

## 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** : 18 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. Senior Management Post: Call for Nominations. The Minister of Rural Development and Land Reform, in terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, seeks to appoint a Deputy Chief Land Claims Commissioner. The Minister hereby invites nominations from the general public of candidates who meet the requirements outlined below. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. Appointment will be made in compliance with the recruitment process as outlined in the Public Service Regulations, 2016.

## MANAGEMENT ECHELON

- POST 18/32** : **DEPUTY CHIEF LAND CLAIMS COMMISSIONER (REF NO: 3/2/1/2018/117)**  
Branch: Restitution: National Office
- SALARY** : R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS) (5 year contract post)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Social/Natural/ Economic Science/Law or Development Studies (NQF Level 7). 5 year's working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management; Monitoring and evaluation; Strategic planning and stakeholder relations; Understanding of key priorities of government as well as comprehensive rural development programme (CRDP). Job related skills: Ability to act as programme manager; Strong leadership and managerial qualities, A good track record of working with communities; Strong research and analytical; Good written and verbal communication. A valid driver's licence (code 08).
- DUTIES** : Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/policies/appropriate documentation for the Minister and the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief land Claims Commissioner. Brief Minister and the Chief Land Claims Commissioner on all restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Lead and manage the Commission in the Chief Land Claims Commissioner absence. Act as Deputy Head of the Commission. Act as Chief Land Claims Commissioner in his/her

absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at national office and provincial office. Provide provincial coordination support to the Chief Land Claims Commissioner. Provide provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to restitution provincial offices. Coordinate provincial roll out of restitution related initiatives. Coordinate and support provincial coordination across provinces. Support sector collaboration across sectors, spheres of government and provinces. Develop and coordinate restitution policy, including drafting of standard operating procedures, ensuring alignment with government wide policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate restitution policy development. Participate and advise on all land reform related policies. Review, Advice and facilitate coordination with government wide objectives. Develop, update and maintain land restitution strategic framework. Engage with various stakeholders in the development and update of restitution or related policies. Liaise and foster working relationships with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Liaise, foster and promote sector collaboration with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

**ENQUIRIES  
APPLICATIONS**

: Mr B Moemedi Tel No: (012) 312 9696  
 : Nominations: Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

**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.

**OTHER POSTS**

**POST 18/33**

: **CHIEF TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/113)**  
 Directorate: Spatial Coordination

**SALARY  
CENTRE  
REQUIREMENTS**

: R805 806 per annum (Salary in accordance with OSD for Engineers)  
 : Pretoria  
 : B Degree in Urban/Town and Regional Planning. 6 year's post qualification Town and Regional Planning experience required. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional legal and operational compliance; Town and regional systems and principles; Town and regional planning processes and procedures; Process knowledge and skills; Research and development; Computer-aided applications; Creating high performance culture; Technical consulting; Professional judgement; Accountability. Job related skills: Strategic management and direction; Analytical; Creativity; Self-management; Communication and listening; Computer literacy; Language proficiency; Knowledge management; Negotiation; Change management. A valid driver's license (code 08).

<b><u>DUTIES</u></b>	:	Town and Regional planning future forecasting: Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guideline, policies and regulations. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. People management: Manage the development motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performances standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/34</u></b>	:	<b><u>DEPUTY DIRECTOR: RECAPITALISATION (REF NO: 3/2/1/2018/114)</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11) (all inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Eastern Cape (East London)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Agricultural studies. An Honours Degree in Agricultural Economics will be an added advantage. 3-5 years management experience in the public services as Agricultural Development Officer or agricultural sector. 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, conflict and financial management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver's licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate planning, monitoring and reporting mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP provincial project database. Develop and implement recapitalisation and development programmes (RADP) related policies, systems and procedures within the province and district. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems

and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance provincial and district priorities. Identification and mobilisation of relevant stakeholders to advance commodity value chain cluster priorities. Ensure the development of cluster value-chain integrated model. Facilitate the implementation of the cluster value-chain integrated model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

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

**POST 18/35** : **DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES (REF NO: 3/2/1/2018/115)**  
Directorate: Financial and Supply Chain Management Services

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

**CENTRE** : Limpopo (Polokwane)

**REQUIREMENTS** : National Diploma in Financial Management/Logistics Management/Purchasing Management/Supply Chain Management/Public Management in Supply Chain management. 3 years working experience as an Assistant Director in the supply chain management environment. Job related knowledge: Government procurement procedures and regulations; Preferential Procurement Policy Framework Act (PPPFA); Public Financial Management Act; Basic Accounting System; Treasury Regulations. LOGIS and ACCPAC system as an added advantage. Job related skills: Computer literacy; Communication (verbal and written); Interpersonal relations; Organising; Analytical and decision making; Ability to capture information accurately and in detail; Leadership and management. Ability to work in tight deadlines and under pressure. Willingness to work beyond normal working hours and travel when required. A valid driver's licence (code 08).

**DUTIES** : Manage the demand management plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with supply chain management prescripts. Provide advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advise on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Provide budgetary input to the Director when required. Manage implementation of service level agreements between clients offices and the Provincial Shared Service Centre (PSSC) as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/client office when required. Identify service delivery needs of clients when required. Identify service delivery needs of clients when necessary.

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

<b><u>POST 18/36</u></b>	:	<b><u>INFORMATION MANAGER (REF NO: 3/2/1/2018/116)</u></b> Directorate: Information and Innovation Management Services
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Information Management/Information Science with 3 year's middle management experience in information management or library science environment. Experience: Running effective and efficient library and information service; Collection management and development; Information retrieval and literature reviews; Implementing information strategies through information architecture. Job related knowledge: Information management processes; Understanding of most prevalent systems (i.e. ECM, SABINET, EDMS, Symphony, Juta Law, Lexis-Nexis, Ebsco, E-Books etc); Practical knowledge of PFMA, Treasury Regulations and other related prescripts. Job related skills: Interpersonal relations; Communication (verbal and written); Information management software; Government and general management; Computer literacy; Supervisory; Project management. A valid driver's licence (code 08). Team work and ability to cope and work under pressure.
<b><u>DUTIES</u></b>	:	Implement information strategies through information architecture. Conduct information audits with stakeholders. Develop and implement DRDLR information taxonomy. Develop business case and user requirements for enterprise content management system. Implement and maintain electronic library system. Implement and maintain enterprise content management system. Implement and manage library services website. Run an effective and efficient library and information services. Develop and implement library service policies and procedures. Develop and implement information management policies and procedures. Ensure acquisition, indexing and circulation of information resources. Ensure credibility and reliability of management information. Facilitate training and capacity building on information research databases. Develop, maintain and monitor service legal agreements with customers. Identify and develop schedule of services. Identify, wherever possible, cost reduction and service enhancement opportunities. Develop service standards in terms of duration, quality and quantities, as the case may be, which will apply in respect of the service areas. Render services in accordance with the prescribed legal and policy frameworks of the public service. Manage relationships with customers, stakeholders and managers. Identify and liaise with DRDLR stakeholders and determine requirements for products. Maintain network of customers, colleagues and interest groups inside and outside the ministry. Design, develop, distribute and manage communication and awareness programs. Develop and manage collections. Facilitate access to information sources and databases. Establish new access to identified prioritized database. Ensure cataloguing and indexing of information sources to enhance retrieval processes. Provide research and literature reviews. Guide identification, access and collection of desktop research information from various open and grey sources of information. Conduct research and literature reviews. Collect, evaluate and disseminate information.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/37</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES (REF NO: 3/2/1/2018/118)</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Eastern Cape (East London)
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Supply Chain Management/Logistics Management/Financial Management. 3 years working experience as an Assistant Director in the supply chain and facilities environment. Job related knowledge: Public Finance Management Act (PFMA), Basic Accounting System (BAS), LOGIS, ACCPAC and Treasury Regulations. Job related skills: Interpersonal

		relations; Communication (verbal and written); Decision making; Computer literacy; People management. A valid driver's license (code 08).
<b><u>DUTIES</u></b>	:	Manage the Demand Management plan and acquisition of goods, services and assets. Ensure that they are procured in accordance with supply chain management prescripts. Provide advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advise on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Provide budgetary input to the Director when required. Manage implementation of service legal agreements between clients offices and the PSSC as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/client office when required. Identify service delivery needs of clients when required. Identify service delivery needs of clients when necessary.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/38</u></b>	:	<b><u>SENIOR PERSONAL ASSISTANT (REF NO: 3/2/1/2018/126)</u></b> Branch: Financial Services
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11) (all inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Public Administration/Office Management and Technology/Public Management. 3 years experience in support services. Job related knowledge: Strategic and operational planning; Financial and risk management; Human resource and supply chain management legislation. Job related skills: Communication (verbal and written); Computer literacy; Interpersonal relations; Attention to detail and quality control; Problem solving; Management, financial and administrative skills.
<b><u>DUTIES</u></b>	:	Prepare and analyse documents for decision making by CFO. Ensure effective co-ordination, management and quality of work of all functional components. Ensure quality control and advice in terms of submissions. Ensure compliance in terms of turnaround times, inform the CFO of deadlines. Provide support in the management of strategic and operational targets. Provide support in budget analysis and monitoring of expenditure. Liaise with clients, Government institutions and other stakeholders. Provide advice to clients in the absence of the CFO. Provide advice to the CFO on strategic issues, policy and operations. Process agendas and minutes for management meetings, with the assistance of the Office Assistant. Compile and coordinate reports and presentations for the CFO. Compile submissions independently on behalf of CFO.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/39</u></b>	:	<b><u>PROFESSIONAL TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/119)</u></b> Directorate: Spatial Planning and Land Use Management
<b><u>SALARY</u></b>	:	R549 639 per annum (The salary in accordance with the OSD for Engineers)
<b><u>CENTRE</u></b>	:	Eastern Cape (East London)

<b><u>REQUIREMENTS</u></b>	:	B degree in Urban/Town and Regional Planning. 3 years post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at provincial and municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<b><u>POST 18/40</u></b>	:	<b><u>RESTITUTION ADVISOR (REF NO: 3/2/1/2018/120)</u></b> Directorate: Legal Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 552 per annum (Level 10) Mpumalanga (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	A BProc or LLB degree. 4 years working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post Qualification experience in court litigation. Job related knowledge: Understanding of the Land Reform process and in particular Land Restitution, Constitution, Public Administrative Law, Property and related Law, Law of Contracts, SA Law, in particular Land Reform Laws, conveyance and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in Restitution process; Excellent report writing and verbal legal communication; Administrative and organising; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting; Ability to think independently, analytically and innovatively; Ability to compile reports and draft submissions; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver's licence (code 08). Preparedness to travel and work irregular hours under tremendous pressure.
<b><u>DUTIES</u></b>	:	Check legal compliance. Check research report. Check section 42D. Check Gazette report. Check section 42E expropriation. Check CPA constitution. Provide litigation support in the Restitution branch. Draft referrals. Issue notice of instruction to appoint state attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File notice of referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA

		constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers. Sign agreements for both parties. Issue instruction to conveyers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and do inspection in loco. Issue instruction to state attorney for transfer and pay the balance. Issue instruction to state attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/41</u></b>	:	<b><u>PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/121)</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R417 552 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mpumalanga (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Agricultural Studies. Post Graduate Degree in Agriculture will be an added advantage. 3-5 year's relevant working experience. Job related knowledge: Department's 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, conflict and financial management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver's licence (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.
<b><u>DUTIES</u></b>	:	Plan, implement, monitor and report mechanisms of RADP project in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for the implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP provincial project database. Ensure the implementation of recapitalisation and development programme (RADP) related policies, systems and procedures within the province. Ensure the use RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance district priorities. Identification and mobilisation of relevant stakeholders to advance commodity value chain cluster priorities. Ensure the development of cluster value-chain integrated model. Facilitate the implementation of the cluster value-chain integrated model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/42</u></b>	:	<b><u>PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/122)</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R417 552 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Northern Cape (Pixley Ka Seme District)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Agricultural studies. Post Graduate degree in Agriculture will be an added advantage. 3-5 years' relevant working experience. Job related knowledge: Department's policies, prescripts and practice pertaining to CRDP and RADP; Land Reform policies and other related legislations; Understanding of various commodities e.g. Livestock, crop, 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, conflict and financial management, Agricultural development,



		Stakeholder mobilization, analytical, Report writing and computer literacy. A valid driver's license (code 08). An initiative self-driven individual willing to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Monitor and report on mechanisms of RADP projects in line with Government priorities. Ensure the identification of farms in distress acquired since 1994 across all Land Reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding of implementation of projects. Facilitate the appraisal of business plans for Recapitalization and Development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of Recapitalization and Development programme (RADP) related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarize them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance provincial priorities. Identification and mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
<b><u>NOTE</u></b>	:	Coloured, Indian, White African males and Coloured, Indian, African and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/43</u></b>	:	<b><u>PROJECT COORDINATOR: PRE SETTLEMENT (REF NO: 3/2/1/2018/123)</u></b> Directorate: Operational Management
<b><u>SALARY</u></b>	:	R417 552 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture, Development Studies, Town Planning or any other relevant qualification. 3-5 years experience in restitution or land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understand and interpret business plans; Thorough knowledge in land reform and development-related issues. Job related skills: Project and contract management; Negotiation; Leadership; Computer literacy; Communication; Ability to draft terms of reference for service providers; Ability to manage consultants. A valid driver's license (code 08). Willingness to travel, to spend extended period in the field and work irregular hours.
<b><u>DUTIES</u></b>	:	Manage the lodgment of restitution land claims. Validate restitution claims. Verify lodged claims. Negotiate the settlement of claims. Settle the claims.
<b><u>NOTE</u></b>	:	Indian and White males and African, Coloured, Indian, African and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/44</u></b>	:	<b><u>SENIOR VETTING OFFICER (REF NO: 3/2/1/2018/124)</u></b> Directorate: Vetting and Special Investigations
<b><u>SALARY</u></b>	:	R417 552 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B Degree or NQF 6 in Social Sciences or related areas. 3-5 years of experience in investigations. Job related knowledge: Interpretation of policies; Investigation and risk analysis; Ability to work independently. Job related skills: Communication and listening; Analysis; Computer literacy; Language proficiency. Short courses in the following areas: analysis, conflict management, listening and interviewing skills. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Conduct vetting field-work investigations. Gather relevant information. Conduct proper analysis and quality check the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Assist in the development,

implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SSA, SAPS, SASS, SANDF, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes. Participate in project and task teams dealing with a variety of subject areas. Administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct vetting and security related research and development.

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

**POST 18/45** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF NO: 3/2/1/2018/125)**  
Directorate: Support Services

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : North West (Mafikeng)  
**REQUIREMENTS** : Bachelor's Degree in Social Work/Psychology. Registered with recognised Professional Council. 3 years supervisory experience as Health and Wellness Co-ordinator or a Social Worker/Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes including includes HIV and AIDS and TB Management. Job related skills: Computer literacy; Interpersonal and facilitation; Counselling; Communication; Problem solving and conflict resolution; Report writing; Project management. A valid driver's license (code 08). Ability to work in a team.

**DUTIES** : Coordinate, implement and market employee health and wellness and HIV and AIDS programmes for all Provincial employees. Conduct marketing of employee health and wellness management services through presentations, posters and pamphlets. Co-ordinate / facilitate workshops for managers and supervisors on their role in employee health and wellness management. Co-ordinate implementation of provincial employee health and wellness management services by the appointed service provider. Conduct psycho-social assessment of employees and refer to service providers for further management. Co-ordinate diffusion and debriefing in line with the service standards. Conduct health and wellness events to promote employee health and wellness management utilization. Conduct employee's need assessment and analysis for redress. Administer questionnaires to assess needs of provincial employees. Analyze questionnaires and design intervention programmes to address the needs. Advise management on the relevant programmes to address employee's challenges which could impact negatively on performance and attendance if not attendance to. Implement life skills/educational and preventative programmes for all provincial employees. Co-ordinate/facilitate workshops on: Stress and depression management, stress and change management, substance abuse, personal financial management. Conduct health promotion programmes which includes HIV and AIDS and TB management, voluntary counseling and testing and management of chronic illness. Co-ordinate health screening services. Conduct awareness and education sessions on prevention and management of diseases and chronic illnesses. Promote physical wellness and healthy life-style through sport and recreation activities. Co-ordinate HIV/AIDS voluntary counselling and testing. Co-ordinate health promotion and management of HIV/AIDS, TB, STIs in line with the national health calendar. Support and manage provincial EWP committees. Ensure formal appointment of employee health and wellness management committees by management and national office. Arrange needs

- based workshops and training sessions for the committees. Conduct meetings with the committees.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/46** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/127)**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : National Diploma in Logistics Management /Financial Management/ Public Management. 2 years administrative experience in the supply chain environment. Job related knowledge: Public Service Sector; Public Finance Management Act; Treasury Regulations. Job related skills; Report writing; Communication (verbal and written); Computer literacy. Ability to work under pressure. Team Work and a valid driver's license (code 08).
- DUTIES** : Render the administration of fleet managements services. Submission of monthly utilization report. Maintenance and service of vehicles. Safe keeping of petrol cards and car keys. Record keeping and data management (trip request and sub vehicle). Facilitate the process of accident report. Facilitate the process subsidised vehicles claims. Render the administration of travel managements services. Facilitate booking of conference, accommodation, shuttle, flight and venue facilities. Initiate payments for travel management services. Verification of travel service payments. People management. Compile and sign performance agreements. Implement PDP and performance.
- NOTE** : Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 18/47** : **SENIOR STATE ACCOUNTANT: SALARIES (REF NO: 3/2/1/2018/128)**  
Directorate: Financial Accounting and Reporting
- SALARY** : R281 418 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma in Accounting/Finance Management/Commerce. 2 years of experience in salaries and payroll. Job related knowledge: Treasury or Financial Regulations; Public Service Act; PERSAL (personnel salaries); Basic Accounting System and Microsoft Outlook. Job related skills: Supervisory; Tax Administration; Written and verbal communication and Computer literacy.
- DUTIES** : Provide accurate information concerning all aspects of work to meet all customers' requirements. Keep clients informed about policies or directives, PERSAL updates/directives and Public Service Coordinating Bargaining Council (PSCBC) Resolutions. Provide information on all salary related queries timeously. Follow up on outstanding payrolls timeously. Maintaining PERSAL functions and PERSAL usage. Consult with PERSAL Client Services to establish clear understanding of procedures regarding all PERSAL matters within set requirements. Adhere to PERSAL messages as per requirements. Ensure that all transactions on PERSAL done by the salary division are finalised correctly and timeously according to set policies and manuals. Clear PERSAL salary suspense accounts daily. Coordinate salary advices and ensure that payrolls runs timeously within the allocated time frames. Control reporting on certified payrolls per run. Correct faulty or rejected transactions according to procedure. Ensure that all salary related queries dealt with correctly and speedily. Perform control and reporting audits on certified payrolls per run. Prepare statistics for presentation to management. Prepare statistics to report to head of division on a quarterly basis. Report on outstanding payrolls to the Chief Financial Officer quarterly. Ensure that all monies regarding payments are returned to the department via ACB are correctly allocated and refunded when relevant.
- NOTE** : African, Coloured, Indian and White males and Coloured females and Persons with disabilities are encouraged to apply.

<b><u>POST 18/48</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: 3/2/1/2018/129)</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape (East London)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Financial Management/Logistics/Purchasing Management/Supply Chain Management/Public Administration. 2 years experience in procurement administration/acquisition management/provisioning administration. 2 years supervisory experience will be an added advantage. Job related knowledge: Good knowledge and experience of supply chain management with emphasis on procurement administration, and government and CIBD procurement policies; Transversal contracts and the PFMA, Treasury regulations and relevant prescripts; LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Job related skills: Computer literacy; Good verbal and written communication; Be able to work under pressure and independently; Interpersonal relations; Analytical. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Maintain an efficient and effective system of procurement of goods and services. Administer departmental requests. Manage the sourcing of quotations up to R500 000 using the electronic departmental data base. Compile comparative schedules for requests above R30 000. Check compliance of all procurement documents and processes. Arrange and facilitate the bid specification and evaluation committee procedures. Arrange and represent the demand and acquisition management sub directorate at briefing and site visits. Manage the invitation of bids. Opening bids and recording on relevant systems/web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and regulations. Compile and, where necessary check minutes of all the meetings. Draft and package the submissions to the bid adjudication committee for consideration. Prepare appointment letters and update the registers. Implement and ensure effective systems and procedures for suppliers registration and accreditation. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier data base. Administer budget and administrative tasks for the demand and acquisition management sub directorate. Conduct market research to ensure competitiveness in the procurement of goods and services. Ensure competitive, transparent, equitable open and cost effective procurement of goods and services. Manage spreadsheets of requests and report to management. Compile spreadsheets and report to management on a monthly and quarterly basis.
<b><u>NOTE</u></b>	:	Coloured and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/49</u></b>	:	<b><u>OFFICE ASSISTANT (REF NO: 3/2/1/2018/130)</u></b> Office of the Surveyor General
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Eastern Cape (East London)
<b><u>REQUIREMENTS</u></b>	:	Grade12/Senior Certificate plus a National Diploma (NQF6) qualification in Public Administration/Office Administration. 1-2 years experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures; Understanding of the management information and formal reporting system; Professional office etiquette; Office administration. Job related skills: Interpersonal relations; Communication (written and verbal); Organisational and planning; Reporting; Computer literacy. Ability to take initiative and work independently. Ability to maintain confidentiality. Attention to detail.
<b><u>DUTIES</u></b>	:	Organise and maintain the Chief Director's diary and prioritising meetings. Confirm appointments and remind the Chief Director of engagements. Coordinate with and advise departmental managers regarding engagements with the Chief Director. Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings. Perform advanced typing work for the Chief Director. Arrange international and domestic traveling and accommodation for the Chief Director. Operate and ensure that office equipment are in good working order. Provide administrative support services for the office of the Chief Director. Ensure the effective flow of information and documentation to

and from the office of the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles progress reports, monthly reports and technical reports for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as requested. Manage the filing of documents for the office of the Chief Director. Researches, collects, analyses and collates information requested by the Chief Director. Prioritises issues for the office of the Chief Director. Handles the procurement of office equipment, stationery and refreshments for the office of the Chief Director. Remain abreast of procedures and processes applicable in the office of the Chief Director. Prepare and submit S&T claims. Manage the administration of the cell phone of the Chief Director. Create and maintain a filing system of the office of the Chief Director.

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

**POST 18/50** : **SECRETARY (REF NO: 3/2/1/2018/131)**  
Directorate: Research Analysis and Evaluation

**SALARY** : R183 558 per annum (Level 06)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A National Senior Certificate/Grade 12 Certificate or any other training course/qualification that will enable the person to perform the work satisfactory. 1 year secretarial experience. Job related knowledge: Office administration; Understanding of legislative framework governing the public service; Ability to capture data and operate a computer. Job related skills: Good telephone etiquette; Sound organizational; High level of reliability; Good grooming and presentation; Interpersonal relations; Computer literacy; Administration; Communication (written and verbal); 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.

**DUTIES** : Compile correspondence and other documentation on an on-going basis. Provide logistical support (e.g travel and accommodation arrangements, claims, etc.) Manage the diary of the Director and prioritise appointments if necessary. Manage task follow-ups delegated to Project Manager and other officials. Arrange and coordinate meetings, workshops, venues, equipment, parking, etc. Operate office equipment. Records minutes of the meetings where required. Receive telephonic calls and refer the call to the correct role players. Type documents for the Director as tasked. Liaise with travel agencies to make travel arrangement. Check the arrangements when relevant documents are received. Arrange meetings and events for the Director and staff in the unit. Identifies venues, invites role players, organise refreshments and sets up schedules for meetings and events. Process the travel subsistence claims for the unit. Draft routine correspondence and reports. Do filing of documents for the Director. Administer matters like leave registers and telephonic account. Receive records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meeting. Remains abreast with the procedures and processes that apply in the office of the Director.

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

**POST 18/51** : **CADASTRAL OFFICER (REF NO: 3/2/1/2018/132) (2 POSTS)**  
Office of the Surveyor General

**SALARY** : R183 558 per annum (Level 06)  
**CENTRE** : Limpopo (Polokwane)

**REQUIREMENTS** : Grade 12/Senior Certificate and Survey/Cadastral Certificate. 2 years training according to Survey/Cadastral Office's course requirements including rotation through divisions. Job related knowledge: Computer literacy; Understanding spatial data; Functions of Surveyor General Office. Job related skills: Interpersonal relations; Communication (verbal and written); Computer software. Attention to detail.

**DUTIES** : Capturing alpha and numeric data of cadastral documents. Capturing of property description of diagrams, GPS and sectional title with relevant SG number. Manual and electronic archiving of cadastral documents. Scanning and updating of new/historical approved diagrams, GPS, sectional title, comps and saving into the database or archiving room. Technical examination of cadastral documents. Examining of diagrams, GPS and sectional title according to the Land Survey Act. Plot new cadastral surveys in relation to existing cadastral position. Plotting of coordinate of new/historical approved diagram and GPS in order to obtain position. Provide clients with cadastral information. Attend to over the counter clients (walk-ins). Attend to SG data email requests. Ensure correct and legible data is issued to clients. Attend to research jobs. Keep the clients informed of the progress. Capture, maintain and update spatial data. Capturing of boundary descriptions of diagrams and GPS in order to construct a continuous map and saving into spatial database.

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

**POST 18/52** : **ADMINISTRATION CLERK (REF NO: 3/2/1/2018/133)**  
Directorate: Property Management

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of legislative framework governing the public service. Job related skills: Proven written skills and proficiency in English and at least one other South African language; Good interpersonal relations; Computer literacy; Sound technical skills relating to advertising, branding and corporate image, events management, exhibition management and public interface and system and procedures.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Keep and maintain the filing system for the component. Type letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationary. Keep and maintain the assets register of the component (District offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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

**POST 18/53** : **ADMINISTRATION CLERK (REF NO: 3/2/1/2018/134)**  
Directorate: Operational Management

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Grade 12/Senior Certificate. Job related knowledge: Meeting procedures; Restitution programme; Registry procedures; Records management. Job related skills: Strong administrative and organizing; Computer literacy; Communication (verbal and written); Interpersonal relation; Liaison.

**DUTIES** : Provide administrative and support services to legal unit. Arrange negotiation meetings. Keep updated records of claims. Take minutes in the negotiation meetings. Assist with preparation of reports referred to court.

<b><u>NOTE</u></b>	:	African and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/54</u></b>	:	<b><u>ACCOUNTING CLERK: SALARIES (REF NO: 3/2/1/2018/135)</u></b> Directorate: Financial Accounting and Reporting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 05) Pretoria Grade 12 certificate. Basic knowledge of the following: Financial functions, practices as well as ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the public service financial legislations procedures and Treasury Regulations (PFMA, DORA, PPPFA and Financial Manuals). Knowledge of basic financial operating systems (PERSAL, BAS etc). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication skills (verbal and written); Interpersonal relations; Basic numeracy skills. A valid driver's license (code 08). Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	Render financial accounting transactions. Filing of all documents. Collection of PERSAL Runs. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents captured. Perform support services to regional offices. Assist with telephone queries for provincial offices. Sending of PERSAL runs to the provincial offices for distribution. Process salary allowances and deductions. Daily capturing PERSAL data. Capturing of salary related transactions.
<b><u>NOTE</u></b>	:	Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<b><u>POST 18/55</u></b>	:	<b><u>ACCOUNTING CLERK (REF NO: 3/2/1/2018/136)</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 05) North West (Mmabatho) Grade 12/Senior Certificate. Job related knowledge: Financial functions as well as the ability to capture data, operate computer and collate financial statistics; Insight of the public service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manuals); Basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Computer literacy (Excel); Good communications (oral and written).
<b><u>DUTIES</u></b>	:	Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Capture all financial transaction. Clear suspense account. Record debtors and creditors. Process electronic banking transactions. Compile journals. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. Receive and capture cash payments.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities are encouraged to apply.
<b><u>POST 18/56</u></b>	:	<b><u>AUXILIARY SERVICE OFFICER (REF NO: 3/2/1/2018/137)</u></b> Office of the Surveyor General
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 05) North West (Mmabatho) Grade 12/Senior Certificate. Job related knowledge: Basic understanding of maps and cadastral documents. Job related skills: Good verbal and written communication; Good interpersonal relations; Computer literacy; Above average attention to detail.

- DUTIES** : Process documents for cadastral requirements. Frame cadastral documents and compilation sheets when required. Maintain cadastral documents daily. Record amendments, withdrawals and production records on a regular basis. Administer cadastral documents. Administer data from internal and external sources for all cadastral requirements. Administer lodged cadastral documents on an ongoing basis. Provide cadastral information to internal and external clients. Provide digital and hard copy data to Land Surveyors when required. Disseminate cadastral information to the public as required. Receive payment for the material and all products accounted for on digital information. Scan cadastral documents. Scan approved and amended cadastral documents as required. Test quality of each scanned document as required. Archive cadastral documents. Archive cadastral documents on an ongoing basis. File new maps, orthophotos maps and aerial photographs immediately after receipt.
- NOTE** : Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/57** : **PROVISIONING CLERK (REF NO: 3/2/1/2018/138)**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Grade 12/Senior Certificate. Job related knowledge: Supply chain duties as well as the ability to capture data, operate computer and collecting statistics: Understanding of the legislative framework governing the public service; Work procedures in terms of the working environment. Job related skills: Planning and organizational; Computer literacy; Communication (written and verbal); Interpersonal relations and flexibility. Team work. Working under pressure. Meeting deadlines.
- DUTIES** : Administration of GG vehicles. Inspection of GG cars on a daily basis. Signing of trip authorities. Issuing of vehicles. Issuing of petrol cards. Administration of subsidized cars. Inspection of subsidized vehicles on monthly basis. Sending log sheets to head office on a monthly basis. Photocopy, scan, fax and e-mail orders to appoint suppliers. Make follow ups with suppliers for effective service delivery. Manage 0-9 filing. Reconcile invoices with logis orders for payment. Coordination of fleet and accommodations. Capturing of OFTAR's. Capturing of DOTR's. Sending of OFTAR's and DOTR's to travel agents.
- NOTE** : African and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/58** : **ACCOUNTING CLERK (REF NO: 3/2/1/2018/139)**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Northern Cape (Kimberley)  
**REQUIREMENTS** : A Grade 12/Senior Certificate or equivalent with accounting as a subject. Job related knowledge: Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Insight of public service financial legislations procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, and Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organizing; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.
- DUTIES** : Render financial accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g capture payments). Filling of all documents. Collection of cash. Perform salary administration support services: Receive salary advices. Process advices (e.g check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders.



		Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
<b><u>NOTE</u></b>	:	African and Indian males and Persons with disabilities are encouraged to apply.
<b><u>POST 18/59</u></b>	:	<b><u>ADMINISTRATION CLERK (REF NO: 3/2/1/2018/140)</u></b> Directorate: Tenure Reform Implementation
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape (Cape Town)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12/Senior Certificate. Job related knowledge: Clerical duties as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment; Office administration and document management. Job related skills: Planning and organizing; Communication (written and verbal); Interpersonal relations; Accuracy and diligence; Ability to work under pressure and on tight deadlines; Ability to work individually and as part of a team.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record organise, store, capture and receive correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery. Keep and maintain the asset register for the component (district offices) Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance and leave register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 18/60</u></b>	:	<b><u>DRIVER/MESSENGER (REF NO: 3/2/1/2018/141)</u></b> Chief Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R127 851 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate or an equivalent ABET Qualification and a valid driver's licence (code 8) with 7 months relevant working experience. Knowledge of the City in which the function will be performed. Job related skills: Good communication and interpersonal relations and basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<b><u>DUTIES</u></b>	:	Transport passengers (staff) to various destinations as and when required. Collect and deliver mail from and to offices within the department daily. Deliver and collect documents and packages from and to other departments and outside organisations when required. Deliver and collect office equipment to venues. Collect and deliver all payslips/claims/advances/documents monthly. Any other relevant work allocated from time to time.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Indian and White females and persons with disabilities are encouraged to apply.