MANAGEMENT ECHELON

POST 34/19 : CHIEF OPERATING OFFICER (REF NO: 3/2/1/2018/266)
Office of the Director General

SALARY : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration (Management)/Business Administration (Management) / Economic/Law. 8-10 years of experience at senior managerial level. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and processes including other relevant legislation; Public Service transformation; Understanding of transformation imperatives of government, including the mandate of the Department; Understanding of governance principles and good knowledge of various stakeholders; Cross cultural insight and knowledge of protocol. Job related skills: Communication; Computer literacy; Coordination and facilitation; Innovative and analytical thinking; Project and conflict management; Strategic planning; Presentation; Organisation and leadership ability; Creativity and innovation; Negotiation. Technical expertise. Team work. Working under pressure. Flexible and able to multi task. A valid driver’s licence.

DUTIES : Monitor the performance of the Department’s Branches with a view of providing support (inclusive to provinces) against set priorities and targets. Manage the overall performance of the Department. Provide high level strategic support to the Director General and the Department by ensuring that an alignment exists between the performance of the Department and the performance of all branches and provinces. Develop and implement the strategy and policy positions of the
participate in the various Rural Development and Land Reform planning programmes with a view of enhancing achievement of the strategic goals of the Department as outlined in the National Services Delivery Agreement. Ensure integrated services delivery planning process in the Department. Develop and implement departmental governance in line with the business operating model, including facilitation of delegations of authority. Develop operations efficiency metrics and monitor department-wide Programmes and Projects (through Project Management Tools in the Back Office). Manage the monitoring and evaluation function of the Department in line with standards set by Presidency. Facilitate efficient and accurate reporting in the Department. Support the Director General in Inter-Governmental Relations and cluster coordination function. Develop and implement integrated systems and processes to support achievement of departmental priorities. Ensure stakeholder involvement in the service delivery programmes of the Department. Ensure effective implementation of ICT monitor and manage the compliance of the Department and statutory bodies with the PFMA and other relevant legislation. Oversee the Department’s transformation and empowerment.

**APPLICANTS:**
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:**
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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**POST 34/20:**
**DIRECTOR: INFORMATION TECHNOLOGY AUDIT (REF NO: 3/2/1/2018/259)**
Chief Directorate: Internal Audit
This is a re-advertisement; applicants who applied previously must reapply.

**SALARY:**
R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

**CENTRE:**
Pretoria

**REQUIREMENTS:**
Bachelor’s Degree or Advanced Diploma in Internal Auditing/IT Auditing/IT or equivalent qualification (NQF 07). A post graduate qualification in the specialist audit field and CISA or ISM/CRISC/CISSP will be an advantage. 9 years of experience in IT Auditing. 5 years of experience at middle managerial/senior managerial level. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures; IT Frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and control assessment skills.

**DUTIES:**
Establish/improve, develop and functionally manage the Information Technology Audit Directorate on an on-going basis in line with the Chief Directorate's Methodologies, Procedures and Information Technology Objectives. Compile and oversee the compilation of the 3-year strategic rolling and annual Information Technology audit plans for approval by the Chief Audit Executive by December annually. Co-ordinate with other internal and external assurance providers to ensure proper coverage to minimise duplication of effort. Oversee the execution of the annual Information Technology audit plan projects according to the deliverables and timelines defined in the approved Information Technology audit projects' planning memorandums. Manage outsourced and co-sourced Information
Technology audit projects according to the deliverables and timelines defined in the approved SLA, project plans and audit projects’ planning memorandums. Report on the progress and deliverables of the Information Technology annual audit plan monthly to the Chief Audit Executive and prepare the directorate’s quarterly progress report for the audit committee. Oversee the implementation of management action plans on all Information Technology audit reports by performing quarterly progress follow-up and oversee the execution of follow-up audits on all Information Technology audit projects within 1-2 years after completion of the audit project. Implement, monitor and report on the Directorate’s Quality Assurance Improvement Program (QAIP). Manage the Information Technology audit directorate on an on-going basis in line with the Departmental prescripts.

**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**

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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**OTHER POSTS**

**POST 34/21**

**SENIOR RESTITUTION ADVISOR (REF NO: 3/2/1/2018/267)**

Directorate: Operational Management

**SALARY**

R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**

Appropriate LLB or B Proc degree. 8 years extensive post qualification legal professional and advisory experience. Admission as an Attorney will be an added advantage. Post qualification experience in court litigation. Job related knowledge: Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts; Specialised knowledge of Constitutional Law; Law of contracts; SA law, in particular land reform laws; Conveyance and vetting of documents. Job related skills: Proven supervisory and management; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting; Ability to think independently, analytically and innovatively; Good problem solving; Mediation and conflict resolution; Computer literacy; Court litigation. Experience in conveyance and vetting of documents. A valid driver’s licence. Preparedness to travel and work irregular hours under tremendous pressure.

**DUTIES**

of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants.

APPLICATIONS: Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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

Directorate: Operational Management

SALARY: R299 709 per annum (Level 08)

CENTRE: North West (Bojanala District)

REQUIREMENTS: Bachelor’s Degree/National Diploma in the field of Commerce, Humanities, Agriculture and Development Studies, Town Planning or any other relevant qualification. 2-3 years’ experience in restitution or land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understanding and interpret business plan; Land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project management; Negotiation; Contract management; Leadership; Communication; Computer literate; Ability to draft terms of reference for service providers and ability to manage consultants. Willingness to travel, spend extended periods on the field and work irregular hours. A valid driver’s license (code 08).

DUTIES: Research, validate and verify the restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that the restitution projects are included in Municipalities Integrated Development Programmes an align priorities and financial resources. Obtain verbal evidence regarding the background and circumstance of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase, package land claims. Facilitate community participation in projects and write reports for submission. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor and evaluate implementation of project. Take responsibility for budgeting. Draw up detailed business plan. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.

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 34/23: SENIOR PROJECT OFFICER: POVERTY REDUCTION (REF NO: 3/2/1/2018/261)
Directorate: Rural Enterprise and Industrial Development

This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R299 709 per annum (Level 08)

CENTRE: Western Cape (Cape Town Metro/West Coast)

REQUIREMENTS: Bsc in Agriculture/Bachelor of Social Sciences/Degree in Agricultural Economics/National Diploma in Agriculture/Degree in Development Studies NQF6 or NQF7. 2 years experience. Job related knowledge: Rural development; Social survey household profiling methodologies; Agricultural management; Cooperatives and enterprises; Regularise cooperatives into formal registered entities; Community facilitation; Stakeholder facilitation; Financial, contract and project management; Markets for enterprises and cooperatives support. Job related skills: Report writing; Computer literacy; Project management; Negotiation;
Conflict management; Communication; Presentation. A valid driver's license (code 08).

**DUTIES**: Conduct household profiling; research, profiling in CRDP sites and land reform project. Identify households with CRDP sites, FPSU as well as land reform project to conduct households profiling. Conduct analysis of the outcomes of the households profiling conducted in the FPSU, CRDP sites and land reform projects. Write up the analysis of the household profiling on the NSIS system and qualitative report. Conduct extensive research on household profiling that will ensure information can be used for budgetary planning on municipal level as well as branches within the department. Support cooperatives and enterprise to ensure that they are legally registered and development of business plans. Ensuring that cooperative we support are legally registered and constitution is in place. Organise the training of the cooperatives. Assisting and supporting the cooperatives with the development of business plans. Ensuring that cooperatives are legally compliant but also are implementing the constitution as per the cooperatives act. Ensuring that all cooperatives have registration numbers, and have emblem of their cooperatives. Ensure that cooperatives are compliant with SARS and are submitting their AFS. Monthly workshops on the cooperatives act. Facilitate financial support, capacity building and mentoring of Rural Enterprises. Implement the business plans for cooperatives which the department will be supporting. Research other financial support which cooperatives can obtain to enhance cooperatives. Provide capacity support to cooperatives in the form of training. Mentoring the cooperatives which we support of various business methodologies that will make these cooperatives sustainable. Develop various sustainable models that will enhance cooperatives. Obtain markets for these cooperatives for their produce. Being actively involved in the overseeing of these cooperatives that will to ensure sustainability. Developing terms of reference in specification of projects. Sitting on the Bid Adjudication and Bid Evaluation committees. Provide support to District Agri-parks management committees and stakeholder engagement and attending of DJOC meetings. Provide secretariat support to the District Agri-parks Management Council. Provide transport and accommodation for the DAMC where necessary. Oversee the administration processes of the DAMC. Conduct workshop on the Terms of Reference of the DAMC. Facilitate the creation of jobs and skills development in the district.

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

**POST 34/24**: SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/268)

**CENTRE**: Eastern Cape (East London)

**SALARY**: R299 709 per annum (Level 08)

**REQUIREMENTS**: Degree/National Diploma in Public Administration or equivalent qualification. 2 – 3 years in relevant working environment. Job related knowledge: Public Service Regulations; Financial procedures; Treasury regulations; Basic Accounting System (BAS). Job related skills: Computer literacy; Interpersonal relations; Organising and planning; Communication (Written and verbal); Analytical; Problem solving; Financial management.


APPLICATIONS
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 1st Floor, East London, 5201.

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

POST 34/25
STATE ACCOUNTANT: LOSS CONTROL (REF NO: 3/2/1/2018/262)
Directorate: Financial Accounting and Reporting

SALARY
R242 475 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS
National Diploma in Financial Accounting/Management Accounting/Finance Management. 1 year experience in the financial management environment. Job related knowledge: Public Financial Management Act (PFMA); Persal, Basic Accounting System (BAS) and LOGIS; Treasury regulations. Job related skills: Interpersonal relations; Organising; Written and verbal communication; Computer literacy.

DUTIES
Manage loss control. Check and verify invoices before payment is made. Ensure that files are opened for all new cases. Ensure the effective filing system is maintained in the section. Updating progress report. Follow-up on long outstanding files/cases. Review and check the memorandum for referral of cases/matters to legal services. Refer of cases to legal services. Supervise human and financial resources. Prepare monthly reporting including the age analysis. Prepare inputs for interim financial reporting and annual financial reports. Check and authorise journals. Manage effective and clear suspense accounts. Monitor and evaluate the performance of staff in accordance with the PMS.

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.

POST 34/26
BEACON ASSISTANT (BEACONS) (REF NO: 3/2/1/2018/263)
Directorate: Survey Services

SALARY
R136 800 per annum (Level 04)

CENTRE
Western Cape (Mowbray/Cape Town)

REQUIREMENTS
Grade 10/Junior Certificate. 3 years relevant working experience within the building trade. Job related knowledge: Building trade. Job related skills: Communication (verbal and written); Good organising; Good team work. Undertake physically-intensive field work, requiring extensive periods of time in the field. Live under camp conditions for the whole year. Ability to work with technical equipment. A valid driver’s license.

DUTIES
Assist in building and maintaining trigonometrical beacons, benchmarks and town survey marks. Build trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions as required. Maintain trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions at all times. Assist the beacon builder (artisan foreman) with the management of the logistical aspects
of the beacon building team. Assist the beacon builder in arranging leave/off weekends of the beacon building team. Stand in for the beacon builder in his/her absence when required. Maintain the beacon building team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain the beacon building team tools and stores at all times. Relocate camp when required. Supervise junior staff. Manage the work of the tradesman aid staff in accordance with the beacon builder instructions and the code of conduct for beacon builders at all times.

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

POST 34/27: DRIVER/MESSENGER (REF NO: 3/2/1/2018/264)
Directorate: Programme Management Support

SALARY: R136 800 per annum (Level 04)
CENTRE: Pretoria
REQUIREMENTS: Grade 10 Certificate/ABET Qualification and a valid driver’s licence (code 8). 7 months relevant working experience. Job related knowledge: City in which the function will be performed. Job related skills: Organising; Good communication and interpersonal relations and basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES: Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related items to the department/branch or any other component within the department relaxed external parties. Copy and fax documents.

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 34/28: DRIVER/MESSENGER (REF NO: 3/2/1/2018/269)
Office of the Surveyor General

SALARY: R136 800 per annum (Level 04)
CENTRE: Eastern Cape (East London)
REQUIREMENTS: Grade 10 or ABET Qualification. 7-12 months experience. Job related knowledge: City which the functions will be performed. Job related skills: Organising; Good communication; Good interpersonal relations; Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team. A valid driver’s licence.

DUTIES: Drive light and medium vehicles to transport passengers and deliver other items (e.g. mail, documents and office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timeously. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage. Collect and deliver documentation and related items to the department/branch or any other branch within the department related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help to trace the files. Collect and deliver job parcels in-between sections within the office as per workflow (e.g. from registry to 1st level examination).

APPLICATIONS: 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 1st Floor, East London, 5201
NOTE: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 34/29: TRADESMAN AID (BEACONS) (REF NO: 3/2/1/2018/265)
Directorate: Survey Services

SALARY: R115 437 per annum (Level 03)

CENTRE: Western Cape (Mowbray/Cape Town)

REQUIREMENTS:
Job related skills: Communication (verbal); Good organising; Good team work.
Undertake physical-intensive field work, requiring extensive periods of time in the field. Live under camp conditions for the whole year. Ability to work with technical equipment.

DUTIES:
Assist in building and maintaining trigonometrical beacons, benchmarks and town survey marks. Build trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions as required. Maintain trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions at all times. Carry out tasks/instructions relating to the logistical aspects of the beacon building team. Maintain the beacon building team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain the beacon building team tools and stores at all times. Relocate camp when required.

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