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: 08 February 2019 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 03/51: DIRECTOR: STRATEGIC INSTITUTIONAL PARTNERSHIPS REF NO: 3/2/1/2019/001
Directorate: Strategic Institutional Partnerships

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

CENTRE: Pretoria


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 03/52:
DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO: 3/2/1/2019/015
Directorate: Planning Policy and Standards Development

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

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Develop national Planning and Land Use Management Policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Section 8 of the Spatial Planning and Land Use Management Act. Develop Policies and guidelines to facilitate the effective implementation of the Spatial Planning and Land Use Management. Develop, manage and maintain the Policy and standards component of the National Spatial Development Framework. Identify and finalise Policy and standards on the National Spatial Development Framework. Integrate and manage parallel systems of Sectoral Policy and instruments for Spatial Planning and Land Use Management. Develop tools to facilitate the alignment of authorisations. Monitor and evaluate relevant aspects of Spatial Planning and Land Use Management implementation, including overall responsibility for maintenance of legislation. Develop tools and systems to monitor the implementation of the Spatial Planning and Land Use Management Act. Develop tools and systems to ensure compliance to the Spatial Planning and Land Use Management Act. Develop tools and systems to provide for the enforcement of the Spatial Planning and Land Use Management Act. Develop tools and systems to monitor the implementation of the Spatial Planning and Land Use Management Act. Develop legislation for the implementation of Spatial Planning and Land Use Management. Identify areas for amendments where necessary. Monitor and evaluate Provincial and Municipal planning Policy. Develop tools to support the development of Provincial and Municipal planning Policy. Develop tools and systems to monitor the development and implementation of Provincial and Municipal Policy on Spatial Planning and Land Use Management.

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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 03/53: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2019/002
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: North West (Dr Ruth Segomotsi Mompati District)


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 an 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. 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 X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 03/54: CANDIDATE TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2019/003
Directorate: Spatial Planning and Land Use Management Services

SALARY: R506 682 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)
CENTRE: KwaZulu-Natal (Pietermaritzburg)

DUTIES: Perform planning functions and activities in accordance with Town and Regional Planning principles in land development. Provide technical assistance to professional teams on all aspects regarding Town and Regional Planning projects. Adhere to legal requirements in Town and Regional Planning. Co-ordinate the implementation of development in compliance with applicable legislation and Town and Regional Planning standards and guidelines. Provide support in compilation and adoption of technical and planning standards, norms and guidelines. Implement planning legislation, guidelines, policies and regulations. Co-ordinate site clearance processes in terms of Project Execution Plans. Support the planning and design of sustainable human settlement. Provide technical assistance in the compilation of Spatial Development Frameworks as part of the Integrated Development Planning processes. Provide office administration services. Provide assistance with tender (bid) administration. Liaise and interact with Service Providers. Contribute to the human resources and related activities. Maintain the record management system. Utilise resources allocated effectively. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new Town and Regional Planning expansion and renewal processes. Liaise with relevant bodies/councils on Town and Regional Planning related matters. Follow approved programme of development for registration purposes.

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 03/55: PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/004
Directorate: Strategic Land Acquisition

SALARY: R444 693 per annum (Level 10)
CENTRE: KwaZulu-Natal (Ladysmith)
REQUIREMENTS: Bachelor's Degree/National Diploma in Economics, Natural Sciences, Development Studies or relevant qualification. 3-5 year's relevant working experience, Understanding the value-added development of communities. Job related knowledge: Understanding and interpretation of Budget Management,

**DUTIES**

Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentations for the District Screening Committee for approval of Planning Funds. Conduct Farm visits to locate the property and confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. Coordinate Regional Project Implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the strategic direction of the region/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**

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

**POST 03/56**

**ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO:**

3/2/1/2019/005

Directorate: Rural Enterprise And Industrial Development: Gauteng

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

3 year National Diploma/Bachelor’s Degree in Public Service Administration. 3 years’ working experience in the relevant field. Experience in procurement and in information management and reporting. Job related knowledge: Office administration, planning and information management systems, Understanding of financial management acts, policies and regulations, Understanding of the Departmental Human Resource Policies, Supply Chain legislation and processes. Job related skills: Communication, Planning and Organising. A valid driver’s license. Ability to work under pressure and willingness to travel and work irregular hours. A self-driven and agile individual.

**DUTIES**


APPLICATIONS: Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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

POST 03/57: ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/2/1/2019/006
Directorate: Rural Enterprise and Industrial Development

SALARY: R356 289 per annum (Level 09)
CENTRE: North West (Mmabatho)
REQUIREMENTS: Bachelor’s Degree/National Diploma in Public Administration. 3 years working experience in the relevant field. Experience in Human Resource and/or procurement administration and support environment. Job related knowledge: Labour Relations Act, Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS), Basic Accounting System (BAS), Understanding of the Departmental Human Resource Policies, Supply Chain legislation and processes. Job related skills: Communication, Planning and Organising, Understanding of Supply Chain Management policy. A valid driver’s licence.


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 03/58: ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2019/007
Directorate: Social Organisational and Youth Development

SALARY: R356 289 per annum (Level 09)
CENTRE: Northern Cape (Kimberley)


**DUTIES**: Coordinate and facilitate the recruitment and the management of youth enrolled in National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents and signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community service and leadership training. Facilitate election of PROREG members by youth periodically and hold monthly meetings with PROREG members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded/not active whose stipend/additional allowance must be frozen or terminated. Manage the performance of community service by the youth within the District Municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of NARYSEC youth within the Districts Municipality. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination establishment of cooperatives and support for existing ones.

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

**POST 03/59**: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2019/018

**Branch**: Financial Services

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Pretoria


**DUTIES**: Administer budget control and expenditure control. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered. Ensure that expenditure take precaution unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Manage travel arrangements. Provide office accommodation. Provide registry services. Compile

APPLICATIONS
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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 03/60
SURVEY TECHNICIAN REF NO: 3/2/1/2019/008 (X3 POSTS)
Chief Directorate: National Geo-Spatial Information

SALARY
R293 652 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)

CENTRE
Western Cape (Mowbray, Cape Town)

REQUIREMENTS

DUTIES
Provide technical survey services and support. Provide technical services in terms examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidate survey technician/office and related personnel and assets. Undertake research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

APPLICATIONS
Applications can also be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 03/61
CANDIDATE GISC TECHNICIAN REF NO: 3/2/1/2019/009
Directorate: Spatial Planning and Land Use Management Services

SALARY
R253 026 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)

CENTRE
KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS
Diploma in Geographical Information Systems (GISc), Cartography (NQF6). Registration with South African Geomatics Council (SAGC) as a GISc Technician in training is compulsory upon appointment. Job related knowledge: Geo-database implementation, Understanding of GISc applications and spatial data, Theory,
principles, and practices of GISc, GISc standards, GISc software applications, GISc software customisations, Basic understanding of technologies such as Global Positioning System (GPS), Photogrammetry and Remote Sensing, Projections, Principles of Cartography. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Self-management, Customer service, Communication and Interpersonal relations, Advance Computer Literacy, Planning, Organising and Execution, Language Proficiency. A valid driver’s licence.

**DUTIES**


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

**POST 03/62**

LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2019/010
Directorate: Tenure Reform Implementation

**SALARY**

The salary will be between R186 828 to R867 399 per annum, based on the number of years’ post qualification experience in accordance with the OSD for legal personnel.

**CENTRE**

North West (Mmabatho)

**REQUIREMENTS**

MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Land rights matters. Job related skills: Negotiation, Presentation, Facilitation, Organising, Planning, Interviewing, Communication (verbal and written). A valid driver's licence recommended.

**DUTIES**

Provide legal support services. Coordinate litigation in which the office may be involved and liaise with the Directorate: Legal Services regarding such litigation. Instruct State Attorneys based on outcomes promptly according to Policy. Assist with the application and interpretation of all legislation that are administered by or applicable to the Department and make presentations on such legislation when required. Manage contracts. Evaluate contract instruction and opinion as soon as it is made available. Draft contracts and formulate opinion continually. Provide written opinions and verbal advice in all fields of law when required. Publish contracts and opinions in the government gazette upon completion. Submit draft contract for review to management and or client as soon as it is made available. Calculate access fees and demand from requester continuously. Determine whether it is necessary to demand a deposit from requester and demand it if applicable. Provide secretariat support services. Re-draft contracts based on management or client’s input as required. Research law and facts regarding contract on continuous basis. Participate in all structures created in terms of Tenure Policy and Legislation. Offer guidance in terms of Policy and programmes of the Department. Represent the Department in relevant structures.

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