

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 28 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 50/55** : **SURVEYOR GENERAL REF NO: 3/2/1/2018/577**
Office of the Surveyor General
This is a re-advertisement, applicants who applied previously must reapply.
- SALARY** : R1 189 388 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : North West (Mafikeng)
- REQUIREMENTS** : BSc (NQF level 8) in Geomatics/Land Survey. Registered as a Professional Land Surveyor with the South African Geomatics Council. 5 years' experience at Senior Managerial level. Appropriate Cadastral Survey experience. Job related knowledge: Cadastral Survey, Technical System and Cadastral Spatial Information, Performance Management and Monitoring, Government Systems and Structures, Government decision making processes, Programme setting process, Understanding of the management information and formal reporting systems, Dealing with Misconduct, Internal Control and Risk Management, Project Management principles and tools, The political landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget forecasting, Computer Literacy, Resource planning, Problem solving and decision making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times.
- DUTIES** : Approval of diagrams, general plans and Sectional Plans that comply with legislation and provide tenure security and sustainable rural and urban development. Examine for approval all cadastral documents prepared in accordance with the Land Survey Act and all applicable statutory consents. Ensure complete, accurate, current Cadastral Spatial Information development. Update

the spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Compile a decentralised delivery system. Training Professional Land Surveyors, Technologists, Survey Technicians and Geomatics Officers as well as in general administration from target groups. Provide support to various programmes including Land and Tenure Reform and Restitution Programmes and Land Administration Institutions. Provide technical support and advice as well as information from time to time. Manage the implementation of the Land Survey Act, Number 8 of 1997 (LSA). Ensure that all surveys performed in South African are compliant with LSA. Manage the allocated resources. Oversee the transformation process in the office in line with the new vision for the Public Service as contained in the White Paper on the Transformation of the Public Service and other relevant Policy documents continuously. Ensure compliance with all lawful requirements imposed by way of Laws, Ministerial Directives, Cabinet Decisions, Cabinet office circulars, Treasury instructions and communications from the Public Service Commission and Auditor-General at all times. Ensure that assurance arrangements appropriate to the Surveyor-General information systems are implemented timeously. Manage allocated funds efficiently. Monitor the utilisation of equipment including vehicles facilities. Take responsibility for measures aimed at promoting representativeness in the Departments personnel structure (including putting in place Employment Equity Plans on an on-going basis). Ensure that powers/responsibilities are clearly specified and formally delegated within the Office of the Surveyor-General at all times. Ensure that appropriate internal controls and reporting systems are established and maintained on a regular basis. Develop service delivery improvement of the component.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 50/56** : **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2018/578**
Office of the Surveyor General
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Mpumalanga (Nelspruit)
- REQUIREMENTS** : Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding of the management of information and formal reporting system, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.
- DUTIES** : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the

necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Know and apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

POST 50/57 : **DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2018/579**
Office of the Surveyor General

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years' experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical System, Sectional Title, Cadastral Spatial Information, Town and Regional Planning, Information Technology, Survey technology and methods, Legal principles and presumptions, Servitude's and real rights, All relevant legislation (including applicable sections of the Deeds Registries Act) and applicable Provincial ordinances, Understanding of the management of information and formal reporting system, Understanding programme setting process, Internal control and Risk Management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource planning, Problem solving and decision making, Legislation and Policy, Time Management, Customer service and Communication (written and verbal). A valid driver's licence.

DUTIES : Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Provide professional advice to Professional Land Surveys and Government officials. Report on Directorate progress monthly and as required. Know and apply all relevant land administration legislation, Policies and information etc to staff on a

weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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 50/58 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/580**
Branch: Rural Infrastructure Development

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

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Public Administration/Public Management/Business Management. 3 years' management experience in administration. Job related knowledge: Public Finance Management Act (PFMA), Human Resource Management, Internal Control and Risk Management, Project Management principles and tools, Supply Chain Management prescripts, Basic Accounting System (BAS) and Logistical Information System (LOGIS), Public Services administrative Policies and guidelines, Treasury Regulations and Medium Term Expenditure Framework (MTEF). Job related skills: Project Management, Team Management, Financial Management, Interpersonal Relations, Budget Management, Computer Literacy, Resource Planning, Problem solving and decision making, Time Management, Business, Communication, Writing, Analytical and Organising. A valid driver's licence.

DUTIES : Manage financial functions and systems. Manage expenditure daily. Ensure the implementation of the internal control and safe keeping of all the financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual expenditure reports. Submit inputs for preliminary and annual Financial Statement. Manage payments on a daily basis. Ensure that invoices are paid within 30 days. Monitor performance with financial services. Ensure proper financial management control and compliance with delegation regularly. Establish effective system 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. Oversee general financial management including inputs into Policy formulation on an on-going basis. Manage the provision of salaries and payroll. Monitor budget and setting targets. Prepare and consolidate MTEF and Adjusted Estimates of National Expenditure (AENE) inputs for the Branch. Compile, monitor and manage annual and monthly cash flow projections. Ensure alignment of Demand Management Plan and Project Plan to the budget, correct expenditure misallocations. Ensure budget shifts are captured on BAS. 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 register. Submit progress report in terms of the process and risk register. Render financial business support and risk management. Manage human resource administration support service. Ensure adherence to human resource prescripts are followed. Manage and

monitor recruitment process. Coordinate performance management development process. Facilitate Employee Health and Wellness Programme services. Coordinate labour relations process. Ensure provision of training of employees. Manage supply chain management service. Coordinate and compile Demand Management Plans. Oversee procurement of goods and services. Oversee movement and maintenance of assets. Ensure compliance with supply chain management prescripts. Ensure that service providers are registered on safety web and Central Supplier Database, before rendering services to the Department. Manage infrastructure asset register. Ensure alignment of the Demand Management Plan to the budget. Ensure all approved projects are registered on BAS. Ensure budget is loaded correctly against registered projects. Analyse expenditure and rectify any misallocations. Ensure alignment of the infrastructure asset register with project register and Enterprise Project Management Office register. Coordinate disposal certificates for all completed projects. Submit infrastructure asset register reports monthly, quarterly and annual. Manage office administration services. Ensure allocation of offices. Manage records and auxiliary services. Coordinate all administrative functions within the Branch.

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- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 50/59** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/581**
Directorate: Tenure Reform Implementation
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga (Gert Sibande District)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Political Science or Philosophy, Political and Law (BA) or Law and Politics (BA) or Law Degree. 3-5 year's relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive Acquisition of Land Strategy, State Land Lease Policy, Policy Development, Departmental Legislation, Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical skills. A valid driver's licence.
- DUTIES** : Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Promote awareness and provide capacity building on communal land rights and relevant laws to stakeholders. Implement communal land rights support policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and dispute resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA constitution.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.
- NOTE** : African, Coloured, Indian and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.

<u>POST 50/60</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/582</u>
	:	Directorate: Rural Infrastructure Development:
<u>SALARY</u>	:	R679 338 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	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>	:	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 X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 50/61</u>	:	<u>PROJECT COORDINATOR: COMMUNAL PROPERTY ASSOCIATIONS (CPA) REF NO: 3/2/1/2018/583</u>
	:	Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape (Namakwa District)
<u>REQUIREMENTS</u>	:	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 essential.
<u>DUTIES</u>	:	Facilitate meetings with the communities/stakeholder. Write reports and memorandums. Provide secretariat services. Facilitate the drafting of the constitutions. Prepare draft constitutions. Facilitate training on preferred legal entity. Prepare 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.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 50/62</u>	:	<u>PROJECT COORDINATOR: COMMUNAL PROPERTY ASSOCIATIONS (CPA)</u> <u>REF NO: 3/2/1/2018/584</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape (ZF Mgcau District)
<u>REQUIREMENTS</u>	:	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 essential.
<u>DUTIES</u>	:	Facilitate meetings with the communities/stakeholder. Write reports and memorandums. Provide secretariat services. Facilitate the drafting of the constitutions. Prepare draft constitutions. Facilitate training on preferred legal entity. Prepare 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.
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 50/63</u>	:	<u>ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: 3/2/1/2018/585</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	National Diploma in Supply Chain Management/Logistics Management/Purchasing Management/Public Administration. 3 years' experience at supervisory level within asset and facilities environment. Job related knowledge: Public Finance Management Act, Public Service Regulations, Government tender procedures. Job related skills: Computer Literacy, Report writing, Communication, Interpersonal Relations. A valid driver's licence.
<u>DUTIES</u>	:	Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report lost assets to the loss control for further investigations. Follow ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreements. Submits request for extensions for approval. Compile and submit the new need to National Office for approval. Engage Occupational Health and Safety Officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance.
<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 50/64</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2018/586</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	National Diploma in Financial Management/Accounting/Public Administration. 3 years' experience at a supervisory level in the financial environment with a specific focus on Budget. Job related knowledge: Public Financial Management Act, Treasury Regulations, Budget and budgetary procedures, Accounting System and Software (ACCPAC) and Basic Accounting Software. Job related skills: Computer Literacy, Analytical, Problem solving, Conflict Management, Communication, Financial, Project Management. A valid driver's licence and ability to work under pressure.
<u>DUTIES</u>	:	Ensure budgeting, programme and projects are effectively managed according to the PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (shifts). Ensure year-end/month end closures occur effectively and efficiently in accordance to Policy and procedures. Rectify incorrect expenses (journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements.
<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 50/65</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/587</u> Branch: Rural Infrastructure Development
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Administration/Public Administration/Public Management. 3 years' experience in administration environment. Job related knowledge: Supply Chain Management processes, Government Systems and Structures, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Management Act (PPPFMA), Departmental Transversal System, Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and Organising, Analytical, Document Management, Office Management, Financial Management, Interpersonal Relations, Computer Literacy, Resource Planning, Problem solving and decision making, Time Management, Communication. A valid driver's licence. Willingness to travel and/or work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Provide administration support services. Manage travel arrangements within the Branch. Provide office accommodation. Provide registry services. Compile reports on a monthly basis. Manage messenger services. Provide supply chain management support services. Compile and execute demand management plan. Compile and execute procurement plan. Ensure procurement of goods and services for the Branch. Manage commitments (LOGIS) effectively. Safeguard assets. Ensure compliance with internal Financial and Supply Chain Management Policies. Comply with PFMA, PPPFMA and Treasury Regulations. Provide human resource administration support services. Facilitate all training requirements and activities. Facilitate recruitment and selection process within the Branch. Maintain accurate leave records. Ensure that Performance Agreements and performance reviews are done.
<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 Coloured and Indian females and Persons with disabilities are encouraged to apply.