

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>	:	14 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 48/96</u>	:	<u>DIRECTOR: OPERATIONAL MANAGEMENT REF NO: 3/2/1/2018/543</u> Directorate: Operational Management
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate 3 year Degree in one of the following fields: Humanities, Economic Development, Environmental Management, Law, Social Science and Community Development and/or MBA (NQF Level 7). 5 years' experience in middle management level. Job related knowledge: Understanding and/or experience in land reform or rural development, Budgeting process, Financial and administration systems, Implementation of Public Financial Management Act and Division of Revenue Act, Budgeting, Expenditure Reporting, Monitoring and Evaluation, Strategic Planning, Human Resources Management, Financial Management and Supply Chain Management. Job related skills: Communication (verbal and written), Negotiation and Conflict resolution, Strategic Management and leadership, Project Management, Computer Literacy, Networking, Team Management, Interpersonal Relation, Budget forecasting. A valid driver's licence.
<u>DUTIES</u>	:	Implement effective project management methodology for proper management of land claims by teams. Prepare Operational Plan in the Province aligned to Strategic Plan of the Commission and the Department, Demand Management Plan, Annual Performance Plan (APP). Prioritise claims for settlement linked with budget and prioritisation. Manage proper file management (entries to be made in the file in respect of all work done on a file be it telephone call, consultation,

meetings etc) for each claim/project. Coordinate post settlement and pre settlement support and monitor team performance in handling projects. Prepare implementation plans per project targeted for settlement with clear activities and timeframes, aligned to Operational Plan and APP targets linked to settlement and post settlement developments where claimants opt for land restoration. Monitor through case management meetings. Through Joint Coordination Committee meetings liaise with all relevant stakeholders, receive commitment through Service Level Agreement on roles and responsibilities of each stakeholder per project. Manage negotiation, facilitation, settlement and planning of the Restitution process. Timeous notification and agendas of meetings for negotiation and facilitation of settlements must be done in writing. All role players and stakeholders must be identified and included in above. Review project proposals/submissions prepared by the units prior to forwarding to the Commissioner. Check grammar and compliance to the Restitution Act and Policies of the Department. Prepare a checklist to be signed of. Coordinate responses to Ministerial tasks and queries. Upon receipt of a task/query confirm due date then allocate to relevant official for response. Upon receipt of response from official confirm that task/enquiry has been responded to fully and in line with the requirements (explanatory memorandum, draft response letter for the Chief Land Claims Commissioner, Director-General or Minister as the task/enquiry requires). Ensure that timeframe allocated for the response to be received by the Chief Director is complied with. Coordinate integrated development planning. Chair the Joint Coordination Committee to ensure that there is integrated development planning on claims where claimants opt for land restoration. Include this as activities during settlement of the claim not after the claim is settled. Monitor progress monthly until the project is presented for approval of funding, then monitor implementation of the Business plan and funding expenditure.

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 48/97

: **BUSINESS CONTINUITY SPECIALIST REF NO: 3/2/1/2018/544**
 Directorate: Risk Services
 This is a re-advertisement, applicants who applied previously need not reapply as their applications will still be considered.

SALARY

: R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE

: Pretoria

REQUIREMENTS

: B.Com Degree/National Diploma in Internal Auditing or Risk Management or Bachelor's degree/National Diploma in Information Management Systems. Certified Business Continuity Practitioner. 3 years' working experience within Business Continuity Management environment at middle management. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards, Financial Management. Job related skills: Leadership, Computer Literacy, Management, Project Management, Communication (written and verbal), Conflict Resolution, Analytical. A valid driver's licence.

<u>DUTIES</u>	:	Provide a central source of information and guidance on Business Continuity Management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a Business Continuity Plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop Business Continuity Plans and maintenance all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and/or whenever significant changes are made to these components. Encourage and create awareness of Business Continuity Management throughout the Department. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in the event that activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual Business Continuity Assessment Plans for the Directorate in conjunction with line management. Plan and coordinate at least on simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.
<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 48/98</u>	:	<u>DEPUTY DIRECTOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/545</u> Directorate: Rural Enterprise and Industrial Development
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	National Diploma in Small Business/Management. 3 - 5 years' in the middle management environment. Job related knowledge: Operational Planning, Government priorities as stipulated in Medium Term Strategic Framework (MTSF) 2014 – 2019, 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, Due diligence and business planning. Job related skills: Problem solving, Management, Administrative, Organise, Communication (written and verbal), Time Management, Information Management, Project Management, Negotiation, Report and presentation. A valid driver's licence. Willingness to travel.
<u>DUTIES</u>	:	Manage Small Business Marketing and Trade Development. Identify markets for Small Business. Facilitate the signing of off-take agreements. Develop marketing strategies for rural Small Businesses. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage Small Business Research and Technology Development. Introduce effective and efficient methods of conducting business to the Small Business. Conduct research on business and technology development and share information with Small Businesses. Manage Small Business Development Finance. Facilitate access to finance for the Small

Business including cooperatives. Provide advise on the financial management of Small Businesses to ensure sustainability. Manage Small Business education and skills training. Profile training needs for Small Businesses. Liaise with external training providers. Provide required relevant skills as informed by profiling. Organise training and provide required workshops. Facilitate compliance with relevant legislation. Assist Small Businesses with understanding and adherence to relevant regulatory framework. Facilitate business planning and due diligence. Assist Small Businesses in development of business plans. Conduct due diligence for new applications. Conduct feasibility studies for new applications.

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

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

POST 48/99 : **DEPUTY DIRECTOR: PRIMARY COOPERATIVES REF NO: 3/2/1/2018/546**
Directorate: Rural Enterprise and Industrial Development

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

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Bachelor Degree/National Diploma in Business Studies/Development Studies. 3 - 5 years' in the middle management environment. Job related knowledge: operational planning, Human Resource Management, Financial Management, Supply Chain Management, Rural development techniques, Understanding of cooperatives development, Strong leadership and managerial qualities, A good track record working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and Leadership, Project Management, Team Management, Presentation. A valid driver's licence. Willingness to travel.

DUTIES : Provide liaison between Provincial Office, Districts and relevant Provincial Departments. Coordinate and consolidate work of the District Offices in relation to Primary Cooperatives. Liaise with relevant Provincial Government Departments in relation to primary cooperatives. Provide support and guidance to District Offices on matters relating to support of cooperatives. Work with Government Departments and other relevant stakeholders in support of the Cooperatives Programmes in the Province. Develop and maintain data systems on cooperatives and compliance. Develop, update and maintain a database on cooperatives supported by the Department in the Eastern Cape. Coordinate the implementation of Cooperatives Governance Standard working procedures and systems. Develop and implement a standard system for governance as well as working procedures in line with Departmental Policies. Participate in, and provide advice and support to Cooperatives Governance Structures in line with Departmental Policies, procedures and guidelines. Support Primary Cooperatives to the level of secondary and tertiary cooperatives and ensure that all these levels are fully functioning and sustainable. Coordinate compliance with cooperatives legislation and Policy. Assist with, and encourage cooperatives to ensure compliance with requirements from institutions such as South African Revenue Service, Bank, Central Supplier Database, etc and to participate in Government supply chain functions. Assist with the general compliance with government prescripts in relation to cooperatives. Assist with, and facilitate registration of cooperatives in line with the relevant legislation and Policies. Coordinate production support and skills development. Identify skills development gaps and opportunities for cooperatives in the Eastern Cape. Facilitate training and workshops for cooperatives. Encourage and support cooperatives to be productive in their business ventures. Identify strategic partners for skills development opportunities for cooperatives. Mobilise resources for cooperatives skills development internally and externally. Facilitate referrals from knowledge unit. Receive referrals from knowledge unit. Introduce new knowledge to rural Primary Cooperatives. Mobile resources from sector Departments/Institutions to capacitate rural cooperatives of new knowledge.

- APPLICATIONS** : Applications can also be submitted by post P O Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 48/100** : **PROJECT COORDINATOR: COMMUNAL TENURE REF NO: 3/2/1/2018/547 (X6 POSTS)**
Directorate: Tenure Reform Implementation
- SALARY CENTRE** : R444 693 per annum (Level 10)
: KwaZulu Natal:
: Pietermaritzburg (X2 Posts)
: Ladysmith (X2 Posts)
: Vryheid (X2 Posts)
- REQUIREMENTS** : National Diploma/Bachelors of Science in Political Science, Public Policy or Law. 3 - 5 years' relevant working experience in land reform environment. Job related knowledge: Land Reform Prescripts (Transformation of certain Rural Areas Act, Upgrading of Land Tenure Rights Act), Community dynamics, Interpretation of Statutes, Departmental filing procedure. Job related skills: Presentation, Computer Literacy, Interpersonal Relations, Communication, Good research, Analysis, Reasoning abilities, Project Management, Facilitation, Ability to manage documents and correspondence, Ability to manage tasks and resources efficiently, Report writing, People Management, Analytical, Research. A valid driver's licence.
- DUTIES** : Coordinate the implementation of transformation in certain rural areas. Develop land profile. Facilitate the implementation of Land Title Adjustments. Conduct investigations. Prepare terms of reference. Facilitate the implementation of upgrading of Land Tenure Rights. Prepare transformation process. Facilitate the gazetting and notices processes. Gather information. Facilitate the implementation of the interim Protection of Informal Land Rights. Facilitate community resolutions. Ensure the protection of Informal Land Rights on communal areas. Conduct land rights enquiry. Upgrade Informal Land Rights where necessary. Consult with internal and external stakeholders. Compile reports.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 48/101** : **ASSISTANT DIRECTOR: POLICY PERFORMANCE AND RISK MANAGEMENT REF NO: 3/2/1/2018/548**
Chief Directorate: Supply Chain and Facilities Management Services
- SALARY CENTRE** : R356 289 per annum (Level 09)
: Pretoria
- REQUIREMENTS** : National Diploma Purchasing Management/Supply Chain Management/Public Administration/Financial Management. 3 years' of experience in Supply Chain Management Policy Performance and Risk Management function at supervisory level. Job related knowledge: Public Finance Management Act, Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Act, Departmental supply chain management procedures and Policy, Construction Industry Development Board Act and Regulations. Ability to implement internal systems and controls. Job related skills: Communication (verbal and written), Analytical and innovative, Management, Computer Literacy, Project Management, Presentation. A valid driver's licence. Team work and working under pressure. Ability to travel as and when need arises.
- DUTIES** : Provide effective Supply Chain Policy Performance and Risk Management. Assure that Bid Committees processes are in line with Treasury Regulation by providing monitoring in all phases. Assure the pre audit function on all supply chain management requests is done in line with Treasury Regulations on daily basis.

Provide supply chain compliance monitoring, spot checks, site visitation in all Provinces. Assure the uniformity of supply chain management practices in one Department. Assure the supply chain management Risk Register is updated and all Auditor-General, Internal Audit Findings are addressed in all Provinces. Assure the supply chain management new developments are captured in Policy, Standard Operating Procedures and communicated to all supply chain management Practitioners. Assure the training of supply chain management Practitioners is planned on yearly basis and database is updated. Provide reports on supply chain management performance. Assure daily/weekly/monthly reports on supply chain management processes to Executives, Auditor-General's and National Treasury. Assure to transfer the reporting skills to the junior staff. Provide effective analysis and reporting of supply chain management deviations and variations. Analyse all deviations and variation from Bid Adjudication Committee and/or quotation unit. Advise and report to the Executives and external stakeholders. Provide effective Human and Financial Resources Management. Update the workplans of junior staff. Conduct Performance Assessments as per Public Sector schedule. Update staff leaves schedule. Ensure structure is filled and training is provided to office staff. Ensure the financial resources are available and managed per budget allocation.

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POST 48/102 : **ASSISTANT DIRECTOR: CLIENT RELATIONS MANAGEMENT REF NO: 3/2/1/2018/549**
Chief Directorate: Supply Chain and Facilities Management Services

SALARY : R356 289 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : National Diploma Supply Chain Management/Public Administration/Public Management. 3 years' of experience in handling Supply Chain Management queries, Client Relations Management, Helpdesk environment at supervisory. Job related knowledge: Public Finance Management Act, Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Act, Departmental supply chain management procedures and Policy, Construction Industrial Development Board Act and Regulations. Job related skills: Communication (verbal and written), Analytical and innovative, Management, Computer Literacy, Project Management, Presentation. A valid driver's licence. Team work and working under pressures.

DUTIES : Provide effective supply chain management helpdesk and office management. Render supply chain management training regularly. Monitor Departmental compliance continuously. Facilitate supply chain management training development. Implement the supply chain management risk management strategy accordingly. Manage the drafting, and updating of the Departmental Supply Chain Management Policies annually. Collect and consolidate performance management information from all supply chain management units. Compile Supply Chain Management Policy inputs. Analyse performance management information from all supply chain management units accordingly. Provide reports on supply chain management trends on different intervals. Assess the cost-efficiency of the procurement processes and deviations from normal procedures on an on-going basis. Conduct trend analyses on a permanent basis. Provide supervisory role to office staff. Ensure that performance agreements are signed. Ensure that employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave file of the office. Manage the daily time table/daily register of the office.

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- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 48/103** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2018/550 (X2 POSTS)**
 Directorate: Financial and Supply Chain Management Services
 This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R299 709 per annum (Level 08)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Degree / National Diploma in Supply Chain Management / Administration / Public Management, 2 – 3 years working experience in Asset Administration. Job related knowledge: Public Finance Management Act, Treasury Regulations, Health and Safety Act, Department of Public Works Regulation pertaining to Building Maintenance, Job related skills: Interpersonal, Computer Literacy, Organising, Communication (verbal and written), Supervisory, Team work. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence and ability to drive.
- DUTIES** : Co-ordinate accommodation requirements and liaise with the Department of Public Works. Supervise and provide minor maintenance to office Buildings and Facilities. Supervision of the Telekom Operator(s) and related duties. Overseeing parking allocation to officials. Compile Terms of Reference with regards to office building and facilities. Manage cleaning services within the offices. Acquisition of assets and maintenance of the Provincial Asset Register. Monitoring the Bar-coding and recoding of newly acquired assets on the Asset Acceptance Form AM2's. Reconciliation Asset Register (Baud System) with Logistical Information System (LOGIS) and Basic Accounting System (BAS). Monitor that all Transfer forms received (AM1's) are transferred on the Asset Register. Conduct Asset Verification and Spot Checks. Assist in preparation and execution of asset verification and spot checks. To investigate and make recommendation on unverified assets. To ensure challenges identified during spot checks are resolved. Identify obsolete, redundant and unserviceable assets for disposal. Monthly reconciliation of BAS and LOGIS Systems. Conducting and overseeing disposals, losses and damages. Assist in evaluating the requests received and make recommendations to the Disposal Committee regarding donation or written off of assets. To transfer asset approved for disposal to Shared Service Centre warehouse. Ensure that all lost and damaged assets are reported and recorded immediately by following the necessary procedures. Ensure that all losses of assets or damages are recorded in the Asset Register. Supervising of officials within the Asset Management Unit.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.