

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.

- APPLICATIONS** : Only applications submitted online via the e-Recruitment System @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx> will be accepted.
- CLOSING DATE** : 04 May 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. 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 16/26** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: 3/2/1/2018/109)**
Office of the Registrar of Deeds
- SALARY** : R334 545 per annum (Level 09)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate 3 year diploma/degree or equivalent qualification in Supply Chain Management Services or Financial Management. 3 years supervisory experience in supply chain management. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations and other related prescripts. Knowledge of supply chain management policy. Knowledge of government systems and structures. Knowledge of working on a Trading Account. Knowledge of the ACCPAC system. Knowledge of human and finance resource management. Knowledge of government decision making processes. Interpersonal skills. Budget forecasting skills. Computer software skills. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Verbal and written communication skills.
- DUTIES** : Managing the Demand Management Process. Compile and review DMP. Compile procurement plan. Verify procurement request received with DMP and advise clients. Verify and advice on specification/Terms of reference from end users. Identify advice and implement sourcing strategies for procurement. Manage the procurement of goods and services. Maintain debtors account database. Update account holders details. Address account queries. Ensure that procurement procedures are adhered to before orders are authorised. Analyse budge and prepare reports that compare budgeting costs to actual costs. Manage the collection of money. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to pre-determined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Maintain the asset register according to office policies and standards. Liaise with service providers on an ongoing basis. Prepare financial reports / statements monthly. Managing of contracts. Manage signing and acceptance of contracts. Maintain contract register and advise of contract variation.

<u>NOTE</u>	:	Preference would be given to Coloured and Indian Males, and Coloured and Indian Females and people with disabilities. However non designated group are also encouraged to apply.
<u>POST 16/27</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION (REF NO: 3/2/1/2018/110)</u> Office of the Chief Registrar of Deeds
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management/Public Administration/Public Management. 3 years' experience working in Recruitment or HR Administration. Knowledge of Labour and Employment Legislation. Knowledge of Human Resource Policies. Knowledge of Public Service Regulation Policies. Interpersonal skills. Computer Literacy. Written and Verbal Communication. Negotiation Skills. Conflict resolution skills. Problem solving skills Facilitation skills. Interpretation skills. Investigation skills. Analytical Skills.
<u>DUTIES</u>	:	Facilitate the advertisement of approved funded posts. Advertise posts approved for filling on e-recruitment. Obtain selection panel approval from the delegated authority concurrently while advertising. Render secretariat support during the recruitment process. Ensure that shortlist for posts are approved within 10 working days after closing date of advert. Interview for posts within 10 working days after shortlist is finalised. Complete background checks (references, pre-employment screening, and competency assessment reports for SMS posts). Submit selection committee's recommendations for approval within 10 working days of receiving prescribed documents. Manage the recruitment process to ensure that 70% of advertised posts are filled within 120 days. Obtain reference checks, submit request for pre-employment screening and SAQA verification of qualifications. Provide expert advice to line managers on the applicable regulatory framework. Ensure adherence to the recruitment policy and associate prescripts and procedures. Implement the recruitment plan. Administer appointment, promotion and transfers on Persal System. Ensure that all the appointments, promotions and transfers are accurately implemented on Persal system. Update the establishment and report discrepancies. Provide monthly statistics.
<u>NOTE</u>	:	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.
<u>POST 16/28</u>	:	<u>PRINCIPAL HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/111)</u> Office of the Chief Registrar of Deeds
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. 3 years' experience in performance management and training environment. Knowledge of Public Service Act, as amended. Knowledge of Public Service Regulations, as amended. Knowledge of National Minimum Information Requirements. Knowledge of DPSA Incentive Policy Framework. Knowledge of relevant HRM Policies and Procedures. Interpersonal skills. Communication skills (written or verbal). Organising skills. Technical skills. Presentation skills. Problem solving skills. Computer literacy.
<u>DUTIES</u>	:	Implement the policy framework for performance management participate in the reviewing thereof. Monitor capturing of performance agreements and quarterly reviews. Monitor capturing of quarterly probation forms. Provide advice and support to line management with regards to EPMS. Provide secretariat duties to Directorate Assessing Committee and Moderating Committee sittings. Draft Sub-Directorate DAC/MC/Workshop calendar/diary. Provide inputs on the reviewing of performance-related policies. Verify and approve performance incentives and probations transactions on Persal system. Check accuracy of the information captured and approve. Check accuracy of the information captured on probation and approve. Draw performance and probation-related reports on Persal. Manage administration of the performance and probation database. Compile statistics on performance and probation. Reconcile performance and probation database with

Persal reports. Quality check submitted performance documents and capturing on Persal. Check submitted performance agreements and quarterly reviews and capture/approve on Persal. Provide reports on the quality of submitted performance agreements and quarterly reviews. Manage administration of training within the Branch. Oversee updating of Branch training database. Organise training and attend to all training logistical arrangements. Reconcile training attended with attendance registers. Conduct training evaluation and impact assessment. Provide progress report of Branch bursary holders. Facilitate internship within the Branch. Administer induction. Create and update CIP database. Monitor enrolment of probationers on CIP. Facilitate Departmental induction's nominations of newly appointees. Provide reports on training.

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POST 16/29 : **OFFICE ASSISTANT (REF NO: 3/2/1/2018/113)**
Office of the Chief Registrar of Deeds

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. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES : 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, stationery, 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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