

## 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** : 06 July 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 25/37** : **STATE ACCOUNTANT: LEASE MANAGEMENT (REF NO: 3/2/1/2018/222)**  
Directorate: Plas Asset and Lease Revenue Management
- SALARY** : R226 611 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Accounting/Financial Management. 1 year experience in an accounting environment with specific experience of lease revenue. Job related knowledge: Public Finance Management; Treasury Regulations and Lease and revenue management. Job related skills: Communication (Written and verbal); Analytical; Computer literacy. A valid driver's licence (code 08).
- DUTIES** : Ensure that lease and revenue are received and maintained. Verify newly received lease debtors contracts if they comply with State Land Lease and Disposal Policy - (Contract terms and conditions, rental calculation as per business plan). Bill - Create and invoice batch for lease debtors and other debtors as per contract, monthly or annually on CLM and ACCPAC-AR. Create/generate monthly interest charged batch on ACCPAC-AR. Generate and compile billing and interest charged report. Review invoice and interest batches generated on ACCPAC-CR. Generate monthly debtor's statements on ACCPAC-AR. Analyse ALHA bank statement and allocate deposits. Process received revenue as per bank statement on ACCPAC-CB. Manage suspense account. Follow up on transactions recorded on the suspense account. Identify and clear transactions on the suspense account. Compile and capture approved adjustment journals. Compile Lease Register. Register new lease contracts/caretaker agreements on the lease incoming register upon receipt. Reconcile lease information recorded on the manual lease register with SLLS. Generate/create Lessee/Debtor on ACCPAC-AR with all required details (Name, Contact Details, ID/Company registration number). Generate/create Lessee/Debtor on CLM with all required details (Payment terms, lease amount) and link the contract to leased properties as per ACCPAC-PJC and fixed asset register. Update lease register with ACCPAC debtor number and CLM contract number. File lease contract files systematically (Manual and electronically). Compile database for rates and taxes of leased properties. Reconcile municipal rates and taxes accounts and other charges. Validate accounts.

- APPLICATIONS** : 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
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 25/38** : **PRINCIPAL HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/223)**  
Directorate: Support Services
- SALARY** : R226 611 per annum (Level 07)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : Grade 12/Senior Certificate. 3 years' experience in Human Resource Management. Knowledge and experience of pension administration. PERSAL Personnel and PERSAL Leave Administration Certificates will be an added advantage. Job related knowledge: Registry duties, practices as well as the ability to capture data, and operate computer; Understanding of legislative framework governing the public services; Storage and retrieval procedure in terms of the working environment; Understanding of the work of registry. Job related skills: Planning and organisation; Computer literacy; Interpersonal relations; Communication (verbal and written); Flexibility. Working under pressure. Meet deadlines.
- DUTIES** : Administer leave (including incapacity leave) as per regulatory framework and on PERSAL. Capture leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before capturing on PERSAL. Record and check correctness of incapacity applications and ensure timeous submission to National Office. Capture DDG's decision and advice/information with regard to the application about the outcome of incapacity application. Do leave gratuity calculations and ensure correctness thereof. Capture leave gratuity on PERSAL. Administer pension and other service benefits. Check all documents received for termination of service. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Process housing allowance, acting allowance etc as per regulatory framework. Administer employee performance management system. Quality assure EPMS documents before capturing on PERSAL. Ensure that EPMS stats is updated. Arrange assessment committee meetings. Inform employees in writing about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Process performance rewards. Ensure correctness of service records of employees after payment of pay progressions. Coordinate training and development of employees. Compile database of PDP's. Compile provincial inputs of WSP. Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : African, Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 25/39** : **PUPIL GEOMATICS OFFICER (REF NO: 3/2/1/2018/225) (X30 POSTS)**  
Branch: National Geomatics Management Services  
(24 Month Contract)
- SALARY** : R209 420 per annum (Level 05) (All inclusive package)  
**CENTRE** : Gauteng  
North West  
Limpopo  
Mpumalanga  
Free State  
Eastern Cape

		Western Cape Northern Cape KwaZulu-Natal
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate with Maths and Physical Science. Job related knowledge: Surveys and mapping; Computer literacy. Job related skills: Presentation; Good interpersonal relations; Good verbal and written communication; Computer software and Good organizing.
<b><u>DUTIES</u></b>	:	Acquire Training in facilitating the process of technical examine services. Acquire Training in the dissemination of cadastral and topographical information. Acquire Training in the capturing and maintenance of Alpha and Numeric Data. Acquire Training in scanning of cadastral documents. Acquire Training in compiling, updating and maintaining of spatial maps and databases. Acquire Training in maintenance of cadastral and related documents/records. Acquire Training in archiving cadastral and related documents/records.
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	All race and gender groups and persons with disabilities are encouraged to apply.
<b><u>POST 25/40</u></b>	:	<b><u>AUXILIARY SERVICES OFFICER (REF NO: 3/2/1/2018/220)</u></b> Office of the Surveyor General
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 05) Eastern Cape (East London)
<b><u>DUTIES</u></b>	:	Grade 12/Senior Certificate. Job related knowledge: Computer literacy; Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations; Communication (Verbal and Written); Computer literacy. Above average attention to detail. Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all documents vaults. Ensure that worn-out hanging strips are replaced and damaged documents are repaired. Provide cadastral information to clients to internal and external clients. Extract and deliver documents requested by staff manning the public counters on behalf of external clients Insert mark out boards and dummy trips in the place of extracted document. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct capture errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents into the image database. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file these documents in their respective documents vaults. Conduct a random check of the state of filing as well as the state documents.
<b><u>APPLICATIONS</u></b>	:	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 <sup>st</sup> Floor, East London, 5201
<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 25/41</u></b>	:	<b><u>ACCOUNTING CLERK (REF NO: 3/2/1/2018/221)</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 per annum (Level 05) KwaZulu-Natal (Pietermaritzburg)
	:	Grade 12/Senior Certificate. 1 year experience in financial environment will be an added advantage. Job related knowledge: Financial functions, practices 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 Manual); Basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal

<b><u>DUTIES</u></b>	:	relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.
	:	Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g. capture payments). Filing of all documents. Perform document control and document capture. Scanning of payments documents. Verify documents on document control report. Safely filing of financial documents in the filing room and using filing systems. Perform bookkeeping support services. Capture all financial transactions. Keep document control register. Capture requisitions for goods and services. Keep records for all requisitions. Keep strong room/filing room tidy and safe. Archive documents ready for archiving. Manage documents for external filing. Keep registers for all documents on external filing contracts. Avail documents requested on time.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
<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 25/42</u></b>	:	<b><u>PROVISIONING CLERK: ORDERS (REF NO: 3/2/1/2018/224) (X2 POSTS)</u></b> Directorate: Logistics and Asset Management Services
<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: Public Finance Management Act; Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA). Job related skills: Communication; Interpersonal relations; Computer literacy.
<b><u>DUTIES</u></b>	:	Record all requisitions received. Capture and record the request or order on the system. Maintain daily register for all task performed. Provide client office with document as and when required. Advice client on the status of their order. Process requisitions according to supply chain management delegations of authority. Follow-up on outstanding requisitions, budget report/shifts and constantly provide feedback to clients on the status of their requisitions. Ensures that all requests comply with SCM policies and directives before capturing, creating orders and petty cash vouchers. Check the request whether all the necessary documents are attached before capturing i.e. documents such as memorandum, BAS, report, log forms and quotations or contract. Respond to all internal and external enquiries. Provide clients with updates on their requests in terms of status. Process the requisitions of goods and services through LOGIS system. Generate order throughout all selections as QTMT and PAAP on Logis mainframe. Fax and confirm orders placed with suppliers. Provides support to clients by faxing all orders to the supplier, and then following up telephonically if the orders were received. Make sure the urgent orders are sent to the suppliers and confirmed immediately so that the service rendered must be priorities. Scan copy of purchase order and fax or email. Follow-up and provide feedback on the order when the client office ask the status. Process of petty cash transactions. Capture and register the Petty Cash Voucher. Submit the Petty cash voucher to the client to confirm receipt of the Voucher. Assists System Section with verification of Petty Cash Vouchers on Logis mainframe. Provide feedback to client when they enquire about capturing of the petty cash.
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.