

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** : 30 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 Deputy Director: Quality Assurance with Ref No: 3/2/1/2018/455 advertised in Public Service Vacancy Circular 45 dated 09 November 2018 bears reference. The post requires a person to have knowledge of the Restitution process. The closing date remains 23 November 2018 @ 16:00. The department apologises for any inconvenience caused.

MANAGEMENT ECHELON

- POST 46/54** : **CHIEF DIRECTOR: PROGRAMME MANAGEMENT REF NO: 3/2/1/2018/471**
Chief Directorate: National Rural Youth Service Corps
- SALARY** : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or Advanced Diploma in Business Management /Administration/Public Administration (NQF 7). 5 years' experience at senior managerial level. Job related knowledge: Public Administration, Programme Planning, Analysis, Development and Evaluation, Understanding of National Rural Youth Service Corps (NARYSEC) Programmes and operations, and the procurement and contracting requirement, Social Development issues, Economic Development, Institutional Development, Rural Development issues, The Comprehensive Rural Development Programme (CRDP). Job related skills: Communication (verbal and written), Strategic Planning and leadership, Presentation and facilitation, Report writing, People Management, Financial Management, Business Management, Monitoring and Evaluation, Negotiation and Conflict Resolution, Customer focus, Computer Literacy.
- DUTIES** : Set national standards for the implementation of the National Rural Youth Service Corps (NARYSEC) Programme. Provide strategic direction to the implementation

of the Programme. Develop and review the NARYSEC Policy. Develop monitoring framework. Provide advice and support in achieving the implementation standards in all Provinces. Conduct an analysis and develop a framework for all audit findings in NARYSEC. Develop appropriate management action plans to implement actions plans. Monitor activities within Provinces to enhance utilisation of NARYSEC Participants and eliminate fruitless expenditure. Provide oversight of the recruitment targets and sites of the NARYSEC Programme. Provide strategic direction and Policy monitoring and advice in support the NARYSEC Programme recruitment. Develop a recruitment plan for NARYSEC aligned to priorities. Provide oversight of the implementation of the skills development of NARYSEC youth. Review the NARYSEC skills development strategy. Facilitate the development of Standard Operating Procedures (SOP's). Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Provide oversight of the community service of NARYSEC youth. Review the NARYSEC community service strategy. Facilitate the development of SOP's. Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Provide oversight of the community services of NARYSEC youth. Review the NARYSEC Community service strategy. Facilitate the development of SOP's. Develop monitoring framework. Provide advice in achieving the implementation standards in all Provinces. Develop exit management framework for the NARYSEC Programme. Develop the NARYSEC exit management framework. Facilitate the development of SOP's. Develop monitoring framework.

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

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/55 : **DIRECTOR: ENVIRONMENTAL PLANNING SERVICES REF NO: 3/2/1/2018/472**
Directorate: Environmental Planning Services

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 Degree in Town and Regional Planning/Environmental Management/Development Studies (NQF 7). 5 years' of experience at a middle/senior management level in Environmental Planning Management. Job related Knowledge: Geographical Information Systems (GIS), Policy Development, Understanding of Spatial Planning and Land Use Management Policy, Environment Research and Understanding of environmental legislation. Job related skills: Computer Literacy, Communication (written and verbal).

DUTIES : Provide environmental planning services to rural development and land reform project planning in line with the Environmental Policy of the Department. Ensure the coordination of Environmental Impact Assessment projects for all Provincial Shared Services Centres with relevant Competent Authorities. Conduct Strategic Environmental Assessments (SEA) for identified strategically located lands/areas. Conduct climate change risk and vulnerability assessments for relevant Development Plans. Ensure capacity building on the implementation of Environmental Policy and related plans. Provide the coordination of environmental compliance through the development and implementation of the Departmental Consolidated Environment Implementation Management plan (CEIMP). Oversee the development and implementation of Consolidated Environmental Implementation Plan by coordinating the affairs of the Environmental Compliance and Implementation Forum (ECIF). Oversee the development of the annual report

on the CEIMP. Provide a two-way streamlining of environmental and spatial planning processes in line with relevant legislation. Foster collaboration between State Organs on issues pertaining to Spatial and Environmental Planning. Develop systems, tools and regulations to ensure a two-way mainstreaming between Spatial and Environmental Planning. Provide sound intergovernmental relations and cooperative governance by coordinating inputs and participation for the environmental sector queries and structure respectively. Facilitate the development of responses/provide advice to environmental queries from external stakeholders. Represent, participate and report on activities of various intergovernmental sector. Foster and coordinate the participation of relevant external stakeholders, especially from the environmental sector on Departmental initiatives.

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NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/56 : **DIRECTOR: PROPERTY RESEARCH AND SUPPORT REF NO: 3/2/1/2018/473**
Directorate: Property Research and Support

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/Advance Diploma in Town/Regional Planning, Real/Estate/Property Management or Land Valuation or Property Management or Land Survey or Law. 5 years' experience in senior managerial level. Job related knowledge: Sound Understanding of land information, Legislations governing the state land, Sound understanding of state land administration. Job related skills: Ability to interpret maps, aerial photographs, Surveyor General-diagrams, Title Deeds and proclamation, Project Management, Interpretation Relations, Creativity and Innovation, Research, Planning and organising. A valid driver's licence.

DUTIES : Provision of Property Research and Storage of Land Ownership related documents (title deeds and Surveyor General diagrams). Coordinate research (electronic and manual) on all Departmental Immovable Assets in order to accomplish accuracy and completeness. Procure the appropriate infrastructure for the storage of land ownership documents. Manage the creation of new title deed folders upon registration of newly acquired Immovable Assets. Coordination of land surveying and consents on the surveying of Departmental Immovable Assets. Initiate land surveying projects upon identification of areas that require the surveying of Departmental Immovable Assets. Examine land surveying applications on Departmental Immovable Assets and grant consent for related draft diagrams to be submitted to the Surveyor General for approval. Processing of State land vesting applications (Departmental and other State Land Custodians). Examine vesting applications prior to approval and get them uploaded upon approval. Processing of state land disposal applications (Sale, exchange, donations, Long and Short Term Non-Agricultural Leases). Examine all applications in terms of legislative and Policy compliance. Assess the business plans in relation to the envisaged businesses. Management of Property Management related Conveyancing Processes. Examine and sign land transfer documents as well as lease registration documents. Monitor vesting endorsements and transfer of Departmental Immovable Assets.

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- POST 46/57** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2018/474**
 Directorate: Spatial Planning and Land Use Management
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 Bachelor's Degree in Town and Regional Planning (NQF 7). 5 years of experience at a middle managerial level/senior managerial level within a Town and Regional Planning environment. Job related knowledge: Understanding of Spatial Planning and Land Use Management Environment, International and national theory in spatial planning, Understanding of planning environment globally, Understanding of government macro plans and programmes, Governance and administration, Professional and Technical Surveyors Act, Sectional Titles Act, Development Facilities Act, Land Survey Act, Spatial Data Infrastructure Act. Job related skills: Computer Literacy, Communication, Presentation, People Management, Report writing, Attention to details, Negotiation, Financial Management. A valid driver's licence.
- DUTIES** : Provide Spatial Planning Land Use Management (SPLUM) and environmental services in liaison with National Office. Monitor compliance with the provisions of Spatial Planning, Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee SPLUM interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with National Office. Enable provincial integrated spatial information management systems. Provide Geographical Information Systems (GIS) technical support to Municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to implementation of SPLUMA. Support Municipalities in the utilisation of SPLUMA guidelines, tool-sets, systems and procedures. Support Municipalities in setting up functional land use regulators. Provide technical support in the development of Provincial legislation, land use schemes and Spatial Development Plans. Provide technical support to Rural Development and Land Reform Programmes. Provide spatial analysis services. Provide GIS and mapping services. Provide development planning support.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

- POST 46/58** : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2018/475**
 Directorate: Spatial Planning and Land Use Management
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
 Bachelor's Degree in Town and Regional Planning (NQF 7). 5 years of experience at a middle managerial level/senior managerial level within a Town and Regional Planning environment. Job related knowledge: Understanding of Spatial Planning and Land Use Management Environment, International and national theory in spatial planning, Understanding of planning environment globally, Understanding of government macro plans and programmes, Governance and administration, Professional and Technical Surveyors Act, Sectional Titles Act, Development Facilities Act, Land Survey Act, Spatial Data Infrastructure Act. Job related skills: Computer Literacy, Communication, Presentation, People Management, Report writing, Attention to details, Negotiation, Financial Management. A valid driver's licence.
- DUTIES** : Provide Spatial Planning Land Use Management (SPLUM) and environmental services in liaison with National Office. Monitor compliance with the provisions of Spatial Planning, Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee SPLUM interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with National Office. Enable provincial integrated spatial information management systems. Provide Geographical Information Systems (GIS) technical support to Municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to implementation of SPLUMA. Support Municipalities in the utilisation of SPLUMA guidelines, tool-sets, systems and procedures. Support Municipalities in setting up functional land use regulators. Provide technical support in the development of Provincial legislation, land use schemes and Spatial Development Plans. Provide technical support to Rural Development and Land Reform Programmes. Provide spatial analysis services. Provide GIS and mapping services. Provide development planning support.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 46/59** : **DISTRICT DIRECTOR REF NO: 3/2/1/2018/476**
 Chief Directorate: Provincial Shared Service Centre
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Northern Cape (Namakwa)
 An NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month project management certificate or project management as a B Degree major subject. 5 years' of experience at a middle management level within a project management environment. Job related knowledge: A thorough understanding of project management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience

		in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.
<u>POST 46/60</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/2/1/2018/477</u> Chief Directorate: Provincial Shared Service Centre
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema)
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month project management certificate or project management as a B Degree major subject. 5 years' of experience at a middle management level within a project management environment. Job related knowledge: A thorough understanding of project management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The

competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

- POST 46/61** : **CHIEF TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/478**
Directorate: Spatial Planning and Land Use Management
- SALARY** : R854 154 per annum (Salary in accordance with OSD for Engineers)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : B Degree in Urban/Town and Regional Planning. 6 years' post qualification in Town and Regional Planning experience required. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional legal and operational compliance, Town and Regional systems and principles, Town and Regional planning processes and procedures, Process knowledge and skills, Research and development, Computer-aided applications, Creating high performance culture, Technical consulting, Professional judgement, Accountability. Job related skills: Strategic Management and direction, Analytical, Creativity, Self-management, Communication and listening, Computer literacy, Language proficiency, Knowledge Management, Negotiation, Change Management. A valid driver's licence.
- DUTIES** : Lead and manage the application of Town and Regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guideline, Policies and regulations. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the architectural environment/services. Manage the operational Capital Project Portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective management of external and internal stakeholder. Manage the development motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performances standards and taking actions to correct deviations to achieve departmental objectives.
- 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** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 46/62</u>	:	<u>CONTROL GISc TECHNOLOGIST REF NO: 3/2/1/2018/479</u> Directorate: Spatial Planning and Land Use Management
<u>SALARY</u>	:	R714 393 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	3 - 4 years' GISc Degree or relate Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organisational, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's licence.
<u>DUTIES</u>	:	Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and source. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain Geographic Information Services unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and Geographic Information Services to all clients in the department. Develop training manual for end users on skills regarding to GISc. Ensure interoperability between systems to maximise efficiency. Publish data into a web based Geographical Information System to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document Geographical Information System processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide Geographical Information System implementation support. Support Geographical Information System and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of Geographical Information System Standards. Support draft Terms of Reference for Geographical Information System projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new Geographical Information System standards.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/63</u>	:	<u>DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/480</u> Directorate: Rural Enterprise and Industrial Development
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Mpumalanga (Nkangala)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agriculture/Economics/Business Management or Development Studies. 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: 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 and Districts. 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 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 46/64** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: 3/2/1/2018/481**
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** : East London
- REQUIREMENTS** : A Bachelor Degree/National Diploma in Public Administration/Management/Management Sciences/Administration or related field. 3 years' experience in management. Job related knowledge: Project Management, Budgetary Planning, Expenditure Reporting, Monitoring and Evaluation, Infrastructure planning and implementation. Job related skills: Computer Literacy, Communication (verbal and written), Project Management, Budgeting, Planning. Ability to work in a high production environment. A valid driver's licence. Willingness to learn.
- DUTIES** : Provide human resources administration support. Enforce compliance with Performance Development Management System processes. Facilitate skills development as per Performance Development Skills Plans in the Directorate. Provide supply chain management support. Facilitate the compilation of procurement Plan and Demand Management Plan for the Directorate. Ensure alignment of Directorate plans with Provincial Plans. Render office service support. Approve travelling and subsistence claims. Provide quality assurance services for documents enroute for Directors processing. Provide secretariat support services. Coordinate Branch monthly meetings. Ensure that minutes and invitations are distributed timeously. Provide record service support. Ensure compliance with the Department filing system. Ensure that all files are properly filed. Provide asset management services.
- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/65** : **DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/482**
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 REQUIREMENTS** : Eastern Cape
- REQUIREMENTS** : B Degree/National Diploma in Social Science/Economics/Development Studies/Public Administration or equivalent qualification. 3 - 5 years' experience in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme, Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence. Willingness to travel.
- DUTIES** : Reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Identify wards for household profiling. Mobilise resources for household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Inter-Governmental Relations Forums to present Departmental programmes. Identify potential enterprises to be supported by the Department aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperatives workshops. Register cooperatives. Organise relevant training for cooperatives. Facilitate organisation of primary cooperative into secondary and tertiary cooperative 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 rural enterprises. Coordinate the implementation of Agriparks Programme in the Districts. Ensure that the District Committees are optional. Align District Plan to the Agriparks Programmes. 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 on hectare sites. Conduct household profiling. Prepare submissions for approval. Manage implementation of the projects.
- 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, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/66** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/483**
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 REQUIREMENTS** : Eastern Cape (Chris Hani/Joe Qgabi)
- REQUIREMENTS** : Bachelor's Degree in the field of Humanities or Social Science or equivalent. 3 - 5 years' relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Policy Development, Departmental legislation, Risk Management. Job related skills: Plan and Organise, Communication, Computer Literacy, Strategic thinking, Problem Solving and Analytical, A valid driver's licence.
- DUTIES** : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structure 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 Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to Communal Property Institutions establishment. Establishment and implementation of Communal Property Association (CPA). Provide secretarial service in the CPA Meetings and constitutional proceedings. Maintain the register of CPA and similar Entities. Promote awareness of the 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 transaction in accordance with the CPA constitution.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/67</u>	:	<u>DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/484</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Free State (Thabo Mofutsane) Bachelor's Degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years' relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive Acquisition of Land Strategy, State Land Lease Policy, Policy Development, Departmental Legislation, Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
<u>DUTIES</u>	:	Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the CPA meetings and constitution 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 disputes resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA Constitution.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/68</u>	:	<u>DEPUTY DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2018/485</u> Directorate: Social Organisation and Youth Development
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu-Natal (Pietermaritzburg) Degree or Diploma in Project Management/Youth Development/Development Studies/Community Development. 3 years' management experience in Project Management in Youth Development. Job related knowledge: Ability to manage

youth, management and other Departments, Ability to diffuse tension among project team, Ability to bring project to successful completion through political sensitivity, Ability to effectively prioritise and execute tasks in a high pressure environment. Job related skills: Persuasive, encouraging, and motivational, Communication (written and verbal), Strong interpersonal Relations, React to project adjustments and alterations promptly and efficiently, Strong familiarity with project management software. A valid driver's license.

DUTIES : Plan the implementation of various projects relating to National Rural Youth Service Corps (NARYSEC) programme phases. Manage the recruitment of youth. Manage attendance of induction and leadership training. Manage the performance of community services. Coordinate attendance of skills phase by all youth. Manage and coordinate the implementation of NARYSEC programme in all District Municipalities. Manage and coordinate performance of District coordinators. Monitor and ensure correct implementation of the programme phases. Manage and coordinate District structures for youth in the programme. Prepare and submit reports and statistics on participation of youth in programme activities. Coordinate and submit reports on human resources and budget needs. Mobilise and manage stakeholders. Identify and engage stakeholders that the NARYSEC programme can enter into partnership with. Prepare partnership memorandums of understanding for approval. Manage and coordinate the implementation of NARYSEC exit strategy in all District Municipalities. Manage data base of all youth that are enrolled in the programme. Arrange exit opportunities related to further studies, establishing business and employment.

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 46/69 : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/486**
Directorate: Spatial Planning and Land Use Management

SALARY : R585 366 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Mpumalanga (Nelspruit)
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 The South African Council for Planners (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.

DUTIES : Ensure the application of Town and Regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. 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 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.
- 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 46/70** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/487**
Directorate: Support Services
- SALARY** : R448 269 per annum (Salary in accordance with the OSD for Legal)
CENTRE : North West (Mmabatho)
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: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client Relations, Communication, Managerial, Computer Literacy. A valid driver's licence. Preparedness to travel.
- DUTIES** : Manage all legal matters emanating from the various staff and line function. Compile Memorandum of Understanding's, Service Level Agreements' 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' 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. Assess, 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 misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitrations.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/71** : **CHIEF LAND INFORMATION ANALYST (TRAINING) REF NO: 3/2/1/2018/488**
Directorate: Property Systems and Data Management
- SALARY** : R444 693 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Bachelor's Degree in Real Estate or Property Management or Property Valuation, Town and Regional Planning or Geographic Information Systems (GIS) excluding Environmental GIS. 3 - 5 years' experience in property data management. Job related knowledge: experience in property administration, experience in compilation of training manuals and presentations and in leading/presenting training sessions, experience in systems development, experience in providing support to users, extensive experience in land/property data management, good data and information management (i.e. capturing, preserving and maintenance of data), Land administration related legislation and Policies, extensive Computer Literacy in Microsoft Office and other relevant software (e.g. Access, SQL), Land information (Deeds, subdivisions, vesting, disposals, Surveyor General diagrams, etc.). Job related skills: Technical Aptitude, Training and Presentation, System Development, Project Management, Good human relations, Reading and interpreting Surveyor-General diagrams, title deeds, maps, aerial photographs, Communication (written and verbal), Research,

		Accuracy and attention to detail. A valid driver's licence. Ability to work in a team as well as independently.
<u>DUTIES</u>	:	Facilitate and present capacity programmes on land administration systems. Develop training plan and schedule for the Land Administration Web (LAW). Review and update training manuals. Compile training manuals and training presentations. Coordinate logistical arrangements for training. Facilitate and present capacity building programmes. Provide technical support to users on LAW and other land administration systems. Develop, refine and maintain existing land administration systems. Render technical user support for system and application modification on LAW for all modules. Render technical assistance in joint system and application development sessions. Render technical support for system development and normalising data structures. Maintain state and public land database on LAW. Verify land data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian Immovable Asset Registers. Update property descriptions and related information in the state and public land database continuously based on Surveyor General diagrams and Title Deed information. Maintain Departmental Immovable Asset Register. Verify immovable asset data for accuracy, quality and completeness. Update immovable asset data continuously based on vesting certificates and disposals. Update property descriptions and related information in the state and public land database continuously based on Surveyor General diagrams and Title Deed information. Provide immovable asset data and information to users and stakeholders. Liaise with local Municipalities to obtain the latest municipal valuation roles. Capture and/or verify initial costs of properties on LAW based on municipal valuation roles.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 46/72</u>	:	<u>PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2018/490 (X3 POSTS)</u> Directorate: Property Management
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) North West (Ngaka Modiri Molema Dr Ruth Segomotsi Mopati Dr Kenneth Kaunda)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma Real Estate/Property Management/Bachelor's Degree in Law or equivalent qualification. 3 - 5 years' supervisory experience in state land administration or property management. Job related knowledge: Legislation governing State Land, Understanding state land administration. Understanding of the value-added development of communities. Project Management, Public Service Regulations. Job related skills: Planning and Organising, Training and Development, Analytical and Research, Report writing, Presentation and Facilitation, Computer Literacy. An initiative, self-driven individual, willingness to travel and/or work irregular hours. A valid driver's licence.
<u>DUTIES</u>	:	Finalise and sign leases and caretaker agreements. Provide support to the Districts in the administration of contracts (leases and caretaker agreements). Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of leased assets. Manage auditing processes on leases and support Districts on leases information management.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 46/73</u>	:	<u>PROJECT COORDINATOR: PROPERTY HOLDINGS REF NO: 3/2/1/2018/491</u> Directorate: Property Management
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema District)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma Real Estate/Property Management or Bachelor's Degree in Law or equivalent qualification. 3 - 5 years' managerial experience in property management field or environment. Job related knowledge: Public Service Regulations, Public Finance Management Act (PFMA) and Project Management. Job related skills: Planning and Organising, Training and Development, Analytical and Research, Report writing, Presentation and Facilitations, Computer Literacy. An initiative, self-driven individual willingness to travel or work irregular hours. A valid driver's licence.
<u>DUTIES</u>	:	Manage and maintain Immovable Asset Register and records. Manage vesting in terms of item 28(1). Manage investigations on State Land Use and Maintenance. Manage State Land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/74</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/492 (X2 POSTS)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema and Bojanala)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Economic, Developmental Studies or equivalent qualification. 3 - 5 years relevant working experience. Understanding of the value added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land acquisition process or related programmes, legislation and procedures. The Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants Act), Comprehensive Rural Development Programme (CRDP), Recapitalisation and Development Programme (RADP), relevant prescripts pertaining to land reform and redistribution. Job related skills: People Management, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Provide support to management of the region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate regional project implementation. Manage regional applications. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make Arrangement with farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), People with Disabilities in Agriculture and Rural Development (PDARD) and Municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to land acquisition projects support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Director-General tasks when

		required. Facilitate project support. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of Professional Services in line with supply chain management processes. Submit invoices for services rendered within stipulated timeframes.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/75</u>	:	<u>PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2018/493</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	North West (Ngaka Modiri Molema)
<u>REQUIREMENTS</u>	:	Bachelor Degree/National Diploma in Agricultural Studies or equivalent qualification. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years' relevant experience. Job related knowledge: Department's Policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Report writing and Computer Literacy. A valid driver's licence. An initiative, self-driven individual willing to travel and work irregular hours.
<u>DUTIES</u>	:	Monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.
<u>POST 46/76</u>	:	<u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/494 (X2 POSTS)</u> Directorate: Strategic Land Acquisition
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape (Cape Metro/West Coast and Cape Winelands/Overberg)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Economic, Developmental Studies or equivalent qualification. 3 - 5 years relevant working experience. Understanding of the value added development of communities. Job related knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land acquisition process or related programmes, legislation and

procedures. The Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants Act), Comprehensive Rural Development Programme (CRDP), Recapitalisation and Development Programme (RADP), relevant prescripts pertaining to land reform and redistribution. Job related skills: People Management, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Negotiation, Map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.

DUTIES : Provide support to management of the region and supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. Coordinate regional project implementation. Manage regional applications. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make Arrangement with farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), People with Disabilities in Agriculture and Rural Development (PDARD) and Municipalities (stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Implement land acquisition project procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to land acquisition projects support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Director-General tasks when required. Facilitate project support. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of Professional Services in line with supply chain management processes. Submit invoices for services rendered within stipulated timeframes.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, Mowbray, 8001 or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 46/77 : **LAND REFORM SPECIALIST REF NO: 3/2/1/2018/496**
 Directorate: Strategic Institutional Partnerships
 This is a re-advertisement, applicants who applied previously must reapply.

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

REQUIREMENTS : LLB Degree or Bachelor of Commerce in Law. 3 years' relevant experience. Job related knowledge: Public Service Management Frameworks, Contract Management. Job related skills: Communication, Planning and Organising, Computer Literacy, Problem Solving and Decision-Making, Time Management, Interpersonal Relations, Team Management, People Management. Ability to work independently. A valid driver's licence.

DUTIES : Create and maintain land reform strategic institutional partnership network. Coordinate contract drafting for land redistribution programmes. Facilitating private and other forms of external equity. Quality assure Land Redistribution contracts. Arrange Membership, Core management and share equity to support land reform. Monitor land reform strategic institutional partnerships and skills training. Conduct farm investigation and provide necessary reports to the Branch. Provide report from projects to Directorate: Land Redistribution Information Management, Risk and Compliance. Render implementation support for implementation of approved good practice model.

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 46/78** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2018/497**
Directorate: Quality Assurance and Administration
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Bachelor's Degree/National Diploma in Financial Management/Financial Accounting/Public Finance/Public Management/Business Management. 3 years' supervisory experience. Job related knowledge: Restitution Process, Applicable Financial Acts and Regulations. Job related skills: Proven Managerial and Project Management, Good Planning, Organising and Problem solving, Communication (verbal and written), Computer Literacy, Risk Management and Compliance experience. Experience in drafting and Implementing and knowledge of Government policies. A valid driver's licence.
- DUTIES** : 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. Vetting compliance in line with business process. Vetting claimant verification and conduct duplicate testing. Compile project analysis summary. Implement project management methodology for the management of land claims. Align activities to achieve operational targets. Align settlements to allocated budget. Align monthly and annual spending plan. Manage functions for the release of restitution awards to beneficiaries. Ensure effective and efficient risk management and implementation of internal legal and financial control. Review existing operational control and development of improved controls. Coordination of risk and fraud management functions. Prevention of unauthorised, irregular and fruitless expenditure. Efficiently and effectively manage resources allocated. Allocate sufficient resources to functions. Monitor performance, providing support to ensure maximum utilisation of resources efficiency in service delivery, providing financial and operational reports. Providing solutions to challenges in implementation of process. Ensure processes that are responsive to Batho Pele Principles. Advice and assist the office on all issues of compliance regarding policy and legislation. Distribution of circulars and process guidelines. Monitor implementations of processes, ensuring compliances.
- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/79** : **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION REF NO: 3/2/1/2018/498)**
Chief Directorate: Land Restitution Support
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : National Diploma in Communication/Public Relations. 3-5 years' experience in related working environment. Job related knowledge: Query Management, Client Relation Management, Land Restitution Programme, Rural Development and Land Reform mandates. Job related skills: Analytical, Organise, Interpersonal Relations, Report writing, Communication. A valid driver's licence.
- Duties** : Build and maintain client relationships. Advice colleagues on enquiries received. Perform administrative functions. Manage and resolve queries. Provide report back to internal and external clients. Advice clients on land restitution programme. Administer client database.
- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

- POST 46/80** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/499**
Directorate: Support Services
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Degree/Diploma in Information Management/Records Management or equivalent qualifications. 3-5 years' experience in records management environment. Job related knowledge: National Archives, Information Management, Understanding of most prevalent systems (i.e. Database Management Systems, Transaction Processing Systems, Document Management System), 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), Organise and Supervisory. A valid driver's licence.
- DUTIES** : Facilitate implementation of record management Policies and guidelines. Maintain filing system for the office. Advise and coordinate the use of approved file plan by staff. Reduce duplication of records to improve information sharing. Liaise with Department records manager on additions and amendments of 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 project undertaken by the business units. Provide management information on project. Facilitate access to information and records. Facilitate user's access to the data base. 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. Conduct awareness on records management and information practices. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct registry inspection/audit in Districts. Provide compliance report on the records management implementation programme. Develop and maintain the relevant registers including inter and intra Departmental records transfer. Maintain Occupational Health and Safety Compliant Registries in the Province and in Districts.
- 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, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 46/81** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/495**
Directorate: Support Services
- SALARY** : The salary will be between R186 828 - R867 399 per annum, based on the number of years' post qualification experience in accordance with the OSD for legal personnel
CENTRE : Eastern Cape (OR Tambo/Alfred Nzo)
REQUIREMENTS : MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing and Presentation, Client's Relations, Communication, Computer Literacy, Managerial. A valid driver's licence. Preparedness to travel.
- DUTIES** : Handle all legal matters arising from the regional support services. Provide legal support to the Regional Office and sub-Directorates. Assist with response to enquiries from external stakeholders in terms of Policies and legislations provided.

Draft or edit legal correspondence. Formulate a response to third parties. Respond to correspondence from legal representatives. Draft, vetting and amend contracts and agreements between the Department and third parties. Make recommendations on forfeiture of state cover by officials. Handle specific cases against the Department from legal representative's. Obtain instructions and consult with State Attorney. Facilitate appointment and brief Counsel when necessary. Facilitate and obtain witnesses and statements on behalf of the Department. Facilitate signatures of affidavits. Serve on committees and task teams. Serve and advice on committees and task teams as may be delegated by law and office. Provide legal opinions. Provide written legal opinions. Source external opinions when necessary. Research case law and court decisions for supplementary legal opinion.

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