

**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** : Applications must be submitted by clicking on the link to apply for the post above <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 25 May 2018 at 16:00
- NOTE** : DRDLR has launched an e-Recruitment System where applicants apply for a post on line. 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

**MANAGEMENT ECHELON**

- POST 19/15** : **CHIEF DIRECTOR: SPATIAL DEVELOPMENT PLANNING (REF NO: 3/2/1/2018/142)**  
Branch: Spatial Planning and Land Use Management
- SALARY** : R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree in Town and Regional Planning/Geographical Information Science (GISc) at NQF level 7, and a post graduate Degree in Town and Regional Planning will be an added advantage. 5 years of experience at a senior managerial level. Job related knowledge: Professional and Technical Surveyors Act, Sectional Title Act, Development Facilitation Act, Land Survey Act, Planning Profession Act and Spatial Data Infrastructure Act. Job related skills: Communication, Presentation, Negotiation, People management, Financial management, Report writing. A valid driver's licence (code 08). Should be prepared to work irregular/extended hours.
- DUTIES** : Advise the Minister of Rural Development and Land Reform, the Director- Provide and support the development of spatial planning tools in support of effective spatial development. Develop and manage the implementation of the National Spatial Development Framework and the Regional Spatial Development Frameworks. Support the development of Provincial Spatial Development Frameworks, District Spatial Development Frameworks and precinct plans. Provide mechanisms for the evaluation and implementation of spatial development frameworks (SDF's). Provide spatial information services. Enable national and provincial spatial integrated information management systems. Facilitate and integrate all levels of planning frameworks to ensure alignment. Develop technical tools in support of municipal land use management. Provide GIS analytical support to municipalities with regard to spatial planning. Provide spatial and environmental planning support. Provide spatial and environmental comments on Ministerial tasks. Implement parliamentary request and other ad-hoc projects. Integrate spatial and environmental aspects into land reform. Develop the departmental consolidated environmental implementation and management plan. Provide environmental input to rural development programmes. Ensure compliance with environmental legislation.

<b><u>NOTE</u></b>	:	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.
<b><u>POST 19/16</u></b>	:	<b><u>DIRECTOR: DEVELOPMENT PLANNING SUPPORT (REF NO: 3/2/1/2018/143)</u></b> Chief Directorate: Integrated Spatial Planning
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Bachelor Degree in Town and Regional Planning (NQF 7). 5 years experience at middle/senior management level. Job related knowledge: Professional and Technical Surveyors Act, Sectional Title Act, Development Facilitation Act, Land Survey Act, Planning Profession Act and Spatial Data Infrastructure Act. Job related skills: Communication, Presentation, Negotiation, People management, Financial management and report writing. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Facilitate the development of Rural Development Sector Plans. Coordinate the development of precinct plans for Rural Development. Monitor the implementation of the rural development sector plans and precinct plans. Facilitate the implementation of the rural development sector plans. Conduct research and socio-economic interventions. Conduct situational analysis on land reform and rural development.
<b><u>NOTE</u></b>	:	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.
<b><u>POST 19/17</u></b>	:	<b><u>DIRECTOR: LAND REDISTRIBUTION INFORMATION MANAGEMENT, RISK AND COMPLIANCE (REF NO: 3/2/1/2018/144)</u></b> Chief Directorate: Programme Management and Service Delivery Coordination
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Bachelor's Degree or Advanced Diploma in Information Management or Risk Management (NQF Level 7) plus 5 years relevant experience in Senior/middle management. Job related knowledge: Departmental policies, prescripts and practices pertaining to information management risk and compliance; Understanding of sector needs and business requirements; Policy development and Monitoring and Evaluation; Understanding of government development policies e.g. National Development Plan, National Growth Path etc; Research methodology; Information management, risk and compliance frameworks. Job related skills: Project management, Research, Communication, Presentation and reporting, Computer literacy and Analytical. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Manage the monitoring and evaluation of information management, risk and compliance framework. Ensure the development of risk and compliance frameworks. Ensure the development of risk and compliance management tools. Ensure implementation and monitoring of information management services. Ensure compliance with all relevant departmental frameworks pertaining to information management, risk and compliance. Facilitate and

coordinate the management of risk and compliance. Lead, manage and advise on prioritization and alignment of strategic projects, initiatives, business planning within the chief directorate. Coordinate the development and implementation of integrated management plans. Ensure the implementation of the action plans for both audit and risks. Ensure effective management of compliance with legislation, regulations, Department of Rural Development and Land Reform (DRDLR) policies and procedures. Coordinate the design and implementation of operational plans with relevant directors/deputy directors and track progress. Manage provision of information management services. Liaise and interact with Provincial Offices and relevant stakeholders. Continually monitor and oversee the coordination of information management to all relevant stakeholders. Ensure timeous reporting to and from provinces and manage verification of reports. Ensure management and maintenance of information management database. Promote effective management of information as a strategic enabler for reporting. Manage the implementation of the action plans for information management risk and compliance. Ensuring development and training of the members in the department and strategic partners in relevant matters to ensure the effective packaging of the action plans submissions. Draft and submit compliance checklist reports that are required for approval process by the DDG and executive authority. Ensure compliance with all audit requirements. Ensure the implementation of quality and risk management frameworks, standards and practices within the branch. Liaise with internal and external stakeholders pertaining to information management, risk and compliance. Interact and provide support to provincial offices and relevant stakeholders. Ensure effective reporting to ministerial enquiries. Manage human, financial and other resources of the directorate. Manage and supervise human resource of the chief directorate. Manage and monitor finances of the chief directorate. Manage the procurement of items for the chief directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

**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.

**POST 19/18** : **DIRECTOR: STRATEGIC LAND ACQUISITION (REF NO: 3/2/1/2018/145)**  
Directorate: Strategic Land Acquisition

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

**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Agricultural Studies/Agricultural Economics/Development Studies. Post graduate qualification in Agricultural Studies/Agricultural Economics/Development Studies will be an added advantage 5 years' relevant experience at middle/senior management level. Job related knowledge: The Land Reform: Provision of land and assistance Act as amended; Land Reform (Land Tenants) Act; Restitution Act; Extension of Land Tenure Security Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Relevant prescripts pertaining to land reform and other relevant prescripts. Job related skills: Communication, Strategic management, Negotiation, Computer literacy, Stakeholder relationship, Facilitation/coordination, Presentation, Financial management, Project management and Interpersonal relation. A valid driver's license (code 08).

**DUTIES** : Manage the identification and assessment of strategically located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the State. Develop and maintain database on all suitable land acquisition for the State. Map and overlay the identified land with APAP/AVMP key commodities. Align acquired land to other Land Reform programmes (PLAS and Household). Manage the land acquisition approval process

through relevant structures. Provide project management and maintain project register in terms of the EPMO requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiaries for land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease/land application system/database. Maintain credible lease land application system/database. Provide management information report to relevant approval structures and departmental management. Manage the work and provide technical support to district Land Reform Committees (DLRC).

**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.

**POST 19/19** : **DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/146)**  
Office of the Surveyor General

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

**CENTRE** : Limpopo (Polokwane)  
**REQUIREMENTS** : Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

**DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state

surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**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.

**POST 19/20** : **DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/147)**  
Office of the Surveyor General

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

**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

**DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a

survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

**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.

**POST 19/21**

: **DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/148)**  
Office of the Surveyor General

**SALARY**

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

**CENTRE**

: KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS**

: Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).

**DUTIES**

: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the

		<p>cadastral documents. Oversee the undertaking of field surveys and inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.</p>
<b><u>NOTE</u></b>	:	<p>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.</p>
<b><u>POST 19/22</u></b>	:	<p><b><u>DEPUTY SURVEYOR GENERAL (REF NO: 3/2/1/2018/149)</u></b> Office of the Surveyor General</p>
<b><u>SALARY</u></b>	:	<p>R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>Eastern Cape (East London) Bachelor's degree in Surveying/Geomatics/Cartography (NQF8). Registered as a professional land surveyor with the South African Geomatics Council. 5 years of experience at a middle or senior managerial level in the land surveying. Job related knowledge: Cadastral surveys, technical system, sectional title, cadastral spatial information, town and regional planning, information technology, survey technology and methods, legal principles and presumptions, servitudes and real rights; Relevant legislation (including applicable sections of the Deeds Registries Act) and applicable provincial ordinances; Understanding of the management of information and formal reporting system; Understanding programme setting process; Internal control and risk management; Project management principles and tools. Job related skills: Project management, Team management, Interpersonal relations, Budget management, Computer literacy, Resource planning, Problem solving and decision making, Legislation and policy, Time management, Customer service and Communication skills (written and verbal). A valid driver's license (code 08).</p>
<b><u>DUTIES</u></b>	:	<p>Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the system. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee the rendering of messenger service. Manage the rendering of first and second level examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral documents. Verify new cadastral documents in relation to parent property information. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by professional land surveyors. Provide professional advice to professional land surveyors and government officials. Report on directorate progress monthly as required. Know and apply all relevant land administration legislation, policies and procedures. Communicate all relevant new management decisions, policies and information etc to staff on weekly basis. Render professional advice for land reform projects and oversee the rendering of advice for land reform projects. Receive requests for land reform assistance as and when required. Provide and oversee advisory services on an on-going basis. Perform research for land reform support. Plan the required investigation when required. Generate land reform support findings report according to policy. Submit land reform findings report upon finalization. Facilitate state surveys. Provide professional advice to professional land surveyors and government officials. Render research and advice for state surveys. Consult with stakeholders. Ensure that the beacons relation to a survey are pointed out to the relevant officials prior to the approval of the cadastral documents. Oversee the undertaking of field surveys and</p>

		inspections. Test a survey for correctness, accuracy or authenticity in accordance with legal provisions, if reason for doubt exists. Take necessary action in connection with a survey tested for correctness, accuracy or authenticity, when required. Prepare and submit a report in connection with an application to a court, if deemed desirable. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.
<b><u>NOTE</u></b>	:	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.
<b><u>POST 19/23</u></b>	:	<b><u>DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/151)</u></b> Directorate: Rural Enterprise and Industrial Development
<b><u>SALARY</u></b>	:	R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo (Polokwane) Bachelor of Commerce in Business Management/Advanced Diploma in Business Management and Administration/Economics/Agricultural Economics (NQF level 7). 5 years of experience at a middle/senior managerial level. Knowledge of the following: small business management and enterprise management and development. Market and trade development. Monitoring and evaluation, strategic planning, human resource management, financial management, supply chain management, Rural development techniques. Understanding of the key priorities of government as well as the comprehensive rural development programme (CRDP). Strong leadership and managerial qualities. A good track record of working with communities. Sound knowledge of current rural industrial and sector operating parameters. Communication skills; negotiation and conflict resolution skills, strategic management and leadership skills, project management and networking skills, team management skills. A Valid drivers license.
<b><u>DUTIES</u></b>	:	Reduce household poverty in accordance with Comprehensive Rural Development Programme. Community identification and mobilization. Profile targeted communities and generate reports and referrals. Planning and implementation. Promote rural and facilitate rural development finance. Facilitation engagement with rural financing agents/organisations. Ensure credit finance and investment facilities. Facilitate establishment and support of primary, secondary and tertiary cooperatives. Provide support/facilitate establishment, organisation to primary, secondary and tertiary cooperatives. Facilitate and provide skills development/facilitate training opportunities to primary, secondary and tertiary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Facilitate and support business ventures of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Identify enterprises within priority value chains. Conduct feasibility analysis. Facilitate business planning. Implementation of approved business process. Ensure the facilitation for access and linkages into village rural and urban markets. Develop off take agreements implementation and monitor. Ensure the facilitation for establishment of Agro industrials forums (Agri-parks). Facilitate engagement with regional and national economic growth agencies (provincial focus, growth opportunities). Facilitate and implement skills development opportunities and job opportunities in rural areas Identify the training needs for the communities. Identify and facilitate skills development opportunities to support rural development initiatives. Identify and facilitate employment opportunities for rural people in DRDLR projects to maximize employment. Mobilise resources and partnership for creation of jobs. Develop strategic management in the co-ordination of financial and non-financial service delivery.



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**POST 19/24** : **DIRECTOR: QUALITY ASSURANCE (REF NO: 3/2/1/2018/153)**  
Directorate: Quality Assurance and Administration

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

**CENTRE REQUIREMENTS** : Northern Cape (Kimberley)  
Bachelor Degree or B Tech in Quality Management (NQF level 7). 5 years experience in a middle or senior managerial position. Job related knowledge: Extensive knowledge of the restitution process; Financial management processes and procedures. Job related skills: Proven managerial, project management, planning, organising, problem-solving, communication (verbal and written) and computer literacy. A valid driver's license (code 08).

**DUTIES** : Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Compile and sign off quality assurance report for every submission. Verify completeness of submissions by relevant checklists. Implement project management methodology for the management of land claims. Compile project registers in the form of submission flows. Track movement of submissions by machining necessary follow-ups various units and CLCCs office. Ensure effective and efficient risk management and implementation of internal legal and financial control. Make input in the risk register. Monitor implementation of actions/controls identified in the risk register. Verify financial calculations in line with the PFMA and relevant policies. Manage the procurement function. Facilitate compilation of Demand Management Plan. Put in place a system for segregation of duties amongst SCM officials. Monitor the implementation of Demand Management Plan. Recommend/approve procurement of goods and services. Produce monthly financial and operational reports. Compile monthly expenditure report. Compile monthly QA report on all submissions received and approved. Compile monthly cash flow projections and submit to CLCCs office. Produce required office management reports. Compile overall reports on QA, Finance, Admin (records and information management, Transport and 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 19/25** : **BUSINESS ANALYST (SYSTEM DEVELOPMENT) (REF NO: 3/2/1/2018/154)**  
Directorate: ICT Solution Development

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

**CENTRE REQUIREMENTS** : Pretoria  
National Diploma in Computer Science/Information Technology. 3 years middle management experience in business case and business requirement specification (BRS) development. Job related knowledge: Business process

<b><u>DUTIES</u></b>	:	re-engineering (6 SIGMA); Business systems analysis; Business process modelling (IDEF, BPEL, BPML); Functional design and user requirement specifications (UML); Business case development; Basic finance and accounting; Understanding of the application development process (SDLC); Working knowledge of BPM toolsets such as CaseWise or ARIS. Job related skills: Communication (Verbal and written); Team work; Facilitation; Presentation; Planning and organizing; Project management and analytical. Ability to work under pressure and in a team. A valid driver's licence (code 08). Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for ICT programmes/projects within the agreed frameworks. Prepare for requirements elicitation. Conduct JAD sessions. Document elicitation sessions result/outcomes. Review/Confirm documented requirements. Circulate document for formal sign-off. Map business processes and audit business systems. Map as-is business processes. Conduct Gap-Analysis. Map to-be business processes. Review/confirm documented processes. Prepare business cases for systems development programmes/projects. Understand business objectives. Conduct business impact analysis/stakeholder analysis. Schedule initial briefing session with all relevant stakeholders. Obtain high-level functional requirements. Understand high-level Business processes. Research/investigate solution options. Obtain financials. Review/confirm documented business case. Circulate business case for sign-off. Perform transversal business systems analysis. Assess requirements against transversal system. Assess organisational readiness. Define transition requirements. Prepare solution validation assessment. Perform post implementation business systems and impact evaluation. Review variation in functionality. Conduct benefit realisation assessment. Develop master systems/ICT plans. Conduct evaluation of existing ICT environment. Perform gap analysis between current environment and desired departmental strategic vision. Identify, evaluate and recommend future state technologies to modernize ICT environment. Draft master systems plan. Review/confirm MSP. Circulate MSP for sign-off.
<b><u>NOTE</u></b>	:	Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 19/26</u></b>	:	<b><u>CHIEF LAND INFORMATION ANALYST REF NO: 3/2/1/2018/155 (2 POSTS)</u></b> Directorate: Property Research and Support
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 552 per annum (Level 10) Pretoria An appropriate recognised National Diploma/Degree in Town and Regional Planning or Geography or Real Estate/Property Management or Law (Conveyancing, Land Administration or Surveying). Extensive experience in land related research work, land use investigations/surveys or land administration. Job related knowledge: Sound knowledge of geography and computers; Understanding of the principles pertaining to the types of land; Understanding of land reform principles and related processes; Understanding of research processes. Job related skills: Ability to interpret maps, aerial photographs, SG-diagrams, Title deeds and proclamations; Ability to understand and see land in a spatial context; Good project management; Highly creative; Good interpersonal relations; Map reading, map analysis and map interpretation; Excellent written and verbal communication; Accuracy and attention to detail. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Provide input to the Provincial state land Disposal Committees (PSLDC) and Minister on the issues pertaining and vesting of state land. Assist with training on vesting and general land administration on PSLDC workshops. Provide value added information on land use and identify land that is not used optimally and vacant sites. Provide inputs for the development and implementation of state land disposal database. Conduct land administration and management functions on DRDLR state and assist PSLDCs and other clients with land administration. Prepare for PSLDC meetings and provide verified information on application and other requests to the forum. Attend standing meetings. Ensure that the verified information is captured and maintained on the PLI main server. Ensure that the verified information is linked to the GIS. Determine the geographical and jurisdictional status of land, via literature study and field work. Undertake site visits in order to: Obtain value added information on state land use; Vacant and/or under-utilized land; Unregistered

		state land parcels; Identify public land where land reform can be implemented. Execute basic spatial enquiries on Regis/World. Assist in the compilation of land audit reports. Write reports on the status of land. Render assistance and give technical advice on the quality and standards of cartographical products. Handle land information enquiries. Obtain and verify information on certain land entities. Represent the directorate on meetings/forums etc. Execute administrative functions, including liaison with other departments/institution/organisations relating to information on state land.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured females and Persons with disabilities are encouraged to apply.
<b><u>POST 19/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATION (2 POSTS) (REF NO: 3/2/1/2018/156)</u></b> Directorate: Forensic Investigations
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/B Proc/LLB/Criminology/BJuris. Certified Fraud Examiners will be an added advantage. 3 years credible and applicable experience (financial management or legal or forensic investigations (including police investigations) or auditing). 3 years Project Management and supervisory experience. Membership of the Association of Certified Fraud Examiners is recommended. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Sector; Accounting and auditing principles and legislative requirements in the Public Sector such as Public Finance Management Act and Treasury Regulations; Understanding of forensic investigations techniques, tools and processes. Knowledge and experience in risk management. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving ability; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and Control assessment. A valid driver's license (code 08). Ability to work irregular hours (including weekends) in a high pressured environment, maintain confidentiality and provide services and product of professional quality. Ability to work in a team. Reliable and flexible. Customer focus. Ability to liaise with ease with executive authorities, top management and senior management of the department and other departments. Working under pressure.
<b><u>DUTIES</u></b>	:	Manage the planning of the forensic investigations on an ongoing basis in line with methodologies, procedures and operational objectives. Receive a request to investigate. Assess the complaint and report the outcome to the Deputy Director. Compile and review a project plan. Submit the project plan to the Deputy Director for support. Draft and review a request for authorization to conduct an investigation. Manage the execution of the forensic investigations as when they are received according to the deliverables and timelines defined on the approved forensic investigations projects' planning memorandums. Request documentation from relevant stakeholder. Analyse and review the documents received from the relevant stakeholders. Identify the relevant sources of information to interview. Plan and conduct the interview. Obtain statements and affidavits. File documentations. Report on the progress and deliverables of the forensic investigation project on a bi-weekly basis to the Deputy Director. Report to the Deputy Director on the status of the forensic investigation projects on a bi-weekly basis. Compile a draft report on investigation conducted to be reviewed by Deputy Director. Draft presentation for the audit committee and submit to the Deputy Director. Draft an implementation memo to the relevant branch to effect the recommendation of approved investigation report. Manage post investigation and reporting. Testify in disciplinary hearings and/or court. Provide technical support to Legal Services and other Agencies. Manage human, logistical and financial resources in Forensic Investigation. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.
<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 19/28</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER: COMMITTEES (REF NO: 3/2/1/2018/157)</u></b> Directorate: Demand and Acquisition Management Services
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Purchasing Management/Supply Chain Management/Public Administration (Management)/Logistics/Business Management (Administration) and Financial Management. 2 years working experience in supply chain management. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Departmental SCM procedures and policy. Job related skills: Computer literacy; Interpersonal relation; Administration; Supervisory; Written and verbal communication. Team work. Working under pressure.
<b><u>DUTIES</u></b>	:	Ensure proper administration of National Bid Committees within the Department. Compile an agenda for the committee meetings when necessary. Record and compile minutes of the National Bid Adjudication Committee regularly. Ensure that NBAC files (Packs) are distributed 3 days before the meeting. Compile letters of acceptance, regret and cancellation continuously. Ensure that approved submissions are communicated to all stakeholders within 2 days of approval thereof by NBAC. Ensure that approved submissions are signed off and handed to the Contract Management Office for further processing. Ensure and monitor internal control measure for compliance with policies and procedures of the Department. Monitor the acquisition processes and procedures according to policy. Render advice and support during NBAC meetings. Ensure proper filing and archiving of documentation according to the prescripts of the National Archives Act. Assist in the preparation of management information, statistics and reporting in committees. Collate and compile monthly reports for NBAC meetings sitting.
<b><u>NOTE</u></b>	:	Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 19/29</u></b>	:	<b><u>PERSAL REVISER (REF NO: 3/2/1/2018/158)</u></b> Directorate: PERSAL Control
<b><u>SALARY</u></b>	:	R281 418 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management/Public Administration/Public Management. The following certificates will be regarded as additional requirements to the qualification, Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment Administration. 2 years of experience in relevant working environment. Job related knowledge: Operation and capabilities of PERSAL system thereof. Job related skills: Computer literacy; Interpersonal relations; Communication; Analytical; Organisational; Financial and knowledge management; Problem solving and analysis skills; Knowledge of Microsoft Excel. Team work. Working irregular hours. A valid driver's licence (code 08).
<b><u>DUTIES</u></b>	:	Identify training needs. Determine PERSAL training needs. Develop and maintain PERSAL training needs database. Liaise with National Treasury for training of PERSAL users. Implement PERSAL training initiatives. Conduct/arrange PERSAL workshops. Conduct/arrange PERSAL information sessions. Approve suspense file PERSAL transactions in terms of local delegation and Public Service Directives and/or internal departmental policies. Approve only with valid source documents. Approve only with authentic and approved source documents. Ensure optimal utilization of the PERSAL system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw users reports and analyse. Attend National Treasury steering committee meetings. Implement PERSAL measures to ensure the upgrading and maintenance of the system. Ensure that all new PERSAL policies are communicated to National Treasury for upgrading of the PERSAL system. Ensure that the PERSAL system is enhanced and user friendly. Draw PERSAL reports and if the reports need any upgrading bring same to the attention of the system controller.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

<b><u>POST 19/30</u></b>	:	<b><u>HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/159)</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data and operate a computer; Understanding of the legislative framework governing the Public Service; Understanding the importance of document management as well as filing the documents; Understanding the work in human resource benefits. Job related skills: Planning and organization; Computer literacy; Good verbal and written communication; Interpersonal relations. Able to work under pressure, meeting deadlines and to work in a busy environment.
<b><u>DUTIES</u></b>	:	Implement human resources leave records and long service recognition. Ensure effective management of human resources leave, long service recognition and PILIR at all times. Assist with the monitoring of leave in the department. Assist with leave investigation with regard to abuse/medical boarding and temporary incapacity, if necessary. Provide technical advice on human capital leave, long service recognition and PILIR at all times. Print leave credits for employee from PERSAL. Address human resources leave and long service recognition enquiries. Implement human capital service termination/pension. Ensure effective management of human capital service termination to all qualifying employees. Provide technical advice on service termination issues to staff members when required. Address human capital service termination/pension enquiries. Capturing of bulk leave forms and service termination applications.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and African and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 19/31</u></b>	:	<b><u>PROVISIONING CLERK: DEMAND AND ACQUISITION (REF NO: 3/2/1/2018/160)</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. 1 year experience in acquisition management will be an added advantage. Job related knowledge: Supply chain duties, practices 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 organisation; Computer literacy; Communications (verbal and written); Interpersonal relations; Flexibility. Team work. Working under pressure. Meeting deadlines.
<b><u>DUTIES</u></b>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issues and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Compiling of comparative schedules for different commodities. Checking of files against a checklist during processing of quotations/bids. Provide procurement related support to clients. Reporting on all aspects of Acquisition. Follow up on acquisition related matters until finalized and an order number is created. Proper record keeping.
<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 19/32</u></b>	:	<b><u>REGISTRY CLERK (REF NO: 3/2/1/2018/161)</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal (Richards Bay District)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate; Understanding of the legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment. Job related skills: Planning and organisation; Computer literacy; Interpersonal relations; Flexibility;

**DUTIES**

Communications skills (verbal and written). Team work. Working under pressure. Meeting deadlines.

: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver to Post Office. Open and stamp maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of disposed documents.

**NOTE**

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