

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 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 21 September 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 36/41** : **PROFESSIONAL TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/276)**
Directorate: Planning Policy and Standards Development
- SALARY** : R585 366 per annum (The salary in accordance with the OSD for Engineers)
- CENTRE** : Pretoria
- REQUIREMENTS** : B Degree in Urban/Town and Regional Planning. 3 year's post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy and Attention to details. A valid driver's licence.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Render support in facilitating spatial alignment and co-ordination of projects/programmes across the three spheres of government. Develop systems to facilitate spatial coordination of spatial planning initiatives at national scale. Provide support to coordinate and build inter-governmental relations in spatial planning across the three spheres of government. Provide support to develop tools in promoting alignment and coordination of spatial

plans. Develop tools and systems to monitor and promote alignment of spatial planning initiatives. Evaluate sectoral spatial plans to ensure alignment with spatial tools, policies and legislation. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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

POST 36/42 : **SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: 3/2/1/2018/277)**
Directorate: Support Services

SALARY : R448 269 per annum (Salary in accordance with OSD for Legal)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : LLB degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years post qualification experience in relevant field. Job related knowledge: SA Law. Job related skills: Ability to interpret law; Ability to research law; Presentation; Writing; Clients relations; Communication; Computer literacy; Managerial. A valid driver's licence. Preparedness to travel.

DUTIES : Manage all legal matters emanating from the various staff and line functions: Compile MOU's, SLA's and institutional partnerships with service providers, municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts/agreements/correspondence with/to service providers, lessee's, farm owners and other internal and external stakeholders. Advise on governance and legal matters. Manage litigation on behalf of the PSSC. Engage National Office Legal, State Attorney or Counsel on matters. Draft/compile or edit legal correspondence: Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to clients, internal/external party. Assist human resource with labour relations matters: Draft charge sheets in misconduct cases. Represent the PSSC in disciplinary hearings, conciliations and arbitration.

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.

POST 36/43 : **PROJECT COORDINATOR: RECAPITALISATION (REF NO: 3/2/1/2018/278)**
Directorate: Strategic Land Acquisition

SALARY : R444 693 per annum (Level 10)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Bachelor Degree in Agricultural Economics/Agribusiness/Business Administration. Post graduate Degree in Agricultural Economics/Agribusiness/Business Administration will be an added advantage. 3-5 years relevant experience. Job related knowledge: Department's policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP); Land reform policies and other related legislation; Understanding of various commodities e.g. livestock, crop, 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 management; Conflict management; Agricultural development; Stakeholder mobilisation; Analytical; Report writing and Computer literacy; Communication and Negotiation. A valid driver's licence. Willing to travel and work irregular hours.

DUTIES : Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1hh1ha) sites for agricultural

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| | | development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyses of agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of smallholders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers to grow. |
| <u>APPLICATIONS</u> | : | 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. |
| <u>NOTE</u> | : | Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply. |
| <u>POST 36/44</u> | : | <u>ASSISTANT DIRECTOR: BUDGET PERFORMANCE (REF NO: 3/2/1/2018/279)</u> Directorate: Budget Performance Management and Quality Assurance |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R359 289 per annum (Level 09) Pretoria National Diploma in Financial Management/Public Finance/Economics. 3 years of experience within the budget management environment. Job related knowledge: PFMA; Treasury Regulations; Government Monitoring and Evaluation; Public Service Budget Processes; Project management knowledge. Job related skills: Facilitation and presentation; Analytical and problem-solving; Communication; Project management. Working under pressure. Team work. Meeting deadlines. A valid driver's licence. |
| <u>DUTIES</u> | : | Analyse the budget performance of the department and its entities. Request expenditure reports from the BAS/Vulindela/establishment reports/DMP's. Analyse spending trends against cash-flow projections. Consolidate the analysed financial information. Prepare accurate and reliable financial reports. Present the report to the supervisor. Provide report of all expenditure, forecasting and trends. Provide expenditure reports to branches. Attend management meeting to provide support and advise on budget matters. Prepare financial performance reports for the entire department to Senior Management. Prepare In-year monitoring report. Conduct impact assessment of allocated budget to determine value for money. Prepare expenditure review and link with non-financial information. Make recommendation for budget planning purpose. Compile value for money assessments report. Manage staff. Ensure that performance agreement are signed. Ensure that employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave. |
| <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> | : | Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. |
| <u>POST 36/45</u> | : | <u>SENIOR PROJECT OFFICER: RECAPITALISATION AND DEVELOPMENT (REF NO: 3/2/1/2018/282)</u> Directorate: Strategic Land Acquisition |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R299 709 per annum (Level 08) Gauteng (Pretoria) Bachelor Degree in Agricultural Economics/Agribusiness. Post graduate Degree in Agricultural Economics/Agribusiness will be an added advantage. 2 years relevant experience. Job related knowledge: Department's policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP); Land Reform policies and other related legislation; 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 management; Conflict management; |

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| | | Agricultural development; Stakeholder mobilisation; Analytical; Report writing and Computer literacy; Negotiation; Communication. A valid driver's licence. Willing to travel and work irregular hours. |
| <u>DUTIES</u> | : | Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1hh1ha) sites for agricultural development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyses of agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of small holders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers to grow. |
| <u>APPLICATIONS</u> | : | 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. |
| <u>NOTE</u> | : | African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. |
| <u>POST 36/46</u> | : | <u>PROJECT OFFICER: LAND RIGHTS (REF NO: 3/2/1/2018/280)</u> Directorate: Tenure Reform Implementation |
| <u>SALARY</u> | : | R242 475 per annum (Level 07) |
| <u>CENTRE</u> | : | KwaZulu-Natal (Vryheid) |
| <u>REQUIREMENTS</u> | : | Law degree/LLB coupled with 0-12 months relevant working experience in land reform environment. Job related Knowledge: Land tenure security policies and legislation; Land tenure systems and procedures; Understanding of land rights; Understanding of the tenure environment. Job related skills: Computer literacy; Negotiation; Presentation; Organising; Planning; Interviewing; Written and verbal communication. A valid driver's licence is recommended. |
| <u>DUTIES</u> | : | Implement land rights systems and procedures: Identify projects. Draft land acquisition memorandums. Draft land disposal memorandums. Present projects to relevant approval committees. Inform individuals or group applicants of land policy and options available for settling of disputes and tenure security: Investigate enquires relating to land rights. Conduct information sessions and workshops. Visit farms and inform parties for solutions. Disseminate relevant documents and information materials to all relevant stakeholders. Participate in all structures created in terms of the tenure policy and legislation: Offer guidance in terms of policy and programs of the department. Make presentations of policy and programs of the department. Represent the department in relevant structures. Provide accurate project documentation and records: Produce project identification reports. Provide relevant role players/stakeholders with project support requirements information. Keep appropriate records and information on projects and interventions made. Provide formal agreement/memoranda to secure post-transfer support to beneficiaries: Communicate with relevant units of the department on post settlement support. Draft where possible submissions for post settlement support. Ensure where possible conducive environment for post settlement support. Conduct administrative tasks related to the implementation of the land rights programs: Ensure proper filling. Ensure speedy responses to enquires. Ensure speedy and effective resolution to Ministerial and DG tasks. |
| <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> | : | African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply. |
| <u>POST 36/47</u> | : | <u>SECRETARY (REF NO: 3/2/1/2018/281)</u> Directorate: Quality Assurance and Administration |
| <u>SALARY</u> | : | R196 407 per annum (Level 06) |
| <u>CENTRE</u> | : | Eastern Cape (East London) |

- REQUIREMENTS** : Grade 12/Senior Certificate or an equivalent or any other training course/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Job related knowledge: Advanced computer literacy (MS Word, MS Excel, Power Point, Group Wise etc.). Job related skills: Good telephone etiquette; Sound organisational; Good people skills; Ability to work under pressure as well as willingness to work irregular hours; Computer literacy; Language and ability to communicate well with people at different levels and different background; High level of reliability; Basic written communication; Ability to act with tact and discretion; Good grooming and presentation.
- DUTIES** : Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refers the callers to the correct role players if not meant for the relevant managers. Records appointments and events the diary. Type documents for the manager and other staff within the unit on a word processor. Operate office equipment e.g. fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meeting and events for the manager and staff in the unit. Identify venues, invite role players, organise refreshments, and set up schedules meetings and events. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Record basic minutes of meetings of the manager. Draft routine correspondences and reports. Do filling of documents for the manager. Administer matters like leave register and telephonic account. Receive records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the manager to prepare for meeting. 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. Study the relevant Public Service and the departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.
- 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 Indian and White females and Persons with disabilities are encouraged to apply.