

## 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** : 26 October 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.

## MANAGEMENT ECHELON

- POST 41/107** : **DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2018/331**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Directorate: Support Services: Gauteng (Pretoria)
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years at middle/senior managerial level. Job related Knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act; Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project management; Financial management; Conflict management and leadership. A valid driver's licence.
- DUTIES** : Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by Land Reform, Land Products, Services and Restitution across all three spheres of government. Ensure that youth programmes are implemented and coordinated up to district level. Manage records management services. Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of restitution land claims. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures.

Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage security contracts. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Provide information technology support services. Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Provide communication services. Render corporate and development communication services. Render Marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide and manage Legal Services. Render Legal Services. Provide legal advise. Manage Court Orders issued.

**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.

**POST 41/108** : **DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2018/332**  
Directorate: Support Services

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

**CENTRE** : Northern Cape (Kimberley)  
**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years at middle/senior managerial level. Job related Knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act; Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project management; Financial management; Conflict management and leadership. A valid driver's licence.

**DUTIES** : Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by Land Reform, Land Products, Services and Restitution across all three spheres of government. Ensure that youth programmes are implemented and coordinated up to district level. Manage records management services. Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of restitution land claims. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage security contracts. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Provide information technology support services. Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Provide communication services. Render corporate and development communication

services. Render Marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide and manage Legal Services. Render Legal Services. Provide legal advise. Manage Court Orders issued.

**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 41/109** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/347**  
Directorate: Strategic Land Acquisition

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

**CENTRE** : Mpumalanga (Ehlanzeni District)

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Social Science or Economics or equivalent qualifications. 3 - 5 year's 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; Communication (writing and verbal). A valid driver's licence.

**DUTIES** : 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 (SP) to determine the business compatibility between the SP and the beneficiaries. Provide district land acquisition services. Manage the implementation of redistribution programmes. Manage the implementation of redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and 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 Disposal 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 recapitalisation 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 X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.

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

**POST 41/110** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2018/333 (X4 POSTS)**  
Directorate: Forensic Investigations

**SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. 6 years credible and applicable experience in the Forensic Investigation field. 3 - 5 years middle management/project management experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector; Understanding of forensic investigation techniques, tools and processes; ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project management; Computer literacy; Investigation. A valid driver's licence.

**DUTIES** : Provide inputs to the development of the Annual Forensic Investigation Case Register for approval by the Director by March annually. Manage/perform the preliminary investigation of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile/review all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Manage the execution of/execute the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Manage the integrity and timelines of the execution of the allocated projects within approved timeline. Compile/review all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Manage the reporting of/report on the allocated Annual Forensic Investigations Case Register Projects within approved timelines. Compile/review the reports of all the allocated projects within approved timelines. Report to the Director on the status of all the allocated projects on a weekly basis. Participate in the preparation of the reports to the Chief Audit Executive on the Directorate's status of the Annual Forensic investigation Case Register Projects on a bi-weekly basis. Participate in the preparation of the quarterly progress report to the Audit Committee of the Annual Forensic Investigation Case Register Projects three weeks prior to the Audit Committee meeting date. Manage/perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile/review the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required. Manage the implementation of Project management action plans

		by responsible line managers on all the allocated projects, within approved timelines.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and African and Coloured females and Persons with disabilities are encouraged to apply.
<b><u>POST 41/111</u></b>	:	<b><u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/334</u></b> Directorate: Tenure Reform Implementation
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal (Vryheid)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the Communal Property Associations (CPA) meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of Communal Property Associations (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered Communal Property Associations (CPA). Manage the mediation and disputes resolution proceedings of the Communal Property Associations (CPA). Monitor the validity of Communal Property Associations (CPA) transactions in accordance with the Communal Property Associations (CPA) Constitution.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 41/112</u></b>	:	<b><u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/335</u></b> Directorate: Tenure Reform Implementation
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Ladysmith)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver's licence.

- DUTIES** : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the Communal Property Associations (CPA) meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of Communal Property Associations (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered Communal Property Associations (CPA). Manage the mediation and disputes resolution proceedings of the Communal Property Associations (CPA). Monitor the validity of Communal Property Associations (CPA) transactions in accordance with the Communal Property Associations (CPA) Constitution.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 41/113** : **DEPUTY DIRECTOR: PLAS ASSET MANAGEMENT REF NO: 3/2/1/2018/339**  
Directorate: Plas Asset and Lease Revenue Management
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Accounting, Financial Management or equivalent qualification. 3-5 years' experience at supervisory level equivalent to Assistant Director within Asset Management environment. Job related knowledge: Accounting systems; Treasury Regulations; Public Finance Management Act (PFMA); Generally Recognised Accounting Practice (GRAP). Job related skills: Project management; Report writing; Analytical; Computer literacy (MS Word, Excel, PowerPoint, Project); Communication; Problem solving and decision making; Consultation; Planning and organizing; Facilitation and presentation; Training and development skills. Strategic leadership capability; Interpersonal relations. A valid driver's licence.
- DUTIES** : Develop and implement strategies of asset management in line with PLAS Projects, Acts and Policies. Develop and review policies and standard operating procedures. Manage the compilation and maintenance of the Trading Account Asset Register. Develop process of maintaining an asset register. Ensure efficient and effective asset management. Review the process of updating the asset register which include; acquisitions, maintenance management, transfers and utilisation. Plan and manage asset verification and sign off reports. Manage the process of impairment, disposal, depreciation and amortization of assets. Develop and provide reports regarding asset management of the trading account. Manage the process of reconciling the asset registers. Prepare and provide inputs for financial statement.
- 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 and Indian females and Persons with disabilities are encouraged to apply.

<b><u>POST 41/114</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT REF NO: 3/2/1/2018/346</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga (Nelspruit) National Diploma in Supply Chain Management/Logistics Management/Financial Management. 3 years' experience as an Assistant Director in the supply chain and facilities environment. Job related knowledge: Public Finance Management Act (PFMA); Basic Accounting System (BAS); Logistical Information System (LOGIS); ACCPAC and Treasury Regulations. Job related skills: Interpersonal relations; Communication (written and verbal); Organising; Decision-making; Computer literacy; People management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the Demand Management Plan and acquisition of goods, services and assets. Ensure that they are procured in accordance with supply chain management prescripts. Manage advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegations regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereof. Advice on supply chain risks controls and fraud prevention. Provide support to regions/clients offices as required. Monitor compliance with supply chain code of conduct. Provide the budgetary matters to the Director when required. Manage implementation of service levels agreements between client's offices and the PSSC as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the department. Provide support to regions/clients offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide asset and facilities management services. Manage the departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/clients offices as required. Identify service delivery needs of clients when necessary.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White female and Persons with disabilities are encouraged to apply.
<b><u>POST 41/115</u></b>	:	<b><u>M&amp;E SPECIALIST REF NO: 3/2/1/2018/348</u></b> Directorate: Service Delivery Coordination
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga (Nelspruit) National Diploma in Development Studies/Social Sciences. 3 years' middle management working experience in monitoring and evaluation processes. Job related knowledge: Government policies processes and protocol; Ability to edit documents will be an added advantage; The ability to work with executive management will be an added advantage; Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Job related skills: Planning and organising; Good interpersonal relations; Computer literacy; Creativity and innovation; Communication (written and verbal); Advanced report writing; Problem solving; Analytical; Research. A valid driver's licence. Ability to work in a team.
<b><u>DUTIES</u></b>	:	Manage and implement Evaluation and Research Frameworks. Develop Evaluation Framework for the Province. Monitor the initiation and conduct research and evaluation. Identify projects to be evaluated. Develop evaluation proposal.

		Conduct project evaluation. Produce evaluation report. Coordinate the integration of all Monitoring and Evaluation Systems within the Province. Develop project visit schedule. Conduct project monitoring. Receive Provincial Operational Plans reports. Analyse, interpret and write quarterly Provincial Integrated Operational Plans analysis reports. Compile monitoring reports. Make follow-up on recommendations with relevant managers. Manage reporting instruments and tools on monitoring and evaluation. Develop standard reporting template and circulation of the template. Ensure submission of quarterly reports. Consolidation of quarterly reports.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White female and Persons with disabilities are encouraged to apply.
<b><u>POST 41/116</u></b>	:	<b><u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/349</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R444 693 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mpumalanga (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Economics, Natural Sciences, Development Studies or relevant qualification, 3-5 year's relevant working experience, Understanding the value-added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management, Departmental Land Reform Programmes, Legislation and Procedures. Job related skills: Financial Management, People Management, Performance Management, Conflict Management, Facilitation, Capacity building, Good negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/ Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment 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 confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (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 submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. 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 strategic direction of the region/unit.

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**NOTE** : Coloured and White males and Coloured, Indian and White female sand Persons with disabilities are encouraged to apply.

**POST 41/117** : **EMPLOYEE RELATIONS ADVISOR REF NO: 3/2/1/2018/326**  
Directorate: Labour Relations

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma in Labour Relations/Human Resources Management. 3 years experience in labour relations/labour law. Job related knowledge: Public Service prescripts; Labour Law/Relations prescripts (Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety and skills development); Promotion of Administrative Justice Act (PAJA); Promotion of Access to Information Act (PAIA). Job related skills: Investigation; Report writing; Computer literacy; Communication; Negotiation; Mediation and conflict resolution; Problem solving; Interpersonal relation; Presentation and facilitation; Analytical. A valid driver's licence. Prepared to travel and work under pressure. Must be a highly developed, independent, creative and innovative individual.

**DUTIES** : Facilitate the prompt finalisation of misconduct cases. Facilitate the expeditious resolution of disciplinary cases. Facilitate the implementation and adherence of prescripts governing misconduct. Facilitate the coordination of the appointment of chairpersons and initiators. Coordinate and facilitate appointment of external service providers in complex cases, as required. Facilitate the prompt finalisation of grievance cases. Facilitate the implementation and adherence of prescripts governing grievance. Ensure effective advice towards the resolution of grievance. Ensure prompt referral of grievance to the executing authority and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievance. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitration sit downs. Ensure proper preparation and presentation of cases by practitioner. Identify cases that need to be dealt with by Legal Service/external service provider/counsel. Obtain mandate and/or negotiate settlement agreement to resolve disputes where applicable. Maintain an effective labour relations reporting system for allocated cases. Timeous submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Ensure the efficient capturing of finalised cases on PERSAL. Improved Labour Relations awareness. Identify trends and facilitate training to business units, Conduct training on approved labour relations policies. Compile labour relations information leaflets.

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

**POST 41/118** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 3/2/1/2018/336**  
Directorate: Labour Relations

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma in Law, Labour Relations/Human Resources Management. 3 years' experience in Labour Law, Labour Relations and Human Resources. Job related knowledge: Public Service Prescripts. Labour Law/Relations Prescripts (Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety and skills development); Promotion of Administrative Justice Act (PAJA); Promotion of Access to Information Act (PAIA). Job related skills: Investigation; Report writing; Computer literacy; Written and verbal communication; Negotiation; Mediation and conflict resolution; Problem solving; Interpersonal relations. Presentation and facilitation; Analytical. A valid

<b><u>DUTIES</u></b>	:	<p>driver's licence. Prepared to travel and work under pressure. Must be a highly developed, independent, creative and innovative individual.</p> <p>Facilitate and supervise the prompt finalisation of misconduct cases. Facilitate and supervise disciplinary cases and ensure that they are dealt with within 90 days of receipt. Supervise and monitor implementation and adherence of prescript governing misconduct. Supervise and monitor coordination of the appointment of chairpersons and initiators. Discuss, prepare and ensure proper representation at disciplinary enquiry as required. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Coordinate and facilitate appointment of external service providers in complex cases. Draft appeal memo's and ensure expeditious of appeal. Provide efficient and effective advice on disciplinary matters. Facilitate and supervise the prompt finalisation of grievance cases. Facilitate and supervise grievance cases and ensure that they are dealt with within 30 working days/agreed upon timeframes from the date of receipt. Supervise and monitor implementation and adherence of prescript governing grievance. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executing Authority, and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievances. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate and/or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services/external service provider/counsel. Ensure proper preparation and presentation of cases. Implement capacity building programmes. Provide and facilitate training to business units on request. Provide assistance to Service Providers with the facilitation of SMS training. Advise employees on daily basis. Manage relationships with organised labour and assist in collective bargaining processes. Provide assistance with the preparation for DBC meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in area of responsibility. Promote and enforce a cordial relationship with shop stewards in area of responsibility.</p>
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 41/119</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: 3/2/1/2018/340</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R356 289 per annum (Level 09)</p> <p>Northern Cape (Kimberley)</p> <p>National Diploma in Supply Chain Management or Logistics Management/Public Management/Administration. 3 years supervisory experience working in the demand and acquisition environment. Job related knowledge: Public Service Act; Public Finance Management Act; Preferential Procurement Policy Framework Act; Treasury Regulations. Job related skills: Computer literacy; Problem solving; Communication (verbal and written); Organising; Interpersonal relations. A valid driver's licence. Ability to work under pressure and to work in a team.</p>
<b><u>DUTIES</u></b>	:	Administer Demand Management Plan. Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of Demand Management Plan for all offices. Facilitate, analyse, advise and verify consolidated provincial Demand Management Plan. Facilitate approval of clients Demand Management Plans. Submit verified consolidated Demand Management Plan. Coordinate Procurement Plan. Analyse advice and verify development of Procurement Plan. Facilitate approval of the provincial Procurement Plan. Submit verified and approved Procurement Plan, monitor and report on implementation of Procurement Plan. Provide support to clients offices. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identifies. Submit a report from optional analysis for approval. Provide support and guidance to clients office. Provide advice in nomination of bid

specification and evaluation committee members. Facilitation and coordination of approval of Bid Specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate facilitate and implement sourcing strategies (Terms contract, transversal contracts, bulk procurement and direct sourcing (sourcing Strategies). Assist service providers to on line register on the CDS (Central Supplier Database). Verify captured service providers information on CSD and their allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (administer of contract). Monitor expiring contracts and advise the users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise clients accordingly. Facilitate and convene service provider meetings. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to PPRM. Facilitate Bid Management Process. Receive terms of reference and procurement approach, analyse and distribute for compliance bid document. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers. Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via-email to the relevant BEC members. Serve as Bid Adjudication Committee secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to clients. Provide management response for audit queries/request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on SCM risk control and fraud preventions.

**APPLICATIONS** : 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.

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

**POST 41/120** : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2018/341 (X6 POSTS)**  
Directorate: Forensic Investigations

**SALARY CENTRE** : R356 289 per annum (Level 09)  
: Pretoria

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. 3 years credible and applicable experience in the Forensic Investigation field. Project Management or supervision experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector; Understanding of forensic investigation techniques, tools and processes; ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project Management; Computer literacy; Investigation. A valid driver's licence.

**DUTIES** : Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Compile all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Execute the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Compile all the investigation planning deliverables of all the allocated project within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Report on the allocated Annual

Forensic Investigations Case Register Projects within approved timelines. Compile the reports of all the allocated projects within approved timelines. Report to the Deputy Director on the status of all the allocated projects on a weekly basis. Participate in the preparation of the reports to the Chief Audit Executive on the Directorate's status of the Annual Forensic Investigation Case Register Projects on a bi-weekly basis. Perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required.

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