving; Communication and interpersonal relations; Project management; Conflict resolution; Leadership; People management; Results oriented; Corporate governance; Presentation and facilitation; Computer literacy; Financial management. A valid driver's licence (code 08).

DUTIES : Develop update and maintain a provincial skills development plan for the NARYSEC Programme. Research and identify scarce skills based on the economic priorities for the districts and province annually. Identify appropriate learning programmes, linked to the identified scarce skills annually. Plan and conduct career and vocational guidance sessions for participants who have been recruited into the NARYSEC programme. Compile and submit the provincial skills development plan. Manage the Implementation of the skills development plan. Identify and engage accredited training providers to deliver the identified learning programmes. Ensure the involvement of the relevant SETA in the delivery of the identified learning programmes. Identify host employers (if required) that can be used for workplace training and assist them to obtain site approval from the relevant SETAs. Prepare training approval documentation for provincial and national projects approval committees. Ensure that approval learning programmes are implemented, as stipulated in the implementation plans. Manage and maintain provincial skills development stakeholder partnerships. Identify and engage strategic partners for the implementation of the skills development needs within the province. Conduct monthly meetings with training providers, host employers and SETAs with regard to the skills development being implemented. Conduct monthly meetings with district coordinators with a view to ensure the successful implementation of skills development in the province. Monitor and quality assure the implementation of the provincial skills development plan. Conduct monitoring visits on a monthly basis at training providers and workplaces, completing the skills development monitoring tools, developed for this purpose. Compile and submit monthly skills development reports, as well as quarterly National Skills Fund (NSF) report. Discuss skills development challenges with the management of training providers, workplaces and NARYSEC, and ensure that remedial action is taken to address the challenges. Ensure that training providers submit their tranche payments as expected and verify correctness of claims and supporting documents. Engage SETAs with regard to the uploading of learners onto the SETA

		management system, site approvals, quality assurance of the training being delivered and issuing of certificates. Manage human, financial and physical resources related to skills development. Maintain participant information related to skills development. Manage participant information related to skills development. Compile skills development spread-sheets, reflecting the information of all learners engaged in skills development activities. Update and maintain the status of the skills development information on a monthly basis. Report on status of participant information in the monthly skills development report.
<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 14/17</u>	:	<u>SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/102)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Western Cape (Eden-Central Karoo)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agricultural Studies. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: 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 Path etc; Corporate governance. Job related skills: Project and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing and Computer literacy. A valid driver's license (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African and White females and Persons with disabilities are encouraged to apply.
<u>POST 14/18</u>	:	<u>SENIOR STATE ACCOUNTANT (REF NO: 3/2/1/2018/104)</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma qualification in Financial Accounting or Financial Management. 2-3 years relevant financial experience. Knowledge of and experience in BAS, PERSAL. Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Treasury Regulation, etc. Computer literacy. Written and verbal communication skills.
<u>DUTIES</u>	:	Ensure project payment list is checked, verified and reconciled with Bank hard copies: (i.e. Initials, Surname, Identity number and amount paid). Compile payment advice using correct information of claimant and allocation and matching field within 3 days of receiving instructions. Print out report on BAS after closure of books every month. Attend to enquiries with regard to re-issue payment within a day.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 14/19</u>	:	<u>SECRETARY (REF NO: 3/2/1/2018/103)</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R183 558 per annum (Level 6)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. Relevant working experience in a secretarial environment. Advanced computer literacy (MS Word, MS Excel, Power Point,

Outlook etc.). Job related skills: Good telephone etiquette, sound organizational ability, good interpersonal relations, basic written communication, language and ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure as well as the willingness to work irregular hours. High level of reliability. Ability to act with tact and discretion.

DUTIES

: Provide a secretariat/receptionist support service to the Director. Receive and refer 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 stationery, 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.

NOTE

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