

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>. 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.
- CLOSING DATE** : 24 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. 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 32/35** : **RESTITUTION ADVISOR (REF NO: 3/2/1/2018/240)**
Directorate: Operational Management
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : Free State (Bloemfontein)
- REQUIREMENTS** : BProc or LLB Degree coupled with 3 - 5 years' working experience in a legal environment as well as admission as an Attorney or Advocate. Experience in litigation and drafting of contracts as well as demonstrate evidence of independent legal research. Post qualification experience in court litigation. Job related knowledge: Understanding of land reform process and in particular land restitution; Constitution, Public Administrative Law, property and related law; Law of contracts; SA law in particular land reform laws; Conveyancing and vetting of documents. Job related skills: Proven supervisory and management; Ability to liaise successfully with a wide range of stakeholders in restitution process; Excellent report writing skills and verbal legal communication; Administrative and organizational; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting skills; Ability to think independently, analytically and innovatively; Ability to compile reports and draft submission; Good problem solving; Mediation and conflict resolution; Computer literacy. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Check legal compliance. Check Research report. Check section 42 D. Check Gazette Report. Check Section 42 E expropriation. Check CPA constitution. Provide litigation support in the restitution branch. Draft referrals. Issue notice of instruction to appoint the state attorney. Attend courts. Attend pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal documents for deeds of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers.

Sign agreements for both parties. Issue instructions to conveyers. Monitor the transfer regularly on a weekly basis and do inspection in loco. Issue instructions to the state attorney for transfer and payment of the balance. Issue instructions to state attorney inclusive of Section 42D. Request clearance rates from municipalities. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipalities. Monitor the transfer process until the end and inform the claimants.

APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

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

POST 32/36 : **PROJECT COORDINATOR: PROPERTY HOLDINGS (REF NO: 3/2/1/2018/241)**
Directorate: Property Management

SALARY : R444 693 per annum (Level 10)
CENTRE : North West (Ngaka-Modiri Molema District)
REQUIREMENTS : Bachelor's Degree/National Diploma Real Estate/Property Management or Bachelor's Degree in Law or equivalent qualification. 3-5 years managerial experience in property management field or environment. Job related knowledge: Public Service Regulations; Public Finance Management Act (PFMA) and Project management. Job related skills: Planning and organizing; Training and development; Analytical and research; Report writing; Presentation and facilitation; Computer literacy. An initiative, self-driven individual, willingness to travel and work irregular hours. A valid driver's license.

DUTIES : Manage and maintain immovable asset register and records. Manage vesting in terms of item 28(1). Manage investigations on state land use and maintenance. Manage state land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land.

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

POST 32/37 : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: 3/2/1/2018/242)**
Directorate: Programme Management Support

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree or National Diploma in Administration/Public Administration/Public Management or equivalent qualification. 3 - 5 years experience in administration environment. Job related knowledge: Supply chain management processes; Government systems and structures; Public Service Regulation; Treasury Regulation; Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act (PPPFA); Departmental transversal systems (BAS, PERSAL, LOGIS) Job related skills: Planning and organising; Analytical; Document management, office and financial management; Interpersonal relations; Computer literacy; Resource planning; Problem solving and decision making; Time management; Communication. A valid driver's licence. Willing to travel and work irregular hours. Ability to work under pressure.

DUTIES : Provide supply chain management support services. Compile and execute demand management plan. Compile and execute procurement plan. Ensure procurement of goods and services for the branch. Manage commitment (LOGIS) effectively. Safeguard assets. Ensure compliance with financial and supply chain management policies. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulation.

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

POST 32/38 : **SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/243) (X2 POSTS)**

Directorate: Strategic Land Acquisition

SALARY :

R299 709 per annum (Level 08)

CENTRE :

Free State (Lejweleputswa/Fezile Dabi District)

REQUIREMENTS :

Bachelor's Degree/National Diploma in Agricultural Studies. 2 years' relevant experience in Agriculture or Rural Development project management. Job related knowledge: Departmental policies, prescripts and practices pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (RADP); Land Reform policies and other related legislation; Understanding of various commodities e.g. livestock crop, grain, game, 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; Corporate Governance. Job related skills: Report writing; Computer literacy; Project and conflict management; Negotiation; Communication; Agricultural development; Analytical; Stakeholder mobilization. A valid driver's licence (code 08). Willingness to travel and work irregular hours.

DUTIES :

Identify potential development projects. Identify existing departmental projects requiring development support and ensure a priority list/motivation for each of these. Analyse and access development implementation and business plans. Draft/commission development business plans per priority area. Participate in analysis forums where external business plans are represented. Implement development project procedures within the relevant policy and programme guidelines. Facilitate and process identified priority projects through relevant approval structures. Implement approved projects in accordance with relevant prescripts and processes. Establish and partake in project specific committees with internal stakeholders and beneficiaries. Establish and partake in project specific committees with external stakeholders and departmental branches. Maintain accurate and accessible development project support requirements. Provide post implementation support to all projects in accordance with relevant prescripts and procedures. Apply relevant monitoring and evaluation prescripts, procedures and reports for all implemented projects. Liaise with relevant role-players/stakeholders with regard to development projects support requirements. Participate in relevant inter-governmental and inter branch support structures. Participate in relevant public-private support structures.

APPLICATIONS :

Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

NOTE :

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

POST 32/39 :

SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/244)

Directorate: Strategic Land Acquisition

SALARY :

R299 709 per annum (Level 08)

CENTRE :

KwaZulu-Natal (Richardsbay)

REQUIREMENTS :

Bachelor's Degree/National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Department's policies, prescripts and practice pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (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 and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver's licence. Willing to travel and work irregular hours.

DUTIES :

Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support

		requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 32/40</u>	:	<u>SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/245)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu-Natal (Port Shepstone)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Agricultural Studies or equivalent qualification. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Department's policies, prescripts and practice pertaining to Comprehensive Rural Development Programme (CRDP) and Recapitalisation and Development Programme (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 and conflict management; Agricultural development; Stakeholder mobilization; Analytical; Report writing; Computer literacy. A valid driver's licence. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation projects and procedures within the relevant policy and programme guidelines. Establish committees with recapitalisation projects areas of responsibility. Maintain accurate and accessible recapitalisation project support requirements. Liaise with relevant role-player/stakeholders with regard to recapitalisation projects support requirements.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 32/41</u>	:	<u>SENIOR PROJECT OFFICER: LAND ACQUISITION (REF NO: 3/2/1/2018/246)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu-Natal (Vryheid)
<u>REQUIREMENTS</u>	:	An appropriate three years Bachelor's Degree/National Diploma in Economics or Natural Sciences or relevant qualification. 2-3 years relevant working experience. Job related knowledge: Understanding and interpretation of budget management; Project management; Departmental land reform programmes, legislation and procedures; Understanding of the value-added development of communities. Job related skills: Project, financial, people and performance management; Conflict resolution; Facilitation; Capacity building; Good negotiation skills. Good in map reading skills, analysis and interpretation. A valid driver's licence (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Make arrangement with the farmer/land owner for farm assessment. Conduct farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF) and municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to land acquisition projects support requirements. Liaise with land acquisition and warehousing

at National Office to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the presidential enquiries, ministerial tasks and queries. Liaise with the office of the public protector to investigate and respond the queries within 7-14 days. Liaise with the Land Bank to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from the Department of Minerals. Consult with Eskom on electricity related matters.

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

POST 32/42 : **SENIOR ADMINISTRATIVE OFFICER: PROJECT IMPLEMENTATION (REF NO: 3/2/1/2018/247)**

Directorate: Social Organisational and Youth Development

SALARY : R299 709 per annum (Level 08)

CENTRE : Western Cape (Worcester)

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration/Management. 2-3 years' working experience in administrative environment. Job related knowledge: Ability to manage the budget; Ability to manage finance; Ability to liaise at different level of management; ability to perform supply chain management; public works policies and regulations; Application of financial procedures; Treasury regulations; Basic Accounting System (BAS); Develop and monitor service level agreements. Job related skills: Excellent communication (verbal and written); Interpersonal relations; Liaison skills; Project management; Decision making; Computer literacy; Multi tasking. A valid driver's licence.

DUTIES : Provide support to NARYSEC youth, activities and project stakeholder. Compile recruitment advertisement in consultation with management. Coordinate logistics for recruitment, selection and orientation of new youth into the NARYSEC programme. Arrange logistics for youth attending training, community services and events. Accompany youth to events/trip. Provide administrative support to departmental approval youth representative body. Perform administrative function. Coordinate logistical arrangements for meetings. Manage departmental assets including machinery and equipment. Compile letters and memorandums related to youth activities. Liaise with colleagues and municipalities with regards to training and community service. Compile monthly reports. Compile inputs for Demand Management Plan and monthly projections and monitor expenditure. Manage files for NARYSEC participants. Safe keeping of NARYSEC documents and files. Execute project activities. Coordinate sites where participants will perform community services. Coordinate and assist with the collection of attendance register during community services. Notify management of participant's attendance trends and report absenteeism. Coordinate complaints related to performance of community service and training projects. Assist with administration and collection of allowance forms when participants are attending training. Coordinate information related to activities that the youth were engaged in during the month. Assist with the monitoring of training community services. Manage information for NARYSEC participants. Compile database for youth recruited and submit report to management. Ensure that participant's particulars including personal, education, residential and contact details are recorded and stored using departmental system. Update database using resignation and termination approval. Track programmes of youth that have exited the programme for impact assessment. Compile statistical report. Coordinate monthly and quarterly reporting for monitoring and evaluation purpose.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 32/43 : **PROJECT OFFICER: PROPERTY LEASES (REF NO: 3/2/1/2018/248)**

Directorate: Property Management

SALARY : R242 475 per annum (Level 07)

CENTRE : North West (Ngaka-Modiri Molema District)

- REQUIREMENTS** : A Bachelor's Degree/National Diploma Real Estate/Property Management or Bachelor's Degree in Law or equivalent qualification. 1-2 years in state land administration or property management. Job related knowledge: Understanding state land administration; Understanding of the value added development of communities; Understanding of the legislation governing state land; Project management; Public Service Regulations. Job related skills: Planning and organisation; Decision making; Computer literacy; Telephone etiquette; Interpersonal relations; Communication and liaison. A valid driver's licence. Willing to travel and work irregular hours.
- DUTIES** : Prepare leases and caretaker agreements. Render support services to district with regards to contract administration. Safeguard contracts and inspection reports. Administer electronic lease management and information systems.
- 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** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 32/44** : **SECRETARY (REF NO: 3/2/1/2018/249)**
Directorate: Property Management
- SALARY** : R196 407 per annum (Level 06)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Grade 12 Certificate or an equivalent or any other training course/qualification that will enable the person to perform the work satisfactory. Relevant experience in a secretarial environment. Advanced Computer Literacy (MS Word, MS Excel, Power Point, Outlook etc.). Job related skills: Good telephone etiquette; Sound organizational and good people skills; Ability to work under pressure as well as the willingness to work irregular hours; Language skills and ability to communicate well with people at different levels and from different backgrounds; High level of reliability; Basic written communication skills; Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat/receptionist support service to the Director. Receive and refer the calls to the respective role players. Diary management. Typing of documents for the Director and managers within the Unit. Operate office equipment e.g. Fax machines and photocopiers. Provide clerical support to the Director. Liaise with travel agencies and manage travel arrangement for the Director. Arrange meetings and events for the Director and staff in the Unit. Process the travel and subsistence claims for the Directorate. Processing of all invoices for the Directorate. Minute taking. Draft routine correspondence and reports. Filing and administration of leave registers and telephone accounts. Distribute all incoming and outgoing documents. Procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Keep abreast with the procedures and processes that apply in the office of the Director.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.