

## 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.*

<b><u>APPLICATIONS</u></b>	:	Online applications can be submitted on <a href="https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx">https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx</a> . 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.
<b><u>CLOSING DATE</u></b>	:	02 November 2018 at 16:00
<b><u>NOTE</u></b>	:	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

<b><u>POST 42/110</u></b>	:	<b><u>CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS REF NO: 3/2/1/2018/372</u></b> Chief Directorate: Strategic Land Reform Interventions
<b><u>SALARY</u></b>	:	R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Development Studies/Agricultural Management/Agriculture Economics. 5 years' experience in a senior management position. Job related knowledge: Departmental processes and procedures, Departmental Legislation and related Governmental Legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research Methodology, Project Management, Financial Management and Accounting, Procurement Systems and Tendering Procedures, Risk analysis and management. Job related skills: Planning and Organising, Research and Analytical, Communication, Good report writing, Computer Literacy, Negotiation, Presentation, Good Leadership, Project Management. The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.
<b><u>DUTIES</u></b>	:	Manage the provision of Land Acquisition and Land Warehouse Services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of Land Reform Strategic Institutional Partnerships. Develop and maintain Land Reform Strategic Institutional Partnerships. Provide administrative support to Strategic Institutional Partnerships. Ensure effective and efficient applications of resources for the Chief Directorate. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost

behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resources within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources.

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

**POST 42/111** : **DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2018/373**  
Directorate: Recapitalisation and Development

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

**CENTRE** : Western Cape: Cape Town

**REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Agricultural Economics/Business Sciences (NQF Level 7). Post graduate qualification in Agricultural Economics/Development Finance will be an added advantage. 5 years' relevant experience at a middle management level /senior managerial level. Job related knowledge: Land Reform: Provision of Land and Assistance Act as amended, Land Reform (Land Tenants) Act, Section 42C, Restitution Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes, Ability to communicate effectively across a wide spectrum, Understanding of relevant Land Reform Legislative Framework/Policies and ability to implement the latter within, Understanding of good corporate governance principles. Ability to work under pressure and long hours. Ability to facilitate and coordinate multimillion rand programs and projects to successful conclusion within stipulated time frames. Ability to work with MS Project and MS Office. Job related skills: Negotiation, Project Management, Presentation, Financial Management, Computer Literacy, Strategic Management, Interpersonal relations. A valid driver's licence.

**DUTIES** : Facilitate the development and graduating small scale farmers into fully fledged commercial farmers. Provide capacity and training to farmers. Establish partnership between emerging and established farmers. Promote non agricultural enterprise opportunities through concessionary arrangements. Conduct workshops on agricultural enterprises. Facilitate the identification of Land Reform Strategic Institutional Partnerships. Assist farmers in structuring appropriate enterprise models based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conducting of diligence on existing business ventures. Facilitate the identification and recruitment of strategic investment partners. Facilitate the provision of appropriate business services. Manage the implementation of Recapitalisation and Development Programme and services. Implement Redistribution Programmes. Identify new programmes. Promote Recapitalisation and Development Services. Monitor compliance with

regard to Recapitalisation Policies and Procedures. Facilitate the creation of innovation methods for programme implementation. Monitor and evaluate the Recapitalisation and Development Programmes and Services. Conduct regular assessment on the progress of Recapitalisation Programs and Development Services. Ensure compliance with relevant prescripts. Address gaps and make recommendations. Provide advice and guidance in the implementation of Recapitalisation Programmes. Facilitate the modelling and nurturing of the agricultural businesses. Assess company legal compliance for the formation of Institutional Partnerships. Assess the risk profile and business plan of the Strategic Partnerships to determine the business compatibility between the Strategic Partnership and the beneficiaries. Determine the equity schemes for the stakeholders involved. Provide expert advice and guidance on partnerships.

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**NOTE** : Coloured and White males and African Coloured females and Persons with disabilities are encouraged to apply. 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 42/112** : **CHIEF ENVIRONMENTAL SPECIALIST REF NO: 3/2/1/2018/363**  
Directorate: Rural Infrastructure Development

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

**CENTRE** : Northern Cape (Kimberley)

**REQUIREMENTS** : Bachelor Degree in Environmental Studies or Agriculture or Geography. 3-5 years' relevant experience at middle management level. Appropriate environmental planning experience or agricultural issues. Sound experience in environmental management and disaster management. Job related knowledge: Policy and Legislation governing national environmental management, Policy and Legislation governing spatial planning and land use management, World goals on sustainable development and how to translate to national deliverables, Integrated development planning process and its relevance in environmental management, Performance management and monitoring, Government systems and structures, Government decision making processes, Internal control and risk management, Project management principles and tools, Political landscape of South Africa Job related skills: Project Management, Team Management, Financial Management, Interpersonal, Budget Management, Computer literacy, Resource Planning. A valid driver's licence. Ability and willingness to travel extensively. Work efficiently and effectively at all times.

**DUTIES** : Support the integration of environmental planning policy into formulation of Disaster Management Plans according to specific standards and procedures. Assist in implementing the Environment Management Framework into rural development and land reform. Compile recommendations to land and Director Generals Tasks according to specific standards and procedures. Communicate with officials / planners in all spheres of Government as well as in the Private Sector regarding Policy Legislation and Regulations. Implement principles of Batho Pele and Service Delivery Improvement Plan (SDIP) throughout the sub directorate. Monitor the recruitment, training and development of staff in accordance with the Employment Equity Plan, Comply with Public Finance Management Act, Treasury Regulations and subdirectorate budget guidelines.

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 42/113</u></b>	:	<b><u>DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/374</u></b> Directorate: Strategic Land Acquisition
<b><u>SALARY</u></b>	:	R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Northern Cape (Pixley Ka Seme District)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or National Diploma in Social Science or Economics or equivalent qualifications. 3 - 5 years' relevant experience at management level. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform (Land Tenants) Act; Agrarian Transformation as well as Key Priorities of Government; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and Redistribution. Job related skills: People management; Strategic thinking; Communication (written and verbal). A valid driver's licence.
<b><u>DUTIES</u></b>	:	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 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 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.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 42/114** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/364**  
Directorate: Tenure Reform Implementation
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (Cape Winelands/Overberg)
- REQUIREMENTS** : Bachelor's Degree in Sociology/Political Science/Philosophy, Politics and Law/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 Organising, Communication, Computer literacy, Strategic thinking, Problem solving and analytical skills. 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 illegal 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 to 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 Association (CPA). Provide secretariat services in the (CPA) meetings and constitute proceedings. Maintain the register of (CPA) and similar entities. Promote awareness of (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered (CPA). Manage the mediation and dispute resolution proceedings of the (CPA). Monitor the validity of (CPA) transactions in accordance with the (CPA) constitution.
- 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, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 42/115** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/365**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Degree/National Diploma or equivalent in Finance, Accounting or Business Administration. 3 - 5 years' working in Financial Management environment at middle management. Job related knowledge: Public Finance Management Act, Basic Accounting System, Treasury Regulations, Medium Term Expenditure Framework (MTEF). Job related skills: Computer literacy, Interpersonal relations, Excellent communication, Thorough literacy and report writing, Organisation and decision-making, Financial analytical, Planning.
- DUTIES** : Manage financial functions and systems in the Provincial Shared Service Centre. Ensure the implementation of internal controls and the safe keeping of all the Financial Records. Ensure compliance to policy and prescripts. Compile monthly, quarterly and Annual Management Report. Submit inputs on Annual Financial Statement. Manage payments and systems on a daily basis. Monitor performance with financial services. Develop and monitor work processes and procedures that will benefit clients on an on-going basis. Evaluate and continuously improve work processes and procedures that will benefit clients on an ongoing basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective systems and procedures for sound Financial Management and reporting requirements regularly. Provide reports and statistics as well as recommendations for improvement quarterly. Manage and implementation of Service Level Agreements between client offices and the Provincial Shared

Service Centre as well as between Shared Service Centre and National Office when necessary. Identify services delivery needs of clients when necessary. Oversee general Financial Management including inputs into policy formulation on an on-going basis. Manage the provision of salaries and payrolls in the Provincial Shared Service Centre. Manage salaries and payrolls on daily basis. Render Financial Business Support and Risk Management. Coordinate internal and external audits and risk management. Coordinate the compilation of process and Fraud Risk Register. Submit progress report in terms of process and Fraud Risk Registers. Render Financial Business Support and Risk Management when necessary. Monitor budgets and setting targets. Manage compilation of the budget inputs and revenue collection. Compile annual and monthly cash flow projections. Monitor and report on the budget performance. Forecast, set targets and monitor budgets quarterly.

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

**POST 42/116** : **DEPUTY DIRECTOR: LAND RIGHTS POLICY AND SYSTEMS DEVELOPMENT REF NO: 3/2/1/2018/366**

Directorate: Land Rights Policy and Systems Development

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

**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 in Humanities/Social Science/Law. 3 - 5 years' experience in land reform environment. Experience in: Dispute resolution, Land rights conflicts, Budgeting, Capacity building and awareness, Interpretation of statutes. Systems design and support. Planning. Job related knowledge: Policy and Legislation Development, Research Analysis, Project Management, Contract Management, Mediation, Content Development, Operational Management. Job related skills: Project Management, Report writing, Analytical, Computer literacy. (Ms Word, Excel, Power Point, Project), Communication, Problem solving and decision making, Consultation, Planning and Organising, Facilitation and Presentation, Strategic Leadership Capability, Training and Development, Interpersonal relations, Financial Management. Willing to travel and work irregular hours. A valid driver's licence. Ability to work in a team as well as independently.

**DUTIES** : Manage policy and systems development for Land Tenure Rights. Identify policy, legislation gaps or need. Conduct research and analysis on Land Tenure Rights policy, legislation and product. Conduct policy, legislation and product reviews on Land Tenure Rights. Refine policy, legislation and product reviews on Land Tenure Rights. Administer and maintain policy, legislation and products. Monitor and evaluate policy, legislation and products reviews on land tenure rights. Manage systems and procedures on legal and mediation services. Manage Land Rights Management Facility (LRMF) contract with the Service Provider. Receive and review case reports monthly and quarterly from the Service Provider. Deal with complaints from Land Rights Management Facility (LRMF) panelists. Deal with complaints from the officials on the Land Rights Management Facility (LRMF). Monitor the budget in conjunction with the Director. Manage and provide capacity and awareness building on Land Tenure Rights policy, legislation and products. Conduct needs analysis. Design and develop capacity building programmes. Facilitate and present capacity and awareness programmes. Conduct impact assessment on the capacity and awareness programmes. Review and refine capacity and awareness programmes. Manage provision of products implementation support to Provincial and District offices. Consult Provincial office on the support needs. Draft the Implementation Support Framework. Ensure the implementation of the framework. Review and refine the Implementation Support Framework. Provide supervision and quality assurance on resources allocated.

**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 42/117** : **PROFESSIONAL QUANTITY SURVEYOR (GRADE A-C) REF NO: 3/2/1/2018/355**  
Directorate: Rural Infrastructure Development
- SALARY** : R585 366 per annum (The salary in accordance with the OSD for Engineers)  
**CENTRE** : Northern Cape (Kimberley)  
**REQUIREMENTS** : A Degree in Quantity Surveying or relevant qualification. Compulsory registration with the SA Council for the Quantity Surveying Profession (SACQSP) as Professional Quantity Surveyor. 3 years' Quantity Surveying experience Job related knowledge: Programme and project management, Quantity Surveying principles and methodologies, Engineering design and analysis, Research and development, Computer-aided engineering applications, Legal compliance, Technical report writing and consulting, Creating a high performance culture, Professional judgment and networking. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management. A valid driver's licence.
- DUTIES** : Perform quantity surveying activities on buildings, structures or facilities Coordinate professional teams on all aspects regarding quantity surveying. Develop cost effective solutions according to standards. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of cost. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote architectural principles and good practice. Supervise quantity surveying work and processes. Administer Performance Management and Development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Regular research and development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
- 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** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 42/118** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/367**  
Directorate: Spatial Planning and Land Use Management
- SALARY** : R585 366 per annum (The salary in accordance with the OSD for Engineers)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification. 3 years' post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing 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; Attention to detail. A valid driver's licence.

<b><u>DUTIES</u></b>	:	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. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Plan and design to ensure sustainable human settlement. Compile of Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide Spatial Planning and Land Use Management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. 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.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2 <sup>nd</sup> Floor, Bloemfontein, 9301.
<b><u>NOTE</u></b>	:	African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 42/119</u></b>	:	<b><u>PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/375 (X4 POSTS)</u></b> Directorate: Rural Enterprise and Industrial Development
<b><u>SALARY CENTRE</u></b>	:	R444 693 per annum (Level 10) KwaZulu-Natal: Pietermaritzburg (X1 Post) Richardsbay (X1 Post) Port Shepstone (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3-5 years' experience in the field of cooperatives development. Job related knowledge: Operational Planning; Human Resources Management; Financial Management; Supply Chain Management; Rural Development techniques; Understanding of Business Development; Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Excellent Communication (verbal and written); Negotiation; Marketing; Networking; Strategic Management and Leadership; Project Management; Team Management; Presentation. A valid driver's licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Manage small business research and technology development. Facilitate market linkage. Manage small business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage small business education and skills training. Provide skill development to small business and ensuring compliance to small business. Manage small business development finance. Facilitate access to finance for small business. Provide liaison with districts and local Municipalities. Facilitate compliance with cooperative legislation and policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skill development and support to cooperatives. Receive referrals from knowledge unit.



- 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 42/120** : **PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/376**  
Directorate: Tenure Reform Implementation
- SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Western Cape (Cape Winelands/Overberg)  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Humanities/Social Science or equivalent qualification. 3 – 5 years' relevant work experience in Land Reform Environment. Job related knowledge: Land Reform Prescripts and Policies: Extension of Security of Tenure Act (ESTA), Labour Tenants Act (LTA), Interim Protection of Informal Land Rights Act Community dynamics, Interpretation of statutes, Departmental Filing Procedure. Job related skills: Communication, Presentation, Facilitation, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report Writing. A valid driver's licence recommended. An self driven individual with the willingness to travel and work irregular hours.
- DUTIES** : Facilitate the implementation of ESTA. Respond to all enquiries on ESTA accordingly. Liaise with Department of Justice Ministry, Department of Nature Conventional and Game Farmers, Conversational Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in the District Offices to incorporate changes in the Land Reform Policy procedure into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of interim Protection of Land Rights interventions. Monitor and facilitate the implementation of Labour Tenants Programme. Address the LTA claims that have been lodged. Categorize LTA cases according to claimants' settlements choices as required. Respond to all enquiries on LTA Accordingly.
- 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, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 42/121** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2018/368**  
Directorate: Support Services
- SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : KwaZulu-Natal (Pietermaritzburg)  
**REQUIREMENTS** : National Diploma in Information Technology/Computer Science, 3 years' of experience in Information Technology (IT) environment (hardware and software, servers, technical support). Job related knowledge: Technical aspects of ICT goods and services, Government systems and structures, Understanding management of information and the formal reporting system. Job related skills: Planning, Organising, Interpersonal, Financial, Communication (Written and verbal), Computer literacy, Project Management. A valid driver's licence.
- DUTIES** : Identify business needs. Advice SCM, users and management on ICT equipment procurement maintenance and policies. Develop solutions to improve the technicians' performance. Serve as a point of contact to regional technical staff with regards to all projects undertaken in Office of the Chief Information Officer (OCIO). Provide Server Management Services. Monitor server room environment and take remedial actions. Update and verify data base of all ICT equipment. Escalate all calls that are beyond desktop to relevant IT team for further assistance. Monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Manage and administer McAfee EPO (anti-virus).

Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incidents when requested by ensuring that calls are resolved. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible. Escalate incidents to other support teams where necessary. Record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Resolves all escalated calls and ensure that are resolved within Service Level Agreement (SLA).

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

**POST 42/122** : **ASSISTANT DIRECTOR: PLAS ACCOUNTING REF NO: 3/2/1/2018/369**  
Directorate: Plas Trading Account Financial Management

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

**REQUIREMENTS** : A Degree/National Diploma in Accounting or equivalent qualification. 3-5 years' relevant experience in accounting and reporting. Job related knowledge: National Treasury Regulations; Public Finance Management Act (PFMA); Caseware; Generally Recognised Accounting Practice (GRAP) standards. Job related skills: Communication (written and verbal); Computer literacy (MS Word, Excel, PowerPoint, Project); Numeracy and analytical; Management; Report writing; Planning and Organising; Time Management. A valid driver's licence.

**DUTIES** : Manage transfers of payment and commitments. Monitor and ensure that reports for transfers and supporting documents are received. Ensure that expenditure reports have valid supporting documents, before journals are authorised. Ensure that commitment reports and registers are compiled on a monthly basis. Reconcile and manage monthly reports performed. Ensure that Bank Reconciliation is performed on a monthly basis. Ensure that cash flow reports are prepared on a weekly basis. Compile general ledger and other reconciliations on a monthly basis. Clear all reconciliation variances and prepare working papers on a monthly basis. Compile financial statements, working papers and manage audit process. Plan and perform month and year end processes to ensure that all transactions are completely and accurately recorded. Ensure that monthly financial reports are compiled and ensure that all journals are processed before system closure. Prepare monthly Financial Statements, Interim Financial Statements, Annual Financial Statements and its working paper files. Coordinate internal audit and external audit process. Implement Internal Control. Ensure compliance on the Trading Account and other relevant Departmental policies. Monitor Trading Account actions plans. Ensure that risk register is continuously updated.

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

**POST 42/123** : **CHIEF MONITORING AND EVALUATION (M&E) ANALYST REF NO: 3/2/1/2018/371**  
Directorate: Service Delivery Coordination

**SALARY CENTRE** : R356 289 per annum (Level 09)  
: Northern Cape (Kimberley)

<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Development Studies/Social Sciences/Public Administration (Management). 3 years of experience in monitoring, evaluation and in research. Job related knowledge: State Information Act; Monitoring and Evaluation Systems, Tools, Indicator Development, Legislation and policies administered by the Department; Research Methodology; Project and Programme Management. Job related skills: Computer literacy; Statistical analysis; Data Warehouse Management; Analytical and research; Communication. A valid driver's licence. Ability to customise and target information to user requirements. Willingness to travel extensively and work irregular hours.
<b><u>DUTIES</u></b>	:	Conduct monitoring of projects in various Districts in the Province. Monitor and evaluate performance of land reform and rural development projects. Produce report on performance of projects to provide early warning. Collect data and compile project database. Conduct data verification on reports submitted by Branches. Analyse the report to ensure compliance. Analyse and interpret research statistical data. Update statistical information on provincial project database. Monitor and update project database. Produce statistical information on project and programme performances. Develop monitoring and evaluation systems, tools and procedures for effective and efficient departmental/organisational performance and project monitoring and evaluation. Provide support to Provincial Monitoring and Evaluation Officers and Programme Managers. Record submission of reports by Branches.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 42/124</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARIES AND PAYROLL REF NO: 3/2/1/2018/377</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Free State (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Accounting/Financial Management. 3 years' working experience at supervisory level in a financial accounting environment with specific focus on Salaries and Payroll. Job related knowledge: Public Financial Management Act; Treasury Regulations; Budgets and budgetary procedures; Salaries and Payroll; Personal and Salary Administration System (PERSAL); Basic Accounting System (BAS). Job related skills: Supervisory; Communication (written and verbal); Organising. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Clear various salary related accounts. Check account on matching report daily. Approve journals by clearing the balance daily, Monthly analysis. Analyse and report on suspense account progress monthly. Authorise financial transactions on PERSAL. Submit reports (statistics and tax-related) to the supervisor. Compile monthly and annual reports. Submit inputs for the Annual Financial Statement. Perform salary and payroll procedures on PERSAL. Authorise payment on PERSAL. Capture data for Medium Term Expenditure Framework (MTEF) inputs for Compensation of Employees (COE). Distribute payrolls to paymasters. Execute tax-related services for the Department. Conduct monthly reconciliation to SARS. Submit IRP5s an annual reconciliation to South African Revenue Services (SARS).
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.
<b><u>NOTE</u></b>	:	Coloured, Indian White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 42/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: 3/2/1/2018/378</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Free State (Bloemfontein)

<b><u>REQUIREMENTS</u></b>	:	National Diploma in Supply Chain Management/Logistic 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 and Treasury Regulations. Job related skills: Computer Literacy, Problem Solving, Communication (verbal and written), People Management, Analytical. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Administer Demand Management Plan (DMP). Facilitate and prepare communicate for the submission of DMP. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated provincial DMP. Facilitate approval of the clients DMP. Submit verified consolidated DMP. Develop sourcing strategy. Monitor and verify compliance of the DMP and unbiased specifications (for all offices). Coordinate Procurement Plan. Analyse advise and verify development of Procurement Plan. Facilitate approval of Provincial consolidated Procurement Plan. Submit verified and approved Procurement Plan. Monitor and report on implementation of Procurement Plan. Facilitate and implement credible sourcing strategies and terms of reference. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Prepare document for audit inquires/request. Implement external and internal Audit Action Plan review and implement Risk Register. 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 and minutes and submit for approval. Submit to Acquisition Management for advertisement. Identify, initiate, facilitate and implement sourcing strategies (Terms contracts, Transversal contracts, bulk procurement and direct sourcing). Registration and maintenance of the service providers (SP) on the Service Provider Database. Assist SP to register online. Accredite SP in categories for which service provider applied for. Record service providers performance on the Service Provider Database. Facilitate Quotation Management Process. Prepare and submit recommendation for adjudication of quotes and awards. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the correct contract to the successful SP. Report outcome of award to Policy Performance and Risk Management. Facilitate Bid Management Process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the media specified in the procurement approach. Record bids submitted after the closing date and time and returned unopened to the bidder. Publish the names of all bidders that submitted bid offers (Departmental website). 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 Business Environment Council members. Serve as a Bid Adjudication Committee secretariat. Facilitate Bid adjudication outcomes. Administration of contracts. Maintain contract register. 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 contract and advise the clients accordingly. Facilitate and convene SP meeting.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2 <sup>nd</sup> Floor, Bloemfontein, 9301.
<b><u>NOTE</u></b>	:	Coloured, Indian White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 42/126</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/379</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Northern Cape (Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Information Management/Records Management or equivalent qualification. 3 – 5 years' experience in records environment. Job related

knowledge: National Archives, Information Management, Understanding of most prevalent system (Database Management Systems, Transaction Processing Systems, Document Management Systems), Public Financial Management Act, Treasury Regulations and other related prescripts, Relevant standards, statutory and regulatory framework. Job related skills: Computer literacy, Archiving, Program and Project Management, Interpersonal relations, Communication (Written and Verbal), Organising, Supervisory. A valid driver's licence.

**DUTIES**

: Facilitate implementation of Records Management Policies and guidelines. Maintain the filing system for the office. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the Departmental Records Manager on additions and amendments of the File Plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Maintain records physical security and access. Manage the electronic Document Management System. Administer and maintain database. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users' access to the database. Provide and coordinate training on Records Administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for Records Management staff. Raise awareness on records management and information practices. Monitor and evaluate Records Management practices for compliance to sound Records Management practices. Conduct registry inspections/audit in the Province and in the District. Provide compliance report on Records Management implementation programme. Develop and maintain the relevant registers including inter and intra-departmental records transfers. Maintain Occupational Health and Safety Compliance Registries in the Province and in Districts.

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