

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** : 31 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 33/34** : **SENIOR VALUER REF NO: OVG03/2018 (X3 POSTS)**
Office of the Valuer- General
- SALARY** : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in property studies/ Real Estate/ Land Economics/ Valuation / Land Management / Land Administration or equivalent qualification (NQF 7). Registration as a Professional Valuer with the South African Council for the Property Valuers Profession. Over 6 years' experience at a middle management position in property valuation. Very strong knowledge of Property Valuation principles, Property law, Property Economics, Property Finance, Property Development and agricultural valuations. Very good comprehension of the Time Value of Money Principles and techniques. Good understanding of Town Planning & Building Control prescripts, Building Construction and Economics. Knowledge, understanding and interpretation of the Property Valuation Act, No. 17 of 2014 and associated regulations and policies. Thorough Knowledge of economic and accounting principles and practices, the financial markets and the analysis and reporting of financial data. Knowledge of RSA Constitution, Public Finance Management Act (PFMA) and other laws and government regulations relating to land and property. The applicant will have to demonstrate proficiency in the following skills; Planning and organising skills. Policy analysis and interpretation skills. Report writing skills. Computer literacy. Interpersonal skills. Negotiation skills. Presentation and communication skills. Project management skills. Team management and interpersonal skills. Problem solving and decision

<u>DUTIES</u>	: making skills. Resource planning and allocation skills. Development Orientation skills. Budgeting and Business skills. A valid driver's licence is also mandatory. Conduct property valuations; Assess and interrogate reports from external/private valuers. Interrogate, analyse and prepare reviewed reports from private Valuers regarding estimated values. Undertake valuations according to valuation standards and principles. Conduct inspections, measurements and survey of the properties. Interrogate information received from property owners/ agent with respect to representation by owners/agents. Collect and analyse market information, interpret market variables and making informed decisions based on these. Support and monitor compliance with the provisions of the Property Valuation Act No 17 of 2014. Advise on sales statistics, market trends and valuation techniques; support, co-ordinate and provide professional valuation training and mentorship. Support and monitor valuations for national and provincial department (especially relating to acquisitions and disposals). Investigation, interrogation and quantification of the extent of direct state investment and subsidy in the acquisition, and beneficial capital improvements of the properties. Compile operational plans and monthly performance reports.
<u>APPLICATIONS</u>	: Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private bag x918, Pretoria, 0001. For attention: Human Resource Management, Rentmeester Building, room 412, 4th floor, Corner Pretorius and Bosman Street or email to VG@OVG.org.za.
<u>NOTE</u>	: All races and genders as well as people with disabilities are encouraged to apply.
<u>POST 33/35</u>	: <u>DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/250)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	: R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Bachelor's Degree/National Diploma in Social Sciences or Economics or equivalent qualification. 3 - 5 years relevant experience at management level. 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).
<u>DUTIES</u>	: Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use Proactive Land Acquisition Strategy (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 immovable 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 Comprehensive Rural Development Programme (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 X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia.

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

POST 33/36 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (REF NO: 3/2/1/2018/251)**
Directorate: Rural Infrastructure Development

SALARY CENTRE REQUIREMENTS : R679 338 per annum (Salary in accordance with the ODS for Engineers)
: Gauteng (Pretoria)
: Honours Degree in the Built Environment field with a minimum of 3 years' experience. B-Tech (Built environment field) with a minimum of 4 years managerial experience. National Higher Diploma (Built environment field) with a minimum of 4 years' and six months certified experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment. Job related knowledge: Programme and project management; Project principles and methodologies; Research and development; Computer aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment. 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; People management. A valid driver's license.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on Projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherences to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilize resources allocated effectively. Conduct research and development on new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

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** : Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 33/37** : **PROFESSIONAL ENGINEER (CIVIL) (REF NO: 3/2/1/2018/252)**
 Directorate: Rural Infrastructure Development
 (This is a re-advertisement, applicants who applied previously must reapply.)
- SALARY** : R679 388 per annum (Salary in accordance to the OSD for Engineers)
CENTRE : Gauteng (Pretoria)
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, norms, standards and 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 X01, Arcadia, 0007 or hand it delivered to: Suncardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 33/38** : **SENIOR VETTING OFFICER (REF NO: 3/2/1/2018/253)**
 Directorate: Vetting and Special Investigations
 (This is a re-advertisement, applicants who applied previously must reapply)
- SALARY** : R444 693 per annum (Level 10)
CENTRE : (Pretoria)
REQUIREMENTS : B Degree or NQF 6 in Social Sciences or related areas and recognised vetting course. 3 - 5 years of experience in vetting at supervisory level. Job related knowledge: Interpretation of policies; Vetting investigation and risk analysis; Ability to work independently. Job related skills: Communication and listening; Analytical; Computer literacy; Language proficiency. A valid driver's licence.
- DUTIES** : Conduct vetting field-work investigations. Gather relevant information. Conduct proper analysis and quality check the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse,

research and evaluate all vetting related information. Assist in the development, implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SSA, SAPS, SASS, DEFENCE, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes. Participation in project and task teams dealing with a variety of subject areas. Administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct vetting and security related research and development.

- 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** : African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 33/39** : **PROJECT COORDINATOR: LAND ACQUISITION (REF NO: 3/2/1/2018/254)**
Directorate: Strategic Land Acquisition
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : North West (Dr Kenneth Kaunda District)
- REQUIREMENTS** : Degree/National Diploma in Economic, Natural Sciences, Development Studies or equivalent qualification. 3-5 years relevant working experience. Job related knowledge: Understanding of value added development of communities; Understanding and interpretation of budget management; Project management principles; Departmental land acquisition process or related programmes, legislation and procedures. The Land Reform: Provision of land and assistance act; Land Reform (Land Tenants) Act; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Performance management; Conflict resolution; Facilitation; Capacity building; Negotiation; Map reading, analysis and interpretation. A valid driver's licence (code 08). Willing to travel and work irregular hours.
- DUTIES** : Provide support to management of the region and supervision of the Senior Project Officers. Assess sub-ordinates quarterly and annual performance. Coordinate regional project implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/unit/district. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) 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 claims status. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role players/stakeholders with regards to land acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to presidential hotline queries, DG task as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop TOR's for procurement of

		professional services in line with SCM process. Submits invoices for services rendered within stipulated timeframe.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 33/40</u>	:	<u>SENIOR PROJECT OFFICER: RECAPITALISATION (REF NO: 3/2/1/2018/255)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape (Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agricultural Studies. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Departments 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 mobilisation; Analytical; Report writing and Computer literacy. A valid driver's license (code 08). Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within 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 X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
<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 33/41</u>	:	<u>PROJECT OFFICER: PRE-SETTLEMENT (REF NO: 3/2/1/2018/256)</u> Directorate: Operational Management
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in the field of Social Humanities, Economics and Development. 1-2 years experience in restitution/land reform environment. Job related knowledge: Restitution of land rights; Land Reform and rural development; At least three local African languages will be an added advantage. Job related skills: Sound communication, negotiation and excellent report writing; Initiate and able to take responsibility and meet deadlines; Computer literacy; Ability to produce reports on a word processor; Ability to facilitate community meetings; Project management; Good networking; Ability to draft terms of reference for service providers; Ability to manage consultants; Willingness to travel, to spend extended periods in the field and work irregular hours; Ability to work under pressure; A valid driver's license (code 08).
<u>DUTIES</u>	:	Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research including archival research. Gazette, negotiate and settle land claims. Settle negotiated claims. Prepare and package S42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects. Prepare settlement agreements. Facilitate negotiations through settlement phase and package land claims. Facilitate community

- participation in projects and write reports and submission. Prepare for negotiations and settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smit building, Polokwane.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 33/42** : **STATE ACCOUNTANT: SALARIES AND PAYROLL (REF NO: 3/2/1/2018/257)**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma in Accounting/Financial Management/Commerce. 1 year of experience working in the salaries and payroll environment. Job related knowledge: Treasury or Financial Regulations; Public Finance Management Act; Basic Accounting System (BAS); LOGIS; GroupWise; PERSAL. Job related skills: Managerial skills; Written and verbal communication: Computer literacy. A valid driver's licence.
- DUTIES** : Perform salary administration support services. Process advices (e.g. check advices for correctness, capture salaries, bonuses and salary adjustment). Capture all deductions and allowances on PERSAL. Check all documents for correctness, verification and approval (internal control). Keep records of all transactions processed. Updating cost of staff. Capture all S&T claims, overtime claims and advance payments. Attend to audit queries. File all documents. Perform payroll management services. Receive salary advices for distribution. Administer payroll. Identify misplacement of officials on their pay points. Provide support in clearing of suspense accounts. Clear various salary related accounts including disallowance, tax debt, salary reversal accounts, advance account. Render support on tax matters. Issue duplicate IRP5's when requested within an 8-hour period. Handle tax enquiries.
- 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** : Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 33/43** : **MESSENGER (REF NO: 3/2/1/2018/258)**
Directorate: Information and Innovation Management Services
- SALARY** : R115 437 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : ABET qualification or Grade 10. Job related skills: Organising; Communication (verbal and written). A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Perform messenger services. Collect and distribute post, parcels, files and other official documents within the Department. Receive and distribute documents to and from different business units. Attend to clients on mail registers. Photocopying and binding official documents. Replenish paper to the photocopier machine. Replace toner. Photocopying of documents. Deliver and collect documents and packages from and to other departments and post office. Receive and distribute documents and packages from and to other departments and post units.
- 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** : African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.