

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>	:	14 September 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 35/58</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL SHARED SERVICE CENTRE (REF NO: 3/2/1/2018/270)</u> Chief Directorate: Provincial Shared Service Centre This is a re-advertisement; applicants who applied previously must reapply
<u>SALARY</u>	:	R1 189 338 per annum (Level 14) (all inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Bachelor's degree or Advanced Diploma in Public Management/Public Administration/Business Administration/Legal/Agriculture (NQF 7) plus 10 years of experience at managerial level of which 5 years of experience at a senior managerial level as per DPSA directive. Proven experience in Project Management. Job related knowledge: Ability to implement an outcome based performance management approach; Ability to coordinate the office of the Provincial Shared Service Centre (PSSC) to achieve departmental objectives; Ability to initiate and coordinate the implementation of strategic rural development projects to improve service delivery; Ability to develop and implement corporate governance framework and ensure that the PSSC functions are effectively and efficiently implemented; Ability to develop and implement corporate performance monitoring programme; Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of policies, procedures and processes. Job related skills: Good monitoring and evaluation; Good problem solving; Ability to design and implement change management programmes; Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within management and Inter-Governmental Relation (IGR) context.

- DUTIES** : Drive the implementation of the integrated operational plan of the department in the province. Manage the relationship with the Provincial Government and Districts Municipalities in order to achieve transversal national strategic objective. Facilitate and coordinate provincial Comprehensive Rural Development Programmes (CRDP's). Ensure CRDP quality and oversee Monitoring and Evaluation. Facilitate comprehensive reporting on national outcomes in line with the programme of action. Liaise and interact with relevant stakeholders in the province. Represent the department interaction in coordinating delivery forums. Develop and implement system to support CRDP's. Develop and implement service level agreements with line functions. Implement resolutions of the provincial coordinating committee meetings and submit monthly management reports. Chair the provincial delivery forum. Manage the provincial human resource functions in conjunction with line managers. Coordinate budget management in the province with the respective responsibility management in the province. Ensure effective outcome-based performance systems. Coordinate supply chain management 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** : 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.

OTHER POSTS

- POST 35/59** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT (REF NO: 3/2/1/2018/271)**
Directorate: Programme Management Support
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/National Diploma (NQF Level 6) in Public Administration or Public Management. 3 years appropriate experience at management level. Job related Knowledge: PFMA; Human Resource Management; Internal control and Risk Management; Project management principles and tools; Public Service administrative policies and guidelines, and Treasury Regulations. Job related skills: Project management; Team management; Financial management; Interpersonal relations; Budget management; Computer literacy; Resource planning; Problem solving and decision making; Time management; Business; Communication; Writing and analytical. A valid driver's licence.
- DUTIES** : Ensure provision of financial management service. Monitor and manage cash flow projections. Manage the alignment of the demand management plan to the budget. Conduct financial analysis and quality control. Manage expenditure analysis reports and variances analyses. Prepare and compile the medium term expenditure and the estimates of national expenditure. Ensure compliance with financial management prescripts. Manage human resource support service. Ensure that HR prescripts are followed. Manage and monitor recruitment process. Coordinate performance management and development process. Facilitate EHWP services. Coordinate labour relations process. Ensure provision of training of employees. Manage supply chain management services. Coordinate and compile demand management plans. Oversee procurement of goods and services. Oversee movement and maintenance of assets. Ensure compliance with supply chain management prescripts. Manage office administration service. Ensure allocation of offices. Manage records and auxiliary services. Coordinate all administrative functions within the Branch.

<u>APPLICATIONS</u>	:	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.
<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 35/60</u>	:	<u>CHIEF LAND RESEARCH SPECIALIST: CONVEYANCING (REF NO: 3/2/1/2018/272)</u> Directorate: Property Research and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Pretoria Degree in Property Management or Law. 3 years experience in Property Management, Portfolio Immovable Assets Management or Land Administration. Job related knowledge: Property research techniques; Interpretation of relevant legislation on land administration and Immovable Properties. Job related skills: Ability to interpret title deeds and any other legal documents; Project management; Communication (written and verbal); Interpretation relations; Computer literacy; Research and Analytical; Planning and organising. Ability to work in a team as well as independently. A valid driver licence.
<u>DUTIES</u>	:	Prepare and provide vesting registrations. Record request for the registration of transaction from stakeholders. Obtain original title deeds to and from property research unit. Verify applications/documents from conveyance for confirmation. Prepare motivation for payment of services rendered by conveyances. Conduct follow-up's and updates progress on matters referred. Prepare and provide disposal registrations. Prepare and provide servitudes registrations. Prepare and provide other registrations in terms of the Deeds Registration Act. Administer conveyancing records. File original approved submissions and copies of original item 28(1) Certificates. Maintain the updated information on the law and Title Deed Manager System. Prepare and provide reports and statistical information on conveyancing. Compile monthly, quarterly and annual reporting. Provide statistical returns. Write submissions.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured females and Persons with disabilities are encouraged to apply.
<u>POST 35/61</u>	:	<u>SENIOR PROJECT OFFICER: LAND ACQUISITION (REF NO: 3/2/1/2018/273)</u> Directorate: Strategic Land Acquisition
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) Gauteng (Pretoria) An appropriate 3 years Bachelor's Degree/National Diploma in Economic or Natural Science. 2-3 year's 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 management; Financial management; People management; Performance management; Conflict resolution; Facilitation; Capacity building and good negotiation; Map reading, analysis and interpretation. A valid driver's licence. 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 arrangements with the farmer/land owner for farm assessment. Conduct farm assessment in conjunction with Department of Agriculture, Forestry and Fisheries (DAFF), Persons with Disabilities in Agricultural and Rural Development (PDARD) 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 negotiations process. Prepare submissions 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 to the queries within 7-14 days. Liaise with the bank (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 X09, Hatfield, 0028 or hand it delivered to: Sancaradia 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.

POST 35/62 : **ACCOUNTING CLERK: DEBTORS REF NO: 3/2/1/2018/274 (X2 POSTS)**
Directorate: Financial Accounting and Reporting

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12/Senior Certificate. Job related knowledge: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the public service financial legislations procedures and Treasury Regulations (PFMA, DORA, PSA, PPPFA, Financial manual); Basic financial operating systems (PERSAL, BAS, LOGIS ect). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. A valid driver's licence.

DUTIES : Clear the debt and suspense accounts. Check suspense account on a daily basis and capture journals to clear the account. Check debt account on a monthly basis. Make refund and change status of the account. Monitor debt collection. Issue letters of demand to customers. Make follow ups on final letters issued. Make telephonic contact with debtors. Scrutinise debtor files and discuss and recommend to increase payment installments. Ensure that the debt is deducted once off or in monthly installments (in service debtor). Stop salary deductions of fully paid accounts. Contact the debtor to ensure the collection of the debt (out service debtors). Default debtors forwarded to debt collection agency for collection. Attend to all telephonic enquiries. Forward difficult cases to the direct supervisor. Obtains allocations for irrecoverable debt. Capture the irrecoverable debt on the system. Register new debts. Register new debts on BAS and Debt Management System. A written explanation must be attached to debts forwarded to debt collection that are over 3 months from its originated date. Control debtors register. Daily update of the electronic debt register and submit to supervisor. Request statements. Request statements from Syscom, post one to the debtor and attached a duplicate to the file. Search new addresses for letters of demand returned.

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

POST 35/63 : **HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/275)**
Directorate: Support Services

SALARY : R163 563 per annum (Level 05)
CENTRE : Western Cape (Cape Town)

- REQUIREMENTS** : A Grade 12/ Senior Certificate. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate computer; Working knowledge and understanding of the legislative framework governing the public service; Storage and retrieval, procedures in terms of the working environment; Understanding of the work in registry. Job related skills: Planning and organising; Computer literacy; Interpersonal relations; Communication (verbal and written). Ability to work under pressure. Meeting deadlines.
- DUTIES** : Implement human resource administration practices. Invite candidates for interviews and make travelling arrangements. Compile programme and prepare documents for interviews. Provide new appointees with prescribed personnel forms. Address human resource administration. Record and keep register of sections leave plans. Check leave applications for completeness and capture. Check housing/rental benefits applications for completeness and capture. Check bursary application for compliance and completeness and submit. Check termination of service documentations for compliance and completeness. Check PAs, PRDs and PADs for completeness and compliance and submit to supervisor. Capture verified PAs, PRDs and PADs and submit report to supervisor. Record all identified training needs from PDP forms and submit to supervisor. Facilitate DAC meetings and record minutes. Prepare letters of outcomes and submit to supervisor. Check completeness of probation reports and capture. Handling of salary advices. Reconcile payroll certificate with salary advices, take remedial action and distribute. Check payroll certificate for signatures and provide comments and submit. Submit copy of payroll certificate for filing.
- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.