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: 07 December 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.

MANAGEMENT ECHELON

POST 47/31: CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS REF NO: 3/2/1/2018/542
Chief Directorate: Strategic Land Reform Interventions
This is a re-advertisement, applicants who applied previously must reapply.

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 in Development Studies/Social Sciences/Agricultural Management/Agricultural Economics. 5 years’ experience in a senior management position. Job related knowledge: Departmental processes and procedures, Departmental Legislation and related Governmental Legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research Methodology, Project Management, Financial Management and Accounting, Procurement Systems and Tendering Procedures, Risk analysis and management. Job related skills: Planning and Organising, Research and Analytical, Communication, Good report writing, Computer Literacy, Negotiation, Presentation, Good Leadership, Project Management. The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.

DUTIES: Manage the provision of Land Acquisition and Land Warehouse Services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of Land Reform Strategic Institutional Partnerships. Develop and maintain Land Reform Strategic Institutional Partnerships. Provide
establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resources within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources.

**APPLICATIONS**

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

**NOTE**

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

**OTHER POSTS**

**POST 47/32**

**DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/514 (X3 POSTS)**

- **Directorate:** Strategic Land Acquisition
- **SALARY:** R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- **CENTRE:** Free State: Mothe/Xhariep (X2 Posts), Lejweleputswa/Fezile Dabi (X1 Post)
- **REQUIREMENTS:** Bachelor’s Degree/National Diploma in Agriculture/Agricultural Economics/Economics. 3 - 5 years’ management experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to land reform and Redistribution. Job related skills: People Management, Strategic thinking, Communication (written and verbal), Strategic Management. A valid driver’s licence.
- **DUTIES:** Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the
implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the analysis and selection of CRDP Projects based on Agricultural Assessment reports and development needs. Profile selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and “contracting-out”. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.

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

POST 47/33: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/515) (X3 POSTS)

Directorate: Strategic Land Acquisition

SALARY: R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Eastern Cape:
Chris Hani/Joe Gqabi (X1 Post)
OR Tambo/Alfred Nzo (X2 Posts)


DUTIES: Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the
analysis and selection of CRDP Projects based on Agricultural Assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and “contracting-out”. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.

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

POST 47/34

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/516
Directorate: Financial and Supply Chain Management Services

SALARY

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

CENTRE

Eastern Cape (East London)

REQUIREMENTS


DUTIES

Manage financial functions and systems in the Provincial Shared Service Centre. Ensure the implementation of internal controls and the safe keeping of all the financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual management reports. Submit inputs on Annual Financial Statements. Manage payments and systems on a daily basis. Monitor performance with financial services. Develop and monitor work processes and procedure that will benefit client on an on-going basis. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective systems and procedures for sound financial management and reporting requirements regularly. Provide reports and statistics as well as recommendations for improvement quarterly. Manage implementation of Service Level Agreements between client offices and the Provincial Shared Service Centre as well as National Office. Identify service delivery needs of clients when necessary. Monitor implementation of Service Level Agreements between client offices and the Provincial Shared Service Centre as well as National Office. Oversee general Financial Management including inputs into policy formulation on an on-going basis. Manage the provision of salaries and payrolls in the Provincial Shared Service Centre. Manage salaries and payroll on a daily basis. Monitor budgets and setting targets. Manage compilation of the budget inputs and revenue collection. Compile annual and monthly cash flow projections. Monitor and report on the budget performance. Forecast, set targets and monitor budgets quarterly. Render financial business support and risk management. Coordinate internal and
external audits and risk management. Coordinate the compilation of process and Fraud Risk Register. Submit progress report in terms of process and Risk Registers. Render financial business support and risk management.

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 47/35: DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: 3/2/1/2018/517
Directorate: Service Delivery Coordination

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

CENTRE: Eastern Cape (East London)


DUTIES: Facilitate project documentation by identifying project life milestones and tasks and undertaking analysis. Develop templates and related project documentation. Ensure effective and efficient reporting. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning. Convert operation plans into projects. Monitor project progress according to baseline project plans. Identify key issues and troubleshooting of complex clients and project request. Monitor issue registers and risk registers of projects. Track and monitor project scope and deliverable changes. Track and monitor audit findings related to projects. Implement the Department’s project management practices that ensures the integrity and quality of project deliverables. Streamline the core business of EPMO across spheres of government. Build and maintain relationships with National, Provincial and District offices. Support and drive EPMO change management initiatives. Facilitate deployment strategies for new projects, including scope and timeline. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relationships with external stakeholders.

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

POST 47/36: DEPUTY DIRECTOR: BUDGET PERFORMANCE REF NO: 3/2/1/2018/518
Directorate: Budget Performance Management and Quality Control

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

CENTRE: Pretoria

REQUIREMENTS: Degree/National Diploma in Financial Management/Economics or equivalent qualification. 3 - 5 years’ working experience in the budgeting and financial performance analysis environment of which 2 years’ should be in a supervisory capacity. Experience in producing organisational performance reports. Job related knowledge: Government wide budget and strategic planning process, Basic Accounting system (BAS) and Vulindlela System, Experience in the application and interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations, Good understanding of the government’s Monitoring and Evaluation process. Job related skills: Ability to formulate targets and indicators, Good presentation and report writing, Programme and Project Management, Financial Management as well as service delivery innovation, People Management and
Empowerment, Communication (verbal and written). Working under pressure. A valid driver’s licence.

**DUTIES**
- Manage the budget performance of the Department and its entities. Coordinate the budget performance of the Department and its entities. Render management advisory services in terms of spending in the Department. Produce accurate and reliable financial information on programme costs and performance. Monitor value for money and impact assessment of allocated budgets. Develop and maintain an integrated financial performance management systems to support day to day spending of the Department. Ensure reporting of all expenditure, forecasting and trends. Report on all expenditure, forecasting and trends. Coordinate the management of non-financial data in the Branch: Financial Services. Manage staff. Ensure that Performance Agreements are signed. Ensure the employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave.

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

**POST 47/37**
- DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/519
  Directorate: Quality Assurance and Administration

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

**CENTRE**
- Limpopo (Polokwane)

**REQUIREMENTS**

**DUTIES**

**APPLICATIONS**
- Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smut Building, Polokwane 0700.

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

**POST 47/38**
- DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/520
  Directorate: Quality Assurance and Administration: North West

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

**CENTRE**
- Mafikeng

**REQUIREMENTS**

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

POST 47/39: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/521
Directorate: Financial and Supply Chain Management Services

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

CENTRE: Northern Cape (Kimberley)


DUTIES: Manage financial functions and systems in the Provincial Shared Service Centre (PSSC). Ensure the implementation of internal control and the safe keeping of all financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual management reports. Submit inputs for Annual Financial Statement. Manage payments and system on a daily basis. Monitor performance. Develop and monitor work process and procedures that will benefits clients on an ongoing basis. Evaluate and continuously improve work processes and procedures that will benefits clients on an ongoing basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective system and procedures of sound financial management and report regularly. Provide reports and statistics as well recommendations for improvement quarterly. Manage implementation of Service Level Agreements between client offices and the PSSC as well as National Office. Identify service delivery needs of clients when necessary. Monitor implementation of Service Level Agreement between clients offices and PSSC as well as National Office. Oversee general financial management including inputs into Policy formulation on an on-going basis. Manage the provision of salary and payroll in the PSSC. Manage salary and payroll on a daily basis. Clear and reconcile various salary related suspense accounts. On a weekly basis, check bank statement for salary reversals and salary debts paid into account. Journalise the transactions to the relevant salary accounts including disallowances, allowances, claims, tax debt and income tax before month-end closure. Authorise transactions on Personnel and Salary Administration System (PERSAL) (i.e allowances, deductions, etc). Authorise transactions on BAS system (i.e journals, sundry payments, etc). Manage the distribution of salary payslips and IRP5 to all pay points throughout the province. Manage payroll certificates of supplementary, permanent and temporary runs on a monthly basis. Provided monthly reports to Director on outstanding payrolls and on other salary related matters in terms of the Treasury Regulations requirements. Check payrolls for amendments and when required inform HRM (personnel) on the corrections required. Commission raising of salary related debts when necessary. Attend to queries related to salaries and payrolls of the Department.

APPLICATIONS: Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 47/40: DEPUTY DIRECTOR: GENERAL LEDGER AND EXPENSES REF NO: 3/2/1/2018/510
Office of the Chief Registrar of Deeds

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

CENTRE: Pretoria


DUTIES: Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements are prepared according to International Accounting Standards. Prepare documents for audit requests/queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of General ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide recons to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests/queries. Providing support and guidance to clients. Financial Compliance Committee member. Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests/queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance. Discuss and sign PA, identify and/ or analyses training.

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.

NOTE: Preference would be given to Coloured, Indian and White Males, Coloured, Indian, White and African Females and people with disabilities are encouraged to apply.

POST 47/41: PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/522
Directorate: Rural Infrastructure Development

SALARY: R679 338 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Limpopo (Polokwane)

DUTIES: Reduce household poverty in accordance with CRDP. Identify wards for Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherences to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilise resources allocated effectively. Conduct research and development on new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

APPLICATIONS: Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smut Building, Polokwane 0700.
NOTE: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 47/42: CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/523
Directorate: Rural Infrastructure Development

SALARY: R585 366 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Free State (Bloemfontein)

DUTIES: Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day-to-day operational aspects of a project and scope. Implement methods and enforce project standards to minimise risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain the Record Management System and the architectural library. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

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: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. The Department further reserves the right to test candidates by means of case studies as part of the interview process.

POST 47/43: CONTROL ENVIRONMENTAL OFFICER REF NO: 3/2/1/2018/524
Directorate: Environmental Planning Services


intergovernmental relations and cooperative governance. Facilitate the
development of responses/provide advice to environmental queries from external
stakeholders in the form of Ministerial and Director-General tasks. Foster and
coordinate the participation of relevant external stakeholders, from the
environmental sector on Spatial Planning and Land Use Management Act
(SPLUMA) implementation initiatives and related structures. Coordinate inputs and
participate in the environmental sector queries and structures respectively.
Represent, participate and report on activities of various intergovernmental
structures in the environmental sector including but not limited to the Ministry of
Technology (MINTECH) Sub-committee on Environmental Implementation Plan
(EIP) and Environmental Management Plans (EMP) (Sub-committee on
EIP/EMP), MINTECH working Groups, Biodiversity Stewardship, People and
Parks, Ocean and Coast Structures, etc.

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 47/44
PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2018/525
Directorate: Strategic Land Acquisition

SALARY
R444 693 per annum (Level 10)

CENTRE
Western Cape (Eden Central Karoo)

REQUIREMENTS
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 practices 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,
initiative, self-driven individual willing to travel and work irregular hours.

DUTIES
Plan, Implement, 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 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.

APPLICATIONS
Applications can also be submitted by post Private Bag X10, Mowbray, 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.
PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE

Ref No: 3/2/1/2018/526 (X2 POSTS)

Directorate: Rural Enterprise and Industrial Development

**SALARY**
R444 693 per annum (Level 10)

**CENTRE**
North West (Dr Ruth Segomotsi Mompati and Ngaka Modiri Molema)

**REQUIREMENTS**

**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 Districts and local Municipalities. Facilitate compliance with cooperative legislation and Policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skills development and support to cooperatives. Receive referrals from knowledge unit.

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

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PROJECT COORDINATOR: CPA

Ref No: 3/2/1/2018/527 (X2 POSTS)

Directorate: Tenure Reform Implementation

**SALARY**
R444 693 per annum (Level 10)

**CENTRE**
North West (Bojanala and Dr Kenneth Kaunda District)

**REQUIREMENTS**

**DUTIES**

**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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
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<th>POST 47/47</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>Cape Town</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma in Public Administration/Business Administration/Political Science. 3 years' experience in relevant environment. Job related knowledge: Compilation and administration of budgets (forecasting, tracking and reporting), Procurement policies and procedures, assets control, Practical experience of workflow control systems and registry administration, Public service policies. Job related skills: Advanced Computer Literacy, Ability to liaise at different levels of management, Communication, Good Interpersonal Relations, Ability to deal with confidential matters with discretion. Reliability and diplomacy, Organisational, Decision making, Multi-tasking and time management. The ability to work efficiently and effectively at all times. A valid driver’s licence.</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand in delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.</td>
</tr>
<tr>
<td>NOTE</td>
<td>African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply. Shortlisted candidates may be subjected to a written exercise on the day of the interview.</td>
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<table>
<thead>
<tr>
<th>POST 47/48</th>
<th>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2018/530</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Eastern Cape (East London)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Administer the Demand Management Plan (DMP). Facilitate and prepare communique for submission of DMP's. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the clients DMP’s. Submit verified consolidated DMP’s.</td>
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</tbody>
</table>
Coordinate Procurement Plan. Analyse, advise and verify development of Procurement Plan. Facilitate approval of the Provincial consolidated Procurement Plan. Submit verified and approved Procurement Plan. Monitor and report on implementation of Procurement Plan. Provide support to client offices. Facilitate the industry analysis of Service providers. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client offices. Provide advice in nomination of Bid specification and evaluation committee members (terms of reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate Bid specification meetings Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that the acquisition management for advertisement of Bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms contracts, transversal contracts, bulk procurement and direct sourcing) (sourcing strategies). Assist service providers to register online on the CSD (Central Supplier Database). Verify captured service providers information on CSD and their allocated service provider number. Record service providers performance on the service provider database. Maintain contract register (administration of contract). Monitor expiring contracts and advise the users. Monitor performance of contract and compile reports. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meetings. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award of PPRM. Facilitate Bid management processes. Receive terms of reference and procurement approach, analyse and distribute for compliance of Bid documentation. Review and approve Bid documentation. Submit invitation to Bid for advertisement as per the medium specified in the procurement approach.

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

POST 47/49: ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2018/531
Directorate: Financial and Supply Chain Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: Eastern Cape (East London)

DUTIES: Ensure maintenance of finance systems regularly. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on PLAS and non PLAS Farms. Administer LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

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

POST 47/50 : ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2018/532
Directorate: Financial and Supply Chain Management Services

SALARY : R356 289 per annum (Level 09)
CENTRE : North West (Mafikeng)


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

POST 47/51 : LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/528 (X3 POSTS)
Directorate: Corporate Service Legal Support

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 : Pretoria
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: Labour Law, Constitutional Law, Administrative Law, South African Law in general, Public Service Regulatory Framework. Job related skills: Ability to interpret law, Ability to research law, Ability to analyse facts, Ability to apply law to facts, Communication, Writing, Legal drafting, Presentation, Client Relations, Computer Literacy. A valid driver's licence. Willing to travel and work irregular hours.

DUTIES : Handle all legal matters arising from the Corporate Support Services and Financial Services Branches. Receive instructions. Analyse instructions. Provide the support that is required, e.g. legal advice, editing legal correspondence, determining liability of officials, etc. Manage litigation arising from labour disputes. Take instructions from Labour Relations. Refer to State Attorney. Act as link between State Attorney and Department. Advise on implications of outcome. Provide legal support to the Directorate: Labour Relations. Provide required support, e.g. give advice, draft/edit misconduct charge sheets, brief counsel, etc. Provide legal opinions. Request further information, if necessary. Do research. Draft opinion.
Draft/vet contracts. Do research or request further information, if necessary. Draft/edit contracts. Analyse the legislation in terms of which the delegations are to be given. Ensure the legislation has a provision authorising delegations. Ensure all possible delegations are included in the schedule of delegations. Draft/edit the delegations.

APPLICATIONS

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

NOTE

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