

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** : 09 November 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. 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.
- ERATTUM:** kindly note that the post of Project Coordinator: Land Rights with Ref No: 3/2/1/2018/376 for the Directorate: Tenure Reform Implementation: Western Cape (Cape Winelands/Overberg) advertised in Public Service Vacancy Circular 42 dated 19 October 2018 has reference: The District has been amended to Cape Metro/West Coast District and the closing date shall remain 02 November 2018. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 43/34** : **DIRECTOR: LAND TENURE AND ADMINISTRATION INFORMATION MANAGEMENT, RISK AND COMPLIANCE REF NO: 3/2/1/2018/382**
Chief Directorate: Programme Management and Service Delivery Coordination
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Information Management or Risk Management (NQF Level 7). 5 years' relevant experience in senior/middle management. Job related knowledge: Departmental policies, prescripts and practices pertaining to Information Management Risk and Compliance, Understanding of sector needs and business requirements, Policy Development and Monitoring and Evaluation, Understanding of Government Development Policies (e.g. National Development Plan, National Growth Path etc), Research Methodology, Information Management, Risk and Compliance Frameworks. Job related skills: Project Management, Research, Communication, Presentation and Reporting, Computer Literacy and Analytical. A valid driver's licence.
- DUTIES** : Manage the Monitoring and Evaluation of Information Management, Risk and Compliance Framework. Ensure the development of Risk and Compliance Frameworks and Tools. Ensure implementation and monitoring of information management services.

Ensure compliance with all relevant departmental frameworks pertaining to Information Management, Risk and Compliance. Facilitate and coordinate the management of risk and compliance. Lead, manage and advise on prioritisation and alignment of strategic projects, initiatives, business planning within the Directorate. Coordinate the development and implementation of Integrated Management Plans. Ensure the implementation of the action plans for both audit and risks. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Coordinate the design and implementation of operational plans with relevant Directors/Deputy Directors and track progress. Manage provision of information management services. Liaise and interact with Provincial Offices and relevant stakeholders. Continually monitor and oversee the coordination of information management to all relevant stakeholders. Ensure timeous reporting to and from Provinces and manage verification of reports. Ensure management and maintenance of information management database. Promote effective management of information as a strategic enabler for reporting. Manage the implementation of the action plans for Information Management Risk and Compliance. Ensure development and training of the members in the Department and Strategic Partners in relevant matters to guarantee the effective packaging of the action plans submissions. Draft and submit compliance checklist reports that are required for approval process by the Deputy Director-General and Executive Authority. Ensure compliance with all audit requirements. Ensure the implementation of quality and risk management frameworks, standards and practices within the Branch. Liaise with internal and external stakeholders pertaining to information management, risk and compliance. Interact and provide support to Provincial Offices and relevant stakeholders. Ensure effective reporting to ministerial enquiries. Manage human, financial and other resources of the Directorate. Manage and supervise human resource of the Directorate. Manage and monitor finances of the Directorate. Manage the procurement of items for the 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 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.

OTHER POSTS

POST 43/35

: **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/383**
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

: Western Cape (Clanwilliam)

REQUIREMENTS

: Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years' relevant experience in the agricultural or related field. 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 Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. 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 Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to determine the business of compatibility between the Service Provider and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Project. 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 partner for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalisation project procedure 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 partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible Recapitalisation Project support requirements. Facilitate the provision of mentorship strategic to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share equity arrangement and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Directorate. Manage and supervise human resources of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for 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 X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/36 : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/384**
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 : Limpopo (Vhembe/Mopani District)
REQUIREMENTS : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years' relevant experience in the agricultural or related field. 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 Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. 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 Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to

determine the business of compatibility between the Service Provider and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Project. 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 partner for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalisation project procedure 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 partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible Recapitalisation Project support requirements. Facilitate the provision of mentorship strategic to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share equity arrangement and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Directorate. Manage and supervise human resources of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for 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 X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

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

POST 43/37 : **DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES**
REF NO: 3/2/1/2018/385
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 : National Diploma in Financial Management/Logistics Management/Purchasing Management/Supply Chain Management/Public Management in Supply Chain Management. 3 years' of experience at Assistant Director level in the supply chain management environment. Job related knowledge: Government procurement procedures and regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Finance Management Act, Basic Accounting System, Treasury Regulations. Logistical Information Systems (LOGIS) and ACCPAC System as added advantage. Job related skills: Computer Literacy, Communication (verbal and written), Interpersonal relations, Organising, Analytical, Decision Making. Ability to capture information accurately and in detail. Leadership and management. Ability to work tight deadlines and under pressure. Willingness to work beyond normal working hours and travel when required. A valid driver's licence.

DUTIES : Manage Demand Management Plan and acquisition of goods, services and assets. Ensure that goods and services 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 member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereon. Advice on supply chain risk controls and fraud prevention. Provide support to Regions/Client Offices as required. Monitor compliance in Supply Chain Code of Conduct. Provide the budgetary matters to the Director when required. Manage implementation of Service Level Agreements between Client Offices and Provincial Shared Service Centre as well as National. 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 the Regions/Client Offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports quarterly and on a yearly basis. Provide Asset and Facilities Management Services. Manage the Departmental Asset Register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguard of stores and equipment on daily basis. Provide support to Regions/Client Offices as required. Identify service delivery needs of clients when necessary.

APPLICATIONS : Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 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 43/38 : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/386 (X2 POSTS)**

Directorate: Rural Enterprise and Industrial Development

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 Metro/West Coast and Cape Winelands/Overberg)

REQUIREMENTS : Bachelor Degree/National Diploma in Social Sciences/Economics/Development Studies/Public Administration. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Excellent Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence and willingness to travel.

DUTIES : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Organise primary cooperatives to register secondary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme in the Cape Metro/West Coast and Cape Winelands/Overberg. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

APPLICATIONS : Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/39 : **DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/387**

Directorate: Quality Assurance and Administration

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 : Bachelor Degree/National Diploma in Financial Management or Financial Accounting. 3 - 5 years' supervisory experience in a finance environment. Job related knowledge:

Financial Policies, Procedures and Prescripts, Financial Systems including Basic Accounting System (BAS) and Logistical Information Systems (LOGIS), Public Financial Management Act, Treasury Regulations, Budgets and reporting procedures. Job related skills: Supervision, Communication (written and verbal), Computer Literacy. A valid driver's licence.

DUTIES : Manage financial accounting functions for the Chief Directorate. Management of allocated budget and projections of the Medium Term Expenditure Framework (MTEF), adjustment, shifting and annual and monthly projections. Preparation of monthly management reports and presentations. Manage the Chief Directorate budget. Monitoring accounts payables and expenditure management. Prevention of unauthorised, irregular and fruitless expenditure. Effective management of risk. Management of audit findings and recommendations. Provide project financial support. Management of suspense accounts and the commitment register. Provide Supply Chain Client Relations Management. Manage the interaction between Supply Chain Management and with clients for improved services and provide feedback with regards to the procurement of goods and service.

APPLICATIONS : Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/40 : **DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: 3/2/1/2018/388**
Directorate: Services Delivery Coordination

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

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : National Diploma in Project Management/Business Administration/Public Administration. 3 years' experience in the project management environment. Job related knowledge: Microsoft office and Project Management Tools, Good technical knowledge of the entire project process, Production process. Job related skills: Communication, Facilitation and Presentation, Problem Solving, Financial Management, Project Management, Conflict Management, Computer Literacy. A valid driver's licence. Willingness to travel. Teamwork.

DUTIES : Facilitate project documentation by identifying project life milestones and tasks and undertaking analysis. Develop templates and related project documentation. Ensure effective and efficient reporting. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning. Convert Operation Plans into projects. Monitor project progress according to baseline Project Plans. Identify key issues and troubleshooting of complex clients and project requests. Monitor issues registers and Risk Registers of projects. Track and monitor project scope and deliverable changes. Track and monitor audit findings related to projects. Implement the Department project management practices that ensure the integrity and quality of project deliverables. Streamline the core business of Enterprise Project Management Office (EPMO) across spheres of Government. Build and maintain relationships with National, Provincial and District Offices. Support and drive EPMO change management initiatives. Facilitate deployment strategies for new projects, including scope and timeline. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relationship with external stakeholders.

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 43/41 : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION REF NO: 3/2/1/2018/389 (X3 POSTS)**
Directorate: Litigation

SALARY : R448 269 per annum (Salary in accordance with the OSD for Legal)

CENTRE : Pretoria

REQUIREMENTS : 4 year legal degree (B Proc/LLB Degree) or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years appropriate post qualification legal

experience in accordance with legal OSD. 8 years post qualification supervisory experience in litigation. Job related knowledge: SA law especially litigation. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Communication, Presentation, Client Relations, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.

DUTIES : Institute and defend court litigation on behalf of and against the Department. Conduct research on the subject matter. Provide proper instruction to the State Attorney. Compliance with the court rules. Provide legal opinions related to litigation matters. Research the relevant laws, precedents and facts of the case. Submit opinion to clients. Provide professional legal support and advice to the Director: Litigation as and when required. Attend to all delegated instructions/tasks. Participate in various technical committees, task teams and similar bodies. Provide necessary advise as and when required. Draft and/or edit legal documents. Research the subject matter. Produce high quality document.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

POST 43/42 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/390**
Directorate: Support Services

SALARY CENTRE REQUIREMENTS : R448 269 per annum (Salary in accordance with the OSD for Legal)
: Mpumalanga (Nelspruit)
: LLB Degree as determined by the Minister of Justice and Constitutional Development. 8 years' post qualification experience in the relevant field. Job related knowledge: SA Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client Relations, Communication, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.

DUTIES : Manage all legal matters emanating from the various staff and line functions. Compile Memorandum of Understanding (MOU), Service Level Agreements' and industrial partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts, agreements, correspondence with/to Service Providers, Lessee's, Farm Owners and other internal and external stakeholders. Advice on governance and legal matters. Manage litigation on behalf of the Provincial Shared Service Centre. Engage National Office Legal Services, State Attorney of Counsel on matters. Draft/Compile or edit legal correspondence. Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to client. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.

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

POST 43/43 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/391**
Directorate: Support Services

SALARY CENTRE REQUIREMENTS : R448 269 per annum (Salary in accordance with the OSD for Legal)
: Northern Cape (Kimberley)
: LLB degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years post qualification experience in relevant field. Job related knowledge: SA Law. Job related skills: Ability to interpret law, Ability to research law, Presentation, Writing, Clients Relations, Communication, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.

DUTIES : Manage all legal matters emanating from the various staff and line functions. Compile Memorandum of Understanding (MOU's), Service Level Agreements (SLA's) and Institutional Partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts/agreements/correspondence with/to Service Providers, Lessee's, Farm

Owners and other internal and external stakeholders. Advise on governance and legal matters. Manage litigation on behalf of the Provincial Shared Service Centre. Engage National Office Legal, State Attorney or Counsel on matters. Draft/compile or edit legal correspondence. Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to clients, internal/external party. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.

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 43/44 : **PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/392 (X3 POSTS)**
Directorate: Tenure Reform Implementation

SALARY : R444 693 per annum (Level 10)
CENTRE : Mpumalanga (Ehlanzeni District, Nkangala District, Gert Sibande District)
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. A 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, 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 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. Categorise LTA cases according to claimants' settlement choices as required. Respond to all enquiries on LTA accordingly.

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

POST 43/45 : **ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT REF NO: 3/2/1/2018/393**
Directorate: Financial and Supply Chain Management Services

SALARY : R356 289 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : National Diploma in Financial Management/Accounting/Commerce. 3 years' Supply Chain Management experience at supervisory level. Job related knowledge: Public Finance Management Act, Supply Chain Management Framework, Treasury Regulations, Logistic Information Systems (LOGIS), Basic Accounting Systems (BAS), Asset Register System (BAUD), Preferential Procurement Policy Framework Act. Job related skills: Computer Literacy, Analytical, Problem Solving, Conflict Management, Communication (verbal and written), Financial, Project Management. A valid driver's licence. Ability to work under pressure. Team work.

DUTIES : Act as Local Government Information Systems (LOGIS) controller. Manage user profiles. Asset classifications. Link supplier ICN, unit price etc. Coordinate year end closure for audit purposes as required. Provide management information, statistics and reports. Monitor movement of requests. Ensure processing of orders. Verify compliance before capturing on LOGIS. Validate and reconcile payment for goods and services and

assets. Ensure payments within 30 days. Ensure optimum utilisation of stores and warehousing. Ensure effective systems aimed at improving service turnaround times. Administer Fleet and Travel Management Services. Management of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) request. Reconcile payments against Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) request. Administer Government Garage and subsidised vehicles.

APPLICATIONS : Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/46 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/394**
Directorate: Quality Assurance and Administration

SALARY : R356 289 per annum (Level 09)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Bachelor's Degree/National Diploma in Accounting or Economics/Auditing/Cost and Management Accounting/Financial Management. 3 - 5 years' relevant experience in the financial management field. Job related knowledge: Policies, procedures and prescripts, Financial Systems including Basic Accounting System (BAS) and Logistical Information Systems (LOGIS), PERSAL, Public Financial Management Act (PFMA), Treasury Regulations, Budgets and Reporting Procedures. Job related skills: Computer Literacy, Financial Management, Supervision, Communication (written and verbal). A valid driver's licence.

DUTIES : Manage and control allocated budget. Analyse and review allocated budget in terms of the Estimates of National Expenditure (ENE) and Medium Term Expenditure Framework (MTEF) as per Public Financial Management Act (PFMA) and relevant policies. Compilation and submission of the Demand Management Plan and Procurement Plan in terms of needs analysis of the Branch. Monitor expenditure and manage budget shifts using correct information in terms of Standard Chart of Accounts (SCOA). Manage Services Providers' payments in accordance with Treasury Regulations. Monitor in a broad scope, compliance with all relevant Policies and guidelines. Manage batch control process. Ensure proper record keeping of all financial documents for reporting and auditing purpose. Manage Restitution payments and expenditure control. Compile and process land purchase, conveyancing and grants payments. Verify projects payment instructions using correct information of claimants, allocation and matching fields. Manage reports e.g. Spending Plan, Expenditure Register, Land parcels, Court Order and project analysis. Prepare expenditure and units reports for submission. Authorise BAS and PERSAL payments. Compile and coordinate financial reports. Prepare and submit financial and performance reports monthly, quarterly and annually in compliance with all relevant policies and guidelines. Manage the suspense account. Manage reconciliation process. Identify incorrect allocation on suspense account.

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

POST 43/47 : **PERSAL REVISER REF NO: 3/2/1/2018/395**
Directorate: PERSAL Control
This is a re-advertisement, applicants who applied previously must reapply

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Human Resource Management/Public Administration/Public Management. The following certificates will be regarded as additional requirements to the qualification, Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment Administration. 2 years' of experience in relevant working environment. Job related knowledge: Operation and capabilities of PERSAL system thereof. Job related skills: Computer Literacy, Interpersonal Relations, Communication, Analytical, Organisational, Financial and Knowledge Management, Problem Solving and Analysis, Microsoft Excel. Team work. Working irregular hours.

DUTIES

: Identify and determine training needs. Develop and maintain Persal training needs database. Liaise with National Treasury for training of Persal users. Implement Persal training initiatives. Conduct/arrange Persal workshops. Conduct/arrange Persal information sessions. Approve suspense file of Persal transactions in terms of local delegation and Public Service Directives and/or internal Departmental policies. Approve only with valid authentic and approved source documents. Ensure optimal utilisation of the PERSAL system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw users reports and analyse. Attend National Treasury Steering Committee Meetings. Implement Persal measures to ensure the upgrading and maintenance of the system. Ensure that all new Persal policies are communicated to National Treasury for upgrading of the Persal System. Ensure that the Persal System is enhanced and user friendly. Draw Persal reports and if the reports need any upgrading bring same to the attention of the System Controller.

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