

## 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** : 23 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.
- ERRATUM:** kindly note that the post of Director General with Ref No: 3/2/1/2018/413 advertised in Public Service Vacancy Circular 44 dated 02 November 2018 has been withdrawn. The Department apologises for any inconvenience caused.

## OTHER POSTS

- POST 45/30** : **DEPUTY DIRECTOR: PRE-SETTLEMENT REF NO: 3/2/1/2018/451**  
Directorate: Operational Management
- SALARY** : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga (Witbank)
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Law/Humanities / Economics / Development Studies. 3 - 5 years' appropriate working experience. Experience in research management and implementation. Job related knowledge: Understanding of and experience in land reform (in particular restitution) and/or development related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Job related skills: Strategic Planning, General Management, Operational Planning, Project Management, Communication (verbal and written), Computer Literacy. A valid driver's licence is compulsory. Willingness to undertake field's trips entailing long distance and working irregular hours.
- DUTIES** : Manage the investigation of lodged land claims. Manage literature review, oral research, archival research, deeds research, in loco inspection, Compilation of research reports, Gazetting. Manage the verification of validated claims. Determination of originally dispossessed households, creating a committee of elders, compiles a family tree, produce verification reports. Manage the negotiation

and settlement of land claim. Determine willing sellers, create enabling environment for valuer's to determine values of farms, conduct valuation analysis, Organise negotiation meetings, Implement accepted offers, Compile S42D and submit. Manage the engagement with stakeholders. Organise meetings with Claimants, Land Owners, other Government Departments. Address stakeholders concerns immediately and manage the responses to all enquiries.

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

**POST 45/31** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: 3/2/1/2018/452**  
Chief Directorate: Restitution Management Support

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

**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree / National Diploma in Communication / Journalism / Media studies. 3 - 5 years' experience at Assistant Director Level in the communication environment. Job related knowledge: Provincial and government communication environment including Government Policies and key priorities, Understanding of the South African Media Landscape and Operations. Job related skills: Excellent proven research, writing and editing, Project Management methodologies and techniques, Development and execution of communication strategies, including monitoring and evaluation, Event Management, including conceptualisation and management coordination, Financial and Human Resource Management, Computer Literacy. A valid driver's licence.

**DUTIES** : Render corporate and development communication services. Manage the profiling through articles in the internal publications and the mass media platforms. Profile the Restitution Projects to showcase work done by the Commission through articles in the internal and external publications including the media. Raise awareness on Projects, Policies and other services rendered by the Commissions. Oversee the uploading of quality content on the Departmental and Commissions webpage. Coordinate the development of fact sheets and frequently asked questions and answers for the Restitution Programme and activities. Coordinate the production of the monthly electronic newsletter for the Commission. Render marketing services. Co-ordinate the promotion of the Commission image through the management of content for the website, publications, the production of branding material, and exhibition events. Manage media production services. Coordinate interaction with the media including media interviews, media briefing sessions and issuing of media statements for the Chief Land Claims Commissioner (CLCC) on the re-opening of the lodgement of land claims across national media platforms. Manage media services. Manage the reputation of the Commission on Restitution of Land Rights (CRLR) as a brand online by responding to enquiries, post and comments on the various social media outlets / platforms. Build social media audience through an integrated marketing campaign. Render language services. Coordinate translation service for various promotional material of the CRLR such as brochure etc. Coordinate interpreting services for the stakeholders and beneficiaries of the CRLR.

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

**POST 45/32** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/453**  
Directorate: Programme Management and Administrative Support Services

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

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	B.Com Degree or National Diploma in Financial Management. 3 - 5 years' appropriate managerial experience in finance environment. Job related knowledge: Public Finance Management Act (PFMA), Basic Accounting System (BAS), Treasury Regulations, Generally Accepted Accounting Principles (GAAP), Spreadsheet, database and Financial Systems applications, International Reporting Standards (IFRS). Job related skills: Computer Literacy, Communication, Interpersonal Relations, Management, Supervisory, Preparing budget, setting cash flows, forecasting and variance analysis. Numerical accuracy and attention to detail. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage budget control and compliance services. Monitoring and manage the annual expenditure of the program. Ordinate financial analysis. Manage restitution projects budgets, expenditure and financial records.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 45/33</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2018/454</u></b> Directorate: Programme Management and Administrative Support Services
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or National Diploma in Supply Chain Management / Purchasing Management / Logistics / Financial Management / Public Management in Supply Chain Management. 3 - 5 years' experience at Assistant Director Level in the Supply Chain Management environment. Job related knowledge: Public Finance Management Act, Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment. Logistic Information Systems (LOGIS), Basic Accounting System (BAS), Asset Register System (BAUD). Job related skills: Leadership, Management, Computer Literacy, Project Management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure an updated Demand Management and Procurement Plan. Manage the inputs and consolidation of the Demand Management and Procurement Plan. Manage the review and implementation of the Demand Management Plan (DMP). Manage the acquisition of goods and services. Ensure that goods and services are procured in line with the DMP. Manage the bid process in line with prescriptions and Policies. Manage the logistics process. Ensure that the procurement system is correctly implemented and managed. Manage supplier appointment process. Manage and control contract management. Ensure that invoices are paid within 30 days. Manage reporting as per Policy requirements. Ensure the implementation of Assets Management Policies and Systems. Updated Policies are circulated and implemented. Manage and control the asset of the Restitution National Office. Manage the auxiliary functions in the National Office. Manage all facility and security functions for National Office. Manage transport for the National office.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<b><u>POST 45/34</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2018/455</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree / National Diploma in Quality Management / Public Administration / Financial Management or internal Auditing. 3 years' experience at supervisory level in quality management environment. Job related knowledge:

		Resolution process, Total Quality Management, Financial Management processes and procedures, Supply Chain Management processes and procedures. Job related skills: Proven Managerial and Project Management, Good planning, organising and problem solving, Communication (verbal and written), Computer Literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementation standards as well as reviewing files. Check completeness of information on 42D and 42E submissions. Coordinate preparations for the tabling of submissions to the quality Control Committee or any other approval structure. Provide support and training to Regional Office on Quality Assurance. Implement project management methodology for the management of land claims. Coordinate valuation request between Regional Offices and the Office of the Valuer General (OVG). Vet land purchase and financial compensation offers. Prepare weekly, monthly and quarterly reports on submissions, valuation request and offers. Produce required management reports. Ensure effective and efficient risk management and implementation of internal legal and financial controls. Contributes to the compilation of Risk Register. Contribute to the compilation of Fraud Registers. Check compliance to Policy and financial prescripts. Report irregularities within the provided Policy prescripts. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery. Implement and manage a monitoring and accountable system for valuation request. Valuation reports received from Office of the Valuer General (OVG), land purchase and financial compensation offers. Develop, implement and manage a system for queries on land claims settlement submissions. Provide assistance in the prevention of unauthorised, irregular and fruitless expenditure. Develop and manage the implementation of system, procedures and controls. Double check verification lists against the list in order to eliminate duplicates. Verify financial calculations on submissions.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 45/35</u></b>	:	<b><u>DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/456</u></b> Directorate: Rural Enterprise and Industrial Development
<b><u>SALARY</u></b>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Northern Cape (Pixley Ka Seme District)
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree / National Diploma in Social Sciences / Economics or equivalent qualification. 3 - 5 years' in the middle management environment. Job related knowledge: Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents, Integrated Development Plans, Poverty Reduction Strategies, Policy Development, Sector Development. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management, Ability to draft Terms of Reference for key programs or project that are being initiated, Stakeholder Development, Networking with key and relevant strategic partners, Innovation, Manage Service Providers. A valid driver's licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Reduce Household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Facilitate the development of rural enterprises and industries. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Promote rural businesses development and facilitate rural development financing.

- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 45/36** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/457**  
Directorate: Support Services
- SALARY** : R448 269 per annum (Salary in accordance with the OSD for Legal)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : 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's Relations, Communication, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.
- DUTIES** : Manage all illegal matters emanating from the various staff and line functions. Compile Memorandum of Understanding's, Service Level Agreement's and institutions partnerships with Service Providers, Municipalities and other internal and external stake holders. Provide advice, opinions, engage and compile contract, agreements, correspondences 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 Services, State Attorney or Counsel on matters. Draft/Compile or edit legal correspondence. Asses amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to client, internal/external party. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconducts cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.
- APPLICATIONS** : 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.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 45/37** : **PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/458**  
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Northern Cape (Pixley Ka Seme District)  
**REQUIREMENTS** : A Bachelor 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 Resource 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: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management skills and leadership, Project Management, Team Management, Presentation. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage small business marketing and trade development. Facilitate market linkages. 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 skills 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 District and Local Municipalities. Facilitate compliance with cooperative Legislation and Policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burials societies, consumer and savings cooperatives) Provide skills development and support to cooperativeness. Receive referrals form knowledge unit.

- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 45/38** : **PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/459**  
Directorate: Tenure Reform Implementation
- SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Eastern Cape (Amathole)  
**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 P O Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : African, Coloured, Indian and White males and Coloured, India and White females and Persons with disabilities are encouraged to apply.
- POST 45/39** : **ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/2/1/2018/460**  
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Eastern Cape (East London)  
**REQUIREMENTS** : A Degree/National Diploma in Administrative / Public Administration / Public Management or equivalent qualification. 3 - 5 years' experience at supervisory level in administrative environment. Job related knowledge: Supply Chain Management process, Government systems and structure, Public Service Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFMA), Departmental Transversal Systems (Basic Accounting System, Personnel and Salary Information System, Logistical Information System). Job related skills: Plan and organise, Analytic, Documents Management, Financial Management, Interpersonal Relations, Computer Literacy, Resources planning, Problem Solving and Decision making, Time Management, Communication. A valid driver's licence. Willing to travel and/or work irregular hours. Ability to work under pressure.
- DUTIES** : Provide administrative support services. Coordinate and manage Ministerial, DG and Hotline enquiries in the Province. Manage incoming and outgoing communication with Chief Directorate. Liaise with the Senior Managers, District Managers and monitoring and evaluation officials within the Province regarding

service delivery coordination and performance. Manage travel arrangements within the Directorate. Compile Provincial reports on performance on a monthly, quarterly basis and as and when required. Represent the Chief Director in certain meetings as required. Provide secretarial support services. Manage and monitor meetings of the Chief Directorate (before, during and after). Ensure proper records management of meetings documentation. Provide supply chain management support services. Compile and execute Demand Management Plan of Directorate. Compile and execute procurement plan of the Directorate. Ensure procurement of Goods and Services for the Directorate. Manage commitments (LOGIS) effectively. Safeguard assets. Ensure compliance with internal financial and supply chain management Policies. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Ensure payment of invoices of the Chief Directorate within 30 days. Provide human resources administrative support services. Coordinate performance management (PA submission, Performance Review Schedule and liaising with the National Office HRM) activities for senior management in the Chief Directorate. Maintain accurate leave record. Liaise with the provincial HR to ensure that the Policies and procedures including recruitment plans are adhered to.

**APPLICATIONS** : Applications can also be submitted by post P O Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

**POST 45/40** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/461**  
Directorate: Support Services

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Eastern Cape (Chris Hani/Ukhahlamba)  
**REQUIREMENTS** : A Degree / National Diploma in Administrative / Public Administration / Public Management or equivalent qualification. 3 - 5 years' experience at supervisory level in administrative environment. Job related knowledge: Supply Chain Management process, Government systems and structure, Public Service Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act, Departmental Transversal Systems (Basic Accounting System, Personal and Salary Information System, Logistical Information System). Job related skills: Plan and organise, Analytic, Documents Management, Financial Management, Interpersonal Relations, Computer Literacy, Resource Planning, Problem Solving and Decision making, Time Management, Communication. A valid driver's licence. Willing to travel and/or work irregular hours. Ability to work under pressure.

**DUTIES** : Provide administrative support services. Coordinate and manage Ministerial, Director General and Hotline enquiries in the Province. Manage incoming and outgoing communication with Chief Directorates. Liaise with the Senior Managers, District Managers and monitoring and evaluation officials within the Province regarding service delivery coordination and performance. Manage travel arrangements within the Chief Directorate. Compile Provincial reports on performance on a monthly, quarterly basis and as and when required, represent the Chief Director in certain meetings as required. Manage messenger services. Provide secretarial support services. Develop the Provincial Year Planner in line with Departmental calendar and monitor adherence thereto. Manage and monitor meetings of the Chief Directorate before, during and after. Ensure proper records management of meetings documentation. Provide supply chain management support services. Compile and execute Demand Management Plan of Chief Directorate. Compile and Execute Procurement Plan of the Chief Directorate. Ensure procurement of goods and services for the Chief Directorate. Manage commitments (LOGIS) effectively. Safeguard asset. Ensure compliance with internal financial and supply chain management Policies. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Ensure payment of invoices of the Chief Directorate within 30 days. Provide human resources administrative support services. Coordinate performance management (Performance Agreement submission, Performance

		review schedule and liaising with the National Office Human Resource Management) activities for senior management in the Chief Directorate. Maintain accurate leave record. Liaise with the Provincial Human Resource to ensure that the Policies and procedures including recruitment plans are adhered to.
<b><u>APPLICATIONS</u></b>	:	Applications can also be submitted by post P O Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1 <sup>st</sup> Floor, East London, 5201.
<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 45/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 3/2/1/2018/462</u></b> Directorate: Support 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 Communication/Journalism / Media studies. 3 years' experience Communication environment. Job related knowledge: Provincial and government communication environment including Government Policies and key priorities, Understanding of the South African Media Landscape and Operations, Current affairs. Job related skills: Computer, Communication, Research and interviewing, Analytical, Interpersonal Relations, Project Management and coordination, Problem solving. A valid driver's licence. Ability to process information. Ability and willingness to travel extensively and work outside office hours. Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	Render media liaison and surveillance services for the Provincial Office. Build and maintain good relations with the Provincial, local and community media and keep an up to date comprehensive media database. Render support in the development and execution of media strategy, database and implementation plan of the Province. Prepare and distribute media invitations, media statements and opinions pieces to generate positive publicity for Departmental programmes and activities in the Province. Coordinate attendance and participation of media during Departmental events in the Province. Coordinate media tours, media briefing and media interviews to promote positive publicity on Departmental programmes and activities in the province. Keep track daily media coverage of Departmental issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with Departmental Branch officials in the Province. Profile the Department's programmes and activities through corporate publications and mass media. Research and write articles and opinions pieces to profile the Department's programmes and activities through the internal and external Departmental publications and the mass media. Generate won story ideas and interview key stakeholders to produce good quality article the Department's programmes. Coordinate the content development and production of communication and marketing related information material for the Provincial Office.
<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 and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.