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: 15 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 04/64: CHIEF DIRECTOR: STRATEGIC COMMUNICATION REF NO: 3/2/1/2018/019
Chief Directorate: Strategic Communication

SALARY: R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Pretoria


DUTIES: Develop communication strategy, operational and implementation plans. Monitor the implementation of the strategy. Monitor and evaluate the implementation of the communication strategy. Manage the implementation of internal and external communication campaigns. Ensure that project, campaign and communication plans are developed for major events positioning the Department. Position the work of the Department in a positive light in the media and create opportunities that maximize the brand of the Department. Ensure that campaigns of the
Department are implemented in an integrated approach, using a multi-media approach including supporting community outreach programmes. Manage and coordinate marketing services, media services, corporate communications, media production, language services and provincial communication services. Ensure that the Directorate and sub-directorate are aligned and operate in an effective manner. Ensure that the Chief Directorate provide effective communication support to the Minister, Department and entities through marketing, media and print production. Oversee the effective brand internalisation project. Ensure that the Chief Directorate provides strategic support to the Political Principals, Director-General and Deputy Director General in line with the approved communication strategy. Maintain strategic links with Government Communication Information Services (GCIS) and participate in Economic Sectors, Employment and Infrastructure Development Cluster (ESEID) (economic) cluster communication activities. Participate fully in the Communication activities of the ESEID. Ensure reporting of communication reports of the cluster is given to appropriate authorities. Ensure that the Department receives adequate support from the GCIS for key communication campaigns that the Department will periodically embark on. Contribute in the development of ESEID communication strategy to ensure consistent messaging on economic policy. Build and sustain a positive media profile of the Department. Create a healthy and conductive environment for effective communication within the Department. Ensure that the Department is accessible to the media. Provide strategic direction to ensure effective management of crisis communication when need arises. Management of the transformation programmes.

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 04/65 : CHIEF DIRECTOR: CADAstral ADVISory AND RESEARCH SERVICES
REF NO: 3/2/1/2019/020
Office of the Chief Surveyor General
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria


DUTIES : Manage and oversee special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury
instructions. Facilitation of State Survey undertakes through the private sector (Public-Private Partnerships). Survey on surveyed State and Trust Land. Survey of State Domestic Facilities (SDF). Manage and oversee Cadastral Research and Development. Research ways of transforming improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislatives framework, compare with other systems, propose amendments and report of findings. Attend relevant workshop’s, conferences/seminars and courses for internal and career path findings and make recommendations. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/Investigate concerns, proposals for amendments and streamlining of legislation. Assist Chief Surveyor General with administration and control of Survey Regulations Broad (SRB). Manage and oversee the Provision of internal and external Professional Advisory and Support Services. Research, compile reports and supply information in respect of internal and external cadastral matters and request from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislations and time frame, client’s request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in complais with legislation. Manage the research, investigation and resolving of anomalies in the Republic of South Africa international boundaries. Manage advisory services on the Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Manage and oversee the registration of Professional Land Surveyors, Sectional Title Practitioners, Professional Surveyors, Technical Surveyors. Train Professional Land Survey, Professional Surveyors, Survey Technicians. Monitor Surveyor General Practical Training Program (PLS-30 days) in accordance with Plato Training Schedule. Monitor examination for registration in compliance with South African Geomatics Council (SAGC) requirements, including moderating. Oversee the training of Pupil Survey Officers, Candidate Professional, Candidate Technologist and experiential geomatics students and interns. Manage and oversee the preparation of technical procedure and standards. Assist Chief Surveyor General in management of updating Surveyor General procedure and standards, in compliance with legislative and in consultation with professional/stakeholders. Investigate effects of technological advancement of Technical Procedures and Standards transforms accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and Survey Regulations Boards (SRB) for review of regulations framed under the Act.

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POST 04/66: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/021
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: Western Cape (Mowbray/Cape Town)

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
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 the 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 Surveyors 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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POST 04/67: DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2019/022
Directorate: Recapitalisation and Development
This is a re-advertisement, applicants who applied previously must reapply.

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

CENTRE: Western Cape (Cape Town)


DUTIES: Facilitate the development and graduating small scale farmers into fully fledged commercial farmers. Facilitate capacity building and training to farmers. Establish
partnership between emerging and established farmers. Promote agricultural enterprise opportunities for small scale farmers for food security at household level. Facilitate the identification of land reform strategic institutional partnerships. Assist farmers in instructing appropriate enterprise model based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conducting of diligence on existing business ventures. Manage the implementation of Land Development Programmes and Producer Support Commercialisation Policy in line with Operation Phakisa initiatives. Conduct regular assessment of the progress of recapitalisation programs and development services. Ensure compliance with relevant prescripts. Provide advice and guidance on partnerships. Advise State-Land on the performance of the lease on the farm especially were development funding has been provided. Ensure resource mapping in all identified farms for development (business planning, farm assessment, etc). Facilitate profiling of beneficiaries in Communal Property Associations (CPA) and 1 House Hold 1 Hectare program with the reports. Facilitate the development of Business Plans for farm projects identified for development. Facilitate the regularisation of CPA and legal compliance in the restitution projects identified for development. Facilitate the development of farm assessment reports. Conduct workshops to farmers on different Departmental Policies affecting them. Ensure the identification and readiness of the properties to be developed through different programs. Assist in the appraisal of the projects proposal through different approval structures. Ensure that all proposals are aligned with the Policies and objectives of the Department. Coordinate and align the development of identified projects with the different Departmental Branches mandate and expertise. Ensure alignment of identified farms to be developed with Departmental deliverables in the Annual Performance Plan (APP) and Operational Plan of the Branch. Ensure the alignment of selected properties with the APP and Operational Plan. Ensure alignment of such projects with allocated budget. Ensure quarterly reporting on performance of the project in line with the Key Performance Area as defined in the Operational Plan. Produce monthly reports on the actual performance of the farm.

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OTHER POSTS

POST 04/68  :  MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2019/023
Directorate: Service Delivery Coordination

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

CENTRE : KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS : National Diploma in Development Studies/Social Sciences. 3 years’ middle management working experience in monitoring and evaluation processes. Job related knowledge: Government policies processes and protocol, Excellent and advanced report writing skills will be an added advantage, Ability to edit documents will be an added advantage, Ability to work with executive management will be an added advantage, Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Job related skills: Planning and Organising, Interpersonal Relations, Computer literacy, Creativity and Innovation,
Communication (written and verbal), Advanced report writing, Problem solving, Analytical, Research. A valid driver’s licence. Ability to work in a team.

**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**

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

**POST 04/69**

PROJECT MANAGER REF NO: 3/2/1/2019/024
Directorate: Research Analysis and Evaluation

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

reports on projects. Develop budget projections for projects. Develop monthly, quarterly and annual budget projections. Facilitate payment of service providers.

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

**POST 04/70**: PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2019/025 Directorate: Spatial Planning and Land Use Management

**SALARY**: R585 366 per annum (The salary in accordance with the OSD for Engineers)

**CENTRE**: Northern Cape (Kimberley)

**REQUIREMENTS**: B Degree in Urban/Town and Regional Planning or relevant qualification. 3 years' post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional principles and methodologies, Research and Development, Computer-aided applications, Town and Regional knowledge of legal compliance, Creating high performance culture, Technical consulting. Job related skills: Analytical, Creativity, Self-management, Communication, Computer Literacy, Attention to detail. A valid driver's licence.

**DUTIES**: Ensure the application of Town and Regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the Departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on Town and Regional planning related matters.

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

**POST 04/71**: SENIOR LEGAL ADMINISTRATION OFFICER: LAND RIGHTS MANAGEMENT FACILITY AND SPECIAL PROJECTS REF NO: 3/2/1/2019/026 Directorate: Corporate Service Legal Support

**SALARY**: R448 269 per annum (Salary in accordance with the OSD for Legal)

**CENTRE**: Pretoria

**REQUIREMENTS**: LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years’ appropriate post qualification legal experience in accordance with Legal OSD. Experience in providing legal opinions

**DUTIES**

Manage the service provider that administers the panel of Attorneys, Advocates and Mediators (collectively “The Panellists”) forming part of the Land Rights Management Facility. Ensure that there is a functioning service provider and panel. Follow Supply Chain Management processes when necessary to have new service provider appointed or contract extended. Give instructions and guidance to service provider. Monitor the services of the service provider. Peruse invoices for correctness and resolve any issues regarding invoices with the service provider. Approve or disapprove invoices. Vet requests for legal representation and mediation, as well as applications for extension of mandates of panellists, and make recommendations to the authorised Senior Manager. Receive and consider requests for legal representation. Make recommendations to the authorised officer on whether requests must be approved or declined. Receive and consider applications for extension of mandates and make recommendations to the authorised officer on whether mandates can be extended. Review monthly reports from service provider on all cases and give instructions/direction on the way forward for each case. Assess progress and developments in each case reported on, and give instructions to the service provider as to the future conducting of the case. Conduct quarterly reviews with panellists, officials and the service provider. Have quarterly meetings with panelists, officials and the service provider. Discuss progress and address challenges. Provide legal advice and draft or vet contracts relating to specific high profile projects. Comment on documents such as business rescue plans. Draft/vet contracts and other legal documents such as Terms of References, Powers of Attorneys, Guarantees, trust deeds and company documents relating to specific high profile projects. Serve as member of task teams, technical teams, project teams, committees and similar bodies working on specific projects or constituted to resolving challenges relating to high profile projects, and provide legal support to such teams.

**APPLICATIONS**

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**NOTE**

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**POST 04/72**

**CONTROL SURVEY TECHNICIAN**
REF NO: 3/2/1/2019/027
Office of the Surveyor General

**SALARY**

R422 139 per annum (Salary in accordance with the OSD for Engineers)

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**


**DUTIES**

Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Maintain survey operational
effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of Individual Development Plans, operational requirements within and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Render effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

APPLICATIONS
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NOTE
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POST 04/73
ASSISTANT DIRECTOR: SERVICE DELIVERY REF NO: 3/2/1/2019/028
Directorate: Service Delivery

SALARY
R356 289 per annum (Level 09)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Ensure correct, auditable and timeous reporting of Branch projects. Carry out management and administrative tasks as required by the programme in terms of Service Delivery. Analyse and report progress and trends. Assist with the maintenance of the performance dashboard. Compile monthly, quarterly and annual status reports in terms of Branch performance progress, analyse and advise accordingly. Track the performance on monthly, quarterly and annual basis. Conduct monthly and quarterly verification of Annual Performance Plan (APP) and Integrated Operational Plan (IOP). Compile monthly and quarterly reports on the performance/non-performance against the APP as well as the IOP. Conduct quality control on projects and portfolio of evidence to the APP and IOP. Provide performance and project quality control and verification aligned to Departmental requirements and Branch indicators and technical descriptions. Consolidate and track monthly Branch management reports. Conduct project oversight monitoring visits and provide quality reports. Conduct quality control on projects and Portfolio of Evidence to APP and IOP. Track projects on Enterprise Project Management Office and Project Registers and prepare quarterly reports. Establish Service Delivery Systems and procedures. Develop Standard Operating procedures for
Transversal functions such as Information Management, Records Management and others.

**APPLICATIONS**

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**NOTE**

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