

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 can be submitted by clicking on the link to apply for the post above @ <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>.
- CLOSING DATE** : 22 June 2018 at 16:00
- NOTE** : DRDLR has a dual system where Applicants can apply online via the e-Recruitment System or manually submitting a Z83. 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.

OTHER POSTS

- POST 23/16** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/186)**
Directorate: Strategic Land Acquisition
- SALARY** : R779 295 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu-Natal (Ladysmith District)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics. 3 - 5 years management experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform (Land Tenants) Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Strategic thinking; Writing and communication; Strategic management. A valid driver's licence (code 08).
- DUTIES** : Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use PLAS to acquire land. Provide land to small holder farmers. Monitor Implementation at the district. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of movable assets. Manage the identification and facilitation of land reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the SP and beneficiaries. Provide District land acquisition services. Manage the implementation on redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and the selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the agricultural Land Holdings

Policy Framework and State land lease and Disposals policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalisation business plans. Liaise with relevant stakeholders regarding recapitalisation projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and contracting-out. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic support to the black emerging farmers. Facilitate the provision of Co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 23/17** : **DEPUTY DIRECTOR: RECAPITALISATION (REF NO: 3/2/1/2018/187)**
Directorate: Strategic Land Acquisition
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Bachelor Degree/National Diploma in Agricultural studies or equivalent qualification. An Honours Degree in Agricultural Economist will be an added advantage. 3-5 years' management experience in a Public Service 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, sugarcane, 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; Compute literacy. A valid driver's license (code 08). An initiative, self-driven individual willing to travel and/or work irregular hours.
- DUTIES** : 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 projects database. Develop and implement recapitalisation and development programme (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 developed systems and procedure. 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 mobilization of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensure the development 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.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

- NOTE** : African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 23/18** : **PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/188)**
Directorate: Strategic Land Acquisition
- SALARY** : R417 552 per annum (Level 10)
CENTRE : KwaZulu-Natal (Port Shepstone)
REQUIREMENTS : Bachelor's Degree/National Diploma in Agricultural Studies or equivalent qualification. 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, 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.
- DUTIES** : Plan, implement, monitor and report 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. Ensure the implementation of recapitalisation 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 familiarizes 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 mobilization of relevant stakeholders to advance commodity value chain cluster priorities. Ensures the development of cluster value-chain integrated model. Facilitate implementation of the cluster value chain integrated model. Facilitate institutional partnership agreement. Management of partnership arrangements provide timely strategic interventions.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 23/19** : **PROJECT COORDINATOR: PRE-SETTLEMENT (REF NO: 3/2/1/2018/189)**
Directorate: Operational Management
- SALARY** : R417 552 per annum (Level 10)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : Bachelor's Degree/National diploma in Development Studies/Agricultural Studies/Social Science. 3-5 years experience in restitution or land reform environment. Job related knowledge: Project management; Research methods and techniques; Community facilitation; Understand and interpret valuation reports for escalation; Land reform prescripts and policies. Job related skills: Presentation; Communication; Facilitation; Project and people management; Research; Analytical; Interpersonal relations; Report writing. A valid driver's licence (code 08). Willingness to travel, to spend extended periods in the field and work irregular hours.
- DUTIES** : Validate restitution claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Homestead identification. Partaking in analysis of aerial photograph report. Facilitate where there are overlapping land claims. Separation of tenants, beneficial of occupation and registered land rights. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical valuation for offers. Package chosen options report and sign

	:	off. Settle the claims. Conduct verification process. Analysis of family tree. Signed off of completed name verification report. Draft section 42D submission. Finalise claims. Conduct in loco-inspection. Produce in loco-inspection report. Assist in closing of commitment register. Clearance of suspense account. Payment of beneficiaries.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200
<u>NOTE</u>	:	African, Coloured and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.
<u>POST 23/20</u>	:	<u>CONTROL GISc TECHNICIAN (REF NO: 3/2/1/2018/190) (X2 POSTS)</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R396 375 per annum (Salary in accordance with OSD for Engineers)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Undergraduate qualification in GISc field. 6 year post qualification experience. Compulsory registration with PLATO under the category GISc Technician. Job related knowledge: Legal and operational compliance; GIS implementation; Standards development; Policy formulation; GIS operational communication; Spatial modelling design and analysis knowledge; GIS applications; Technical consulting. Job related skills: Organisation; Process knowledge; Systems maintenance; GIS mobile device operating; Advanced computer literacy. A valid driver's licence (code 08).
<u>DUTIES</u>	:	Manage, supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial databases. Manage maps production and customize to meet client needs accordingly. Manage the operations of GIS equipment, software, data and products. Undertake spatial analysis with regards to GIS projects. Ensuring data compatibility and preparing/interpreting metadata. Developing, testing and performing data capturing, analysis and quality control procedures. Maintain GISc unit effectiveness. Maintain GISc tools. Train end-users on basic GISc skills. Compile content for web publishing. Capture and maintain metadata. Updating of GISc software and renewal of licence. Documentation of GISc processes. Functional requirement analysts. Undertake and document user requirements and analysis. Identify gap analysis on available spatial information in the organisation. Evaluate software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Assisting in determining operational and project requirements. Conduct research. Research, investigate and advise on new GISc technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new method/technologies for solving spatial data problems. Research and implement GISc standards.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1 st Floor, East London, 5201
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 23/21</u>	:	<u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT (REF NO: 3/2/1/2018/191)</u> Directorate: Operational Management
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National diploma in the field of Commerce, Humanities, Agriculture and Development Studies, Town Planning or any other relevant qualification. 2-3 years experience in restitution and land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understand and interpret business plan; Thorough knowledge in land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project and contract management; Negotiation; leadership;

Communication; Computer literacy. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence (code 8) Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Research, validate and verify the restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that restitution projects are included in municipalities integrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase, package land claims. Facilitate community participation in projects and write reports for submissions. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor and evaluate implementation of projects. Take responsibility for budgeting. Draw up detailed business plans. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.

APPLICATIONS : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200

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POST 23/22 : **PRINCIPAL REGISTRY CLERK (REF NO: 3/2/1/2018/192)**
Office of the Surveyor General

SALARY : R226 611 per annum (Level 07)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : A Matric /Grade 12 Certificate. 3 years relevant experience. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate a computer; Understanding of legislation framework governing the public service; Storage and retrieval procedures in terms of working environment. Job related skills: planning and organisation; Computer literacy; Interpersonal relations; Flexibility; Communication (verbal and written). Team work. Working under pressure. Meeting deadlines.

DUTIES : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render effective filing and record management services. Open and close files according to the record classification system. Filing/storage tracing (electronically/manually) and retrieve documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machine in relation to registry functions. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Conduct spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the post office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand deliver and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and classify the documents for archiving and disposal. Electronic scanning of files. Sort and classified files for archiving and distributions. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resource/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Maintains discipline.

APPLICATIONS : Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, Cnr Steve Biko and Stanza Bopape Street, Arcadia

NOTE

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