

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

<u>APPLICATIONS</u>	:	Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx . 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.
<u>CLOSING DATE</u>	:	13 July 2018 at 16:00
<u>NOTE</u>	:	DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. 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/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. 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

<u>POST 26/77</u>	:	<u>CHIEF DIRECTOR: LEGAL AND LEGISLATION DEVELOPMENT (REF NO: 3/2/1/2018/226)</u> Chief Directorate: Legal and Legislation Development
<u>SALARY</u>	:	R1 127 334 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor of Law Degree/LLB Degree or equivalent (NQF Level 7) and admission as Attorney or Advocate. 5 years of experience in senior managerial level. Job related knowledge: Understanding of legislation research and development methodologies; Legislation and analysis methods; Government legislation; Research methodologies; SA Law, particularly land reform law, property law and civil procedure; Legislation formulation. Job related skills: Computer literacy; Communication; Project management; Legislation development; Legislation research; Planning and organizing; Analytical and decision making; Problem solving; Negotiation. Ability to interpret the Law. Ability to research the Law. A valid driver's licence (code 08).
<u>DUTIES</u>	:	Facilitate the process legislation development. Develop and update legislation. Research and analyse legislation. Monitor external legislation affecting land reform and rural development. Provide corporate legal support services. Provide legal support on contracts. Manage labour litigation. Provide legal and admin support in terms of PAIA. Manage legal aspects of loss control. Draft and edit delegations. Provide legal advice on employment matters. Provide commercial legal support on projects. Provide legal opinions. Manage litigations, both on behalf of and against the state. Coordinate cases to their conclusion. Provide legal opinions on litigations. Provide administrative support services.

- 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. 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 26/78** : **CHIEF RISK OFFICER (REF NO: 3/2/1/2018/227)**
Chief Directorate: Risk 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's degree or Advanced Diploma in Risk Management/Internal Auditing/Financial Management/Law (NQF 7). 5 years of experience in senior managerial level as well as Risk Management environment. Job related knowledge: Public Finance Management Act (PFMA); Broad Based Black Economic Empowerment (BBBEE); Public Service Regulations; Financial Management; National Treasury Regulations. Job related skills: Leadership; Computer literacy; Management; Project management; Written and verbal communication; Conflict resolution; Public speaking. A valid driver's license.
- DUTIES** : Obtain, develop and implement a risk management mandate, commitment, framework, strategy and protocol. Present case for risk management to senior management/relevant committee or board and define the value proposition of ERM. Draft and present the mandate or terms of reference of the risk management function to senior management/relevant committee or board. Design and develop a risk management framework and related protocols. Define the internal and external context and stakeholders of the organisation. Develop a risk management strategy. Develop a risk management policy. Facilitate the risk management process. Facilitate the process of risk assessment and compile and maintain risk registers. Facilitate risk treatment and reporting. Develop risk management protocols (RM processes, procedures, tools and modules, techniques, reporting). Establish a risk-based control environment. Facilitate the embedding of risk management by applying change management practices. Capacitate the organisation to execute risk management. Establish a risk monitoring and evaluation system. Facilitate and establish a process for risk reporting. Assess the effectiveness of risk management. Compile a risk management review report and present reports to relevant committees. Guide and oversee risk management processes. Oversee the compliance management services. Ensure the development of compliance strategy. Ensure the implementation of compliance strategy. Monitor the implementation action plans. Evaluate the compliance management programme in all branches. Oversee the fraud awareness and prevention services. Ensure that fraud risks are identified. Assess the impact of identified fraud risks. Select appropriate fraud risk management methods. Facilitate and monitor the implementation of fraud risk management plans. Evaluate the fraud management strategy. Manage the financial management and administrative support services. Maintain of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Risk Management function and report on progress as required. Develop implement and maintain processes to ensure control of work. Compile and submit all required administrative reports. Serve on transversal task teams or committees as required. Management of procurement and asset management for the function. Planning and allocation of work. Quality control of work delivered by employees. Functional technical advices and guidance.

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- POST 26/79** : **DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT (REF NO: 3/2/1/2018/228)**
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R948 174 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : 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. Job related skills: Communication; Negotiation and conflict resolution; Strategic management and leadership; Project management and networking; Team management. A valid driver's license (code 08).
- DUTIES** : 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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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

<u>POST 26/80</u>	:	<u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE (REF NO: 3/2/1/2018/229)</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Accounting/Financial Management or higher qualification in Accounting/Financial Management. 4 years credible and applicable experience in the operational project management field and financial management/accounting field. 3 year supervisory experience. Membership of the institute of Internal Auditors is recommended. Job related knowledge: Project Management and Financial Accounting/Management and Operational Management; Understanding of the standards of the Institute of Internal Auditors. 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).
<u>DUTIES</u>	:	Co-operate with and co-ordinate internal audit governance processes. Co-operate with annual internal quality assessment reviews. Co-operate with external quality assessment reviews. Reviews and report periodically on the compliance to standard operating procedures pertaining to financial, human resources and document control processes. Co-ordinate the preparation and distribution of audit committee meeting packs. Measure and support the execution of annual internal audit plans and operational plans. Measure the status of deliverables of the annual internal audit plans on a weekly basis. Prepare progress reports on the status of annual internal audit plans and operational plans on a monthly basis. Perform the administrator role in the Electronic Auditing Software. Create all audit projects on the Electronic Auditing Software. Maintain the Electronic Auditing Software service agreement. Co-ordinate the periodic upgrade of the Electronic Auditing Software. Co-ordinate the financial management processes regarding budgeting, budget performance reporting, expenditure control and asset management for approval. Co-ordinate annual ENE and MTEF budget for the CAE and Directors' sign-off. Co-ordinate monthly cash flow and expenditure deviation reports for the CAE and Directors' sign-off. Monitor the identification declaration and reprioritisation of the budget allocations and submit savings if required. Co-ordinate the procurement of goods and services for project management and quality assurance and CAE and verify submissions for the approval of purchase before submitting to CAE. Co-ordinate the administration of claims and advances in project management and quality assurance and for the CAE and verify T&S and advance requests before submitting to the CAE. Co-ordinate travel and accommodation arrangements for officials in project management and quality assurance and for the CAE compliance with departmental policy. Co-ordinate the asset management processes, including asset counts. Monitor payments to audit committee members. Monitor and report on the project budget and spending of outsourced and co-sourced audit projects. Co-ordinate administrative support regarding human resources and performance management. Co-ordinate advertisements, interviews and appointments of the sub-directorate: project management and quality assurance. Co-ordinate submission of performance agreements and assessments. Co-ordinate the preparation of the annual EE, SDP, Health and Safety and all other transformation plans required for approval. Measure the implementation of transformation plans, action plans and report progress to the CAE. Prepare quarterly and annual progress reports on all transformation plans. Co-ordinate the implementation of document control measures for all hard and soft copy documents. Co-ordinate the implementation of an effective

and efficient document reference system. Co-ordinate the implementation of an effective and efficient filing system. Conduct document control audits to ensure compliance to the prescribed systems. Co-ordinate and monitor human, logistical and financial resources allocated to this position on an on-going basis in the line with the Department's prescripts.

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- POST 26/81** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/230)**
Chief Directorate: Human Resources and Organisational Development
- SALARY** : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma in Public Administration or equivalent qualification. 2-3 years experience in relevant working environment. Job related knowledge: Public Service Regulations; Financial procedures; Treasury regulations and Basic Accounting System. Job related skills: Computer literacy; Interpersonal relations; Organising and planning; Communication (written and verbal); Analytical; Problem solving and Financial management.
- DUTIES** : Provide financial management services in the Chief Directorate. Facilitate, plan, oversee, drive the timely and accurate preparation of the Chief Directorate's annual budget in line with PFMA, Treasury Regulations Strategic priorities weekly/monthly and quarterly. Compilation of MTEF, adjustment estimates and ENE. Compilation of various submissions/memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the Chief Directorate's funds. Document and communicate procedures for accessing and shifting of funds. Verification of T&S and sundry and overtime payment. Coordinate Supply Chain Management services. Compile, manage and maintain the Demand Management Plan for the Chief Directorate. Management of supply chain management functions. Facilitate monthly, quarterly and annual reporting on SCM related matters. Manage/control over safekeeping, utilisation and maintenance of all assets. Capturing and authorization of goods/services on logis system. Handle queries from internal and external clients relating to supply chain matters. Client liaison. Convene performance management meetings within the Chief Directorate. Render administrative support services. Provide assistance in the developing/reviewing of the Chief Directorates' operational plan. Handle correspondence within the Chief Directorate. Attend to queries arising from internal and stakeholders. Prepare documents for meetings. Manage filing system. Make travel/conference bookings and confirmations. Handle office accommodation.
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