

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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	07 December 2018 at 16:00
<u>NOTE</u>	:	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

<u>POST 47/31</u>	:	<u>CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS REF NO: 3/2/1/2018/542)</u> Chief Directorate: Strategic Land Reform Interventions This is a re-advertisement, applicants who applied previously must reapply.
<u>SALARY</u>	:	R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Development Studies/Social Sciences/Agricultural Management/Agriculture Economics. 5 years' experience in a senior management position. Job related knowledge: Departmental processes and procedures, Departmental Legislation and related Governmental Legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research Methodology, Project Management, Financial Management and Accounting, Procurement Systems and Tendering Procedures, Risk analysis and management. Job related skills: Planning and Organising, Research and Analytical, Communication, Good report writing, Computer Literacy, Negotiation, Presentation, Good Leadership, Project Management. The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.
<u>DUTIES</u>	:	Manage the provision of Land Acquisition and Land Warehouse Services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of Land Reform Strategic Institutional Partnerships. Develop and maintain Land Reform Strategic Institutional Partnerships. Provide

administrative support to Strategic Institutional Partnerships. Ensure effective and efficient applications of resources for the Chief Directorate. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resources within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : 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 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 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)
- REQUIREMENTS** : Bachelor’s Degree/National Diploma in Social Sciences/Economics or equivalent qualification. 3 - 5 years’ relevant experience at management level. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform (Land Tenants) Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development 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 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** : National Diploma in Financial Management/Accounting/Public Administration. 3 years' working experience in at Assistant Director Level in financial management environment. Job related knowledge: Public Finance Management Act, Basic Accounting System, Treasury Regulations, Medium Term Expenditure Framework (MTEF). Job related skills: Computer Literacy, Interpersonal Relations, Communication (verbal and written), Organisation and decision-making, Analytical. A valid driver's licence.
- 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.
<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>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 47/35</u>	:	<u>DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: 3/2/1/2018/517</u> Directorate: Service Delivery Coordination
<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>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	National Diploma in Project Management/Business Administration/Public Administration. 3 years' of experience in project management environment. Job related knowledge: Microsoft Office and Project Management tools, Good technical knowledge of the entire project process, Working knowledge of production processes. Job related skills: Communication, Facilitation and Presentation, Financial Management, Problem solving, Project Management, Conflict Management, Computer Literacy. Team work. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	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.
<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 and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 47/36</u>	:	<u>DEPUTY DIRECTOR: BUDGET PERFORMANCE REF NO: 3/2/1/2018/518</u> Directorate: Budget Performance Management and Quality Control
<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>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<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>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 47/37</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/519</u> Directorate: Quality Assurance and Administration
<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>	:	Limpopo (Polokwane)
	:	Bachelor's Degree/National Diploma in Financial Management or Financial Accounting. 3 - 5 years' supervisory experience in a finance environment. Job related knowledge: Financial Policies, Procedures and Prescripts, Financial Systems including Basic Accounting System (BAS) and Logistical information System (LOGIS), Treasury Regulations, Budgets and reporting procedure, Public Financial Management Act. Job related skills: Computer Literacy, Supervisory, Communication (written and verbal).A valid driver's licence.
<u>DUTIES</u>	:	Manage financial accounting functions for the Chief Directorate. Management of an allocated budget and projections (Medium Term Expenditure Framework) adjustment, shifting and annual and monthly projections. Preparation of monthly management reports and presentations. Manage the Chief Directorate budget. Monitoring accounts payables and expenditure management. Prevention of unauthorised, irregular and fruitless expenditure. Effective management of risk. Management of audit findings and recommendations. Provide project financial support. Management of suspense account and the commitment register. Provide supply chain client relations management. Manage the interaction between supply chain management and clients for improved services and provide feedback with regards to the procurement of goods and services.
<u>APPLICATIONS</u>	:	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.
<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 47/38</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/520</u> Directorate: Quality Assurance and Administration: North West
<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>	:	Mafikeng
	:	Bachelor's Degree/National Diploma in Financial Management or Financial Accounting. 3 - 5 years' supervisory experience in a finance environment. Job related knowledge: Financial Policies, Procedures and Prescripts, Financial Systems including Basic Accounting System (BAS) and Logistical information System (LOGIS), Treasury Regulations, Budgets and reporting procedure. Job related skills: Computer Literacy, Supervisory, Communication (written and verbal).A valid driver's licence.

- DUTIES** : Manage financial accounting functions for the Chief Directorate. Management of an allocated budget and projections (Medium Term Expenditure Framework) adjustment, shifting and annual and monthly projections. Preparation of monthly management reports and presentations. Manage the Chief Directorate budget. Monitoring accounts payables and expenditure management. Prevention of unauthorised, irregular and fruitless expenditure. Effective management of risk. Management of audit findings and recommendations. Provide project financial support. Management of suspense account and the commitment register. Provide supply chain client relations management. Manage the interaction between supply chain management and clients for improved services and provide feedback with regards to the procurement of goods and services.
- 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)
- REQUIREMENTS** : National Diploma in Financial Management/Accounting/Public Administration. 3 years' of experience at Assistant Director level in financial management environment. Job related knowledge: Public Finance Management Act, Division of Revenue Acts, Basic Accounting System (BAS), Logistical Information System (LOGIS), Treasury Regulations, Medium Term Expenditure Framework (MTEF). Job related skills: Computer Literacy, Communications (verbal and written), Interpersonal Relations, Organising, Analytical, Decision making skills. A valid driver's licence.
- 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.

Request PERSAL reports on a monthly basis and when required by the Director. Communicate with internal and external clients. Perform monthly reconciliation between PERSAL and BAS. Compare PERSAL transactions and BAS reports to identify variances. Resolve BAS and PERSAL exceptions on a daily basis. Reconcile PERSAL and BAS and update BAS through journals entries before month-end closure. Monitor budget and setting targets. Manage compilation of budget inputs and revenue collection (Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure). Compile annual and monthly report cash flow projections. Monitor and report on budget performance. Forecast, set targets and monitor budget quarterly. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate the compilation of process and fraud risk registers. Submit progress report in terms of process and risk registers. Render financial business support and risk management. Liaise with auditors (internal and external) on audit queries raised when required. Update risk actions on Barnowl on a weekly, monthly and quarterly basis.

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

NOTE : Coloured, Indian and White males and 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

REQUIREMENTS : An appropriate National Diploma in Accounting/Financial Management. 3yrs experience at Management level in the Financial Management environment. Knowledge of Financial Accounting Systems (Accpac) and Business Process Management systems. Generally Recognized Accounting Principles (GRAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times. A valid driver's licence.

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

		needs and update the PDP. Conduct mid -term and annual reviews. Conduct person-to-person training and complete training schedule. Nominate subordinates for training courses. Exercise discipline. Administration of leave and manage office hours. Provide management response to Audit request /queries. Review and implement risk register. Draft and implement section OPS plan.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Preference would be given to Coloured, Indian and White Males. Coloured, Indian, White and African Females and people with disabilities are encouraged to apply.
<u>POST 47/41</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/522</u> Directorate: Rural Infrastructure Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R679 338 per annum (Salary in accordance with the OSD for Engineers) Limpopo (Polokwane) Honours Degree in the Built Environment field with a minimum of 3 years' experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience. Compulsory registration with South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment. Job related knowledge: Programme and Project Management, Project principles and methodologies, Research and development, Computer aided engineering applications, Legal compliance, Technical report writing, creating high performance culture, Professional judgment. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer Literacy, Planning and organising, Conflict Management, Problem solving, People management. A valid driver's licence.
<u>DUTIES</u>	:	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.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 47/42</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/523</u> Directorate: Rural Infrastructure Development
<u>SALARY CENTRE</u>	:	R585 366 per annum (Salary in accordance with the OSD for Engineers) Free State (Bloemfontein)

<u>REQUIREMENTS</u>	:	Honours Degree in the Built Environment field of study. BTech Qualification (Built Environment field) with a minimum of 1 year experience. National Higher Diploma (Built Environment field) with a minimum of 18 months experience. National Diploma (Built Environment field) with a minimum of 2 years' experience. A qualification in Civil Engineering will be an added advantage. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Candidate Construction Project Manager. Job related knowledge: Project Management principles and methodologies, Legal compliance, Computer-aided engineering applications, Solutions orientated. Job related skills: Decision making, Analytical, Computer Literacy, planning and organising, Problem solving and analysis, Project Management, Research and development, Technical report writing, Computer-aided engineering, Networking, Solution-orientated, Creativity, Communication, Self-management, Customer focus and responsiveness, Interpersonal Relations, Team work. A valid driver's licence.
<u>DUTIES</u>	:	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.
<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 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.
<u>POST 47/43</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER REF NO: 3/2/1/2018/524</u> Directorate: Environmental Planning Services
<u>SALARY</u>	:	R468 513 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Environmental Sciences/Natural Sciences/Geography/Planning. 6 years' post qualification experience in the field of Environmental Management/Spatial Planning. Job related knowledge: Public Service Systems and Legislation governing public service delivery, Relevant procurement legislation and statutory provisions, Spatial Planning and Land Use Management Policy and Legislation, Environmental Policies, Legislation, International Instrument and Financial Management. Job related skills: Project Management, Communication, Computer Literacy, Attention to details, Problem solving and Negotiation. A valid driver's licence.
<u>DUTIES</u>	:	Devise mechanisms for the coordination of environmental compliance. Coordinate an effective running of the Environmental Compliance and Implementation Forum (ECIF). Develop and implement the Departmental Consolidated Environmental Implementation Management Plan (CEIMP). Ensure the compliance and review of the Consolidated Environmental Implementation and Management Plan (CEIMP). Produce quarterly and Annual Reports for Consolidated Environmental Implementation and Management Plan (CEIMP). Provide for sound

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, Analytical, Report writing and Computer Literacy. A valid driver's licence. An 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.

- POST 47/45** : **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 : Bachelor Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3 - 5 years' experience in the field of cooperatives development. Job related knowledge: Operational Planning, Human Resource Management, Financial Management, Supply Chain Management, Rural Development techniques, Understanding of Business Development, Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing Networking, Strategic Management and leadership, Project Management, Team Management and Presentation. A valid driver's licence. Willingness to travel.
- DUTIES** : Manage small business marketing and trade development. Facilitate market linkages. Manage small business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage small business education and skills training. Provide skills development to small business and ensuring compliance to small business. Manage small business development finance. Facilitate access to finance for small business. Provide liaison with 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.
- POST 47/46** : **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 : National Diploma or Degree in Social Science (Law, Geography, Sociology). 3 - 5 years' relevant working experience in land reform environment. Job related knowledge: Land Tenure Security matters. Job related skills: Negotiation, Presentation, Facilitation, Organising, Planning, Interview, Communication (verbal and written). A valid driver's licence recommended.
- DUTIES** : Facilitate the meeting with the communities/stakeholder. Arrange community meeting. Write reports and memorandums. Provide secretariat services. Facilitate the drafting of the constitutions. Prepare draft constitutions. Facilitate training on preferred legal entity. Prepared report on the adoption of the constitution. Prepare relevant documents for registration of entity. Signing of documents by parties. Process registration of entity. Facilitate dispute/conflict resolution. Arrange meetings. Determine causes of conflicts. Develop strategies to resolve disputes. Liaise with stakeholders. Facilitate referrals through the land rights management facility.
- 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.

<u>POST 47/47</u>	:	<u>ASSISTANT DIRECTOR: PARLIAMENTARY SERVICE REF NO: 3/2/1/2018/529</u> Directorate: Parliamentary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Cape Town National Diploma in Public Administration/Business Administration/Political Science. 3 years of 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.
<u>DUTIES</u>	:	Manage and coordinate office environment. Create and maintain document management, storage and filing systems for documents processed by the Directorate. Manage enquiries to/from the Directorate. Render secretariat services for meetings and activities of the Directorate. Render front office service (telephone/reception). Render financial administration services. Manage the petty cash facility. Verify invoices against delivery notes and submit to Directorate: Administration Support for sign-off and payment. Compile annual budget inputs in liaison with Directorate: Administration. Manage sessional benefits, S&T and other claims for the Directorate. Monitor Directorate expenditure. Coordinate any project that the Directorate in planning. Coordinate supply chain management. Compile the Demand Management Plan for the office. Monitor provisioning of goods and services in liaison with Directorate: Administration. Manage the assets of the Directorate (verification, movement, disposal) in liaison with Administration Directorate, National Office and Western Cape: Provincial Shared Service Centre. Manage maintenance and upkeep of offices and equipment (photocopier, telephone system, video conference, IT Systems). Manage logistical arrangements (travel/accommodation/parking/catering) for the Directorate. Render human resource services. Coordinate performance management function for the Directorate. Manage leave benefits of all staff. Identify training needs and coordinate training for the Directorate. Manage recruitment processes of the office and Employment Equity compliance. Manage all Human Resource matters for the Directorate (bursaries, internships, wellness, grievances, labour relations).
<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, 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.
<u>POST 47/48</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2018/530</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Eastern Cape (East London) National Diploma in Supply Chain Management or Logistics Management/Public Management/Administration. 3 years' supervisory experience working in demand and acquisition environment. Job related knowledge: Public Service Act, Public Finance Management Act, Preferential procurement Policy Framework Act, Treasury Regulations. Job related skills: Computer Literacy, Problem Solving, Communication (verbal and written), Organising, Interpersonal Relations. A valid driver's licence. Ability to work under pressure. Team work.
<u>DUTIES</u>	:	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.

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 process. Receive terms of reference and procurement approach, analyse and distribute for compliance of Bid documentation. Review and approve Bid documentation. Submit invitation to Bid for advertisement as per the 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)
REQUIREMENTS : National Diploma in Financial Management/Accounting/Public Administration/Public Management. 3 years' supervisory experience within financial systems environment. Job related knowledge: Policies, procedures and prescripts, Understanding of financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS), Public Finance Management Act, Treasury Regulations. Job related skills: Computer Literacy, Organising and Planning, Analytical, Communication (verbal and written), Supervisory. A valid driver's licence.

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.

<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 47/50</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2018/532</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	North West (Mafikeng)
<u>REQUIREMENTS</u>	:	National Diploma in Financial Management/Accounting/Commerce. 3 years' Supply Chain Management experience at supervisory level. Job related knowledge: Public Financial Management Act, Supply Chain Management Framework, Treasury Regulations, Logistical Information System (LOGIS), Asset Management System (BAUD) and Basic Accounting System (BAS). Job related skills: Computer Literacy, Analytical, Problem solving, Conflict Management, Communication (verbal and written), Financial, Project Management. A valid driver's licence. Ability to work under pressure. Team work.
<u>DUTIES</u>	:	Act as LOGIS System Control. Manage user profiles. Asset classifications. Link supplier Unit price etc. Coordinate year-end closure for audit purposes as required. Provide management information, statistics and reports. Monitor movement of requests. Ensure processing of orders. Verify compliance before capturing on LOGIS. Validate and reconcile payment for goods, services and assets. Ensure payments within 30 days. Ensure optimum utilisation of stores and warehousing. Ensure effective systems aimed at improving service turnaround times. Administer fleet and travel management services. Manage of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR). Reconcile payments against OFTAR and DOTR request. Administer Government Garage and subsidised vehicles.
<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>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 47/51</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/528 (X3 POSTS)</u> Directorate: Corporate Service Legal Support
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.