

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** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>.
- CLOSING DATE** : 10 August 2018 at 16:00
- NOTE** : 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. 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. 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 30/55** : **PROFESSIONAL ENGINEER (CIVIL) (REF NO: 3/2/1/2018/237)**
Directorate: Rural Inverstructure Development
(This is a re-advertisement, applicants who applied previously must reapply)
- SALARY** : R679 338 per annum (Salary in accordance to the OSD for Engineers)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Engineering Degree (B Eng/BSC (Eng). Compulsory registration with ECSA as a Professional Engineer. 3 year's post qualification engineering experience. Job related knowledge: Programme and project management, Engineering design and analysis, Research and Development, Computer aided engineering applications, Legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. Job related skills: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organizing; Conflict management; Problem solving and analysis; People management. A valid driver's licence (code 08).
- DUTIES** : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and

processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

APPLICATIONS : Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 30/56 : **DRIVER (REF NO: 3/2/1/2018/238)**
Directorate: Quality Assurance and Administration

SALARY : R136 800 per annum (Level 04)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Grade 10 qualification. 7-12 months driving experience. Job related knowledge: Procedures to operate the motor vehicle, e.g. the procedure to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol), and obtain basic services (e.g. fixing a flat tyre); Prescripts for the correct utilization of motor vehicle e.g. how and for what purposes can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; Procedures to ensure that the motor vehicle is maintained properly; Procedures to perform messenger and routine office support functions like registry functions and the making of photocopies. Knowledge of city in which the functions will be performed. Job related skills: Driving skills; Good communication (written and verbal); Interpersonal relations. A valid driver's licence (code 08) and valid Professional Driving Permit (PDP).

DUTIES : Drive light and medium motor vehicle to transport passengers and deliver other items. Drive lodgement communication sprinter. Complete and submit logbooks. Transporting of lodgement personnel and equipment. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render clerical support/messenger service in the relevant office: Collect and deliver documentation and related items in the department, Assist lodgement team with filling, Assist in registry.

APPLICATIONS : Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia.

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