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 March 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 license 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.

OTHER POSTS

POST 08/54: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2019/073
Directorate: Tenure Reform Implementation
This is a re-advertisement applicants who applied previously must re-apply.

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

CENTRE: KwaZulu-Natal (Vryheid)

REQUIREMENTS:
Bachelor’s degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years 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 organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver’s license.

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 legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and
implementation of Communal Property Associations (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 disputes 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 X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 08/55

DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES REF NO: 3/2/1/2019/061
Directorate: Financial and Supply Chain Management Services

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

CENTRE: Northern Cape (Kimberley)


DUTIES: Manage the Demand Management Plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with Supply Chain Management prescripts. Manage advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereon. Advise on supply chain risk controls and fraud prevention. Provide support to Regions/Client Offices as required. Monitor compliance in Supply Chain Code of Conduct. Provide the budgetary matters to the Director when required. Manage implementation of Service Level Agreements between Client Offices and Provincial Shared Service Centre as well as National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the Logistical Management System. Monitor the supply chain performance. Manage and control the assets of the Department. Provide support to the Regions/Client Offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports quarterly and on a yearly basis. Provide Asset and Facilities Management Services. Manage the Departmental Asset Register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguard of stores and equipment on daily basis. Provide support to Regions/Client Offices as required. Identify service delivery needs of clients when necessary.

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

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

POST 08/56

SYSTEMS MANAGEMENT REF NO: 3/2/1/2019/065
Directorate: ICT Service Management

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

DUTIES : Manage technical team. Ensure Service Level Agreement targets are met with regards to incidents, requests and problems. Coordinate technical projects including delegation of tasks and responsibilities. Planning of projects tasks for the Unit. Delegate tasks and responsibilities. Develop and deliver progress reports, proposals, requirements documentation and presentations. Produce operational and management reporting as and when required. Update Standard Operating Procedures and System and administration documentation. Ensure adherence to Policies and procedures. Adhere to the Departmental Information Communication Technology (ICT) Policies, procedures and standards.

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

POST 08/57 : PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/066
Directorate: Strategic Land Acquisition

SALARY : R444 693 per annum (Level 10)
CENTRE : North West: (Dr Ruth Segomotsi Mompati District)
REQUIREMENTS : Bachelor Degree/National Diploma in Agricultural Studies or equivalent qualification. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years’ relevant experience. Job related knowledge: Department’s Policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Report writing and Computer Literacy. A valid driver’s license. An initiative, self-driven individual willing to travel and work irregular hours.

DUTIES : Plan, implement, monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related Policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
APPLICATIONS: Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 08/58: CONTROL GISc TECHNICIAN REF NO: 3/2/2019/067
Directorate: Spatial Planning and Land Use Management Services

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

CENTRE: North West (Mafikeng)

REQUIREMENTS: Diploma (NQF Level 6) in Geographical Information Systems (GISc) or Cartography. 6 years’ post qualification experience. Compulsory registration with South African Geomatics Council (SAGC) under the category of GISc Technician. Job related knowledge: Geo-database implementation, Understanding of GIS applications and spatial data, Theory, principles and practices of GIS, GIS standards, GIS software applications, GIS software customisations basic understanding of technologies such as Global Positioning System (GPS), Photogrametry and remote sensing, Projections, principles of cartography. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Self Management, Customer services, Communication and Interpersonal Relations, Computer literacy, Planning, Organising and execution, Project Management. A valid driver’s license.


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.

POST 08/59: STRATEGY ANALYST REF NO: 3/2/2019/068
Directorate: Strategic Planning

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

skills will be an added advantage. Course in Strategic Management, Monitoring and Evaluation will be an added advantage. A valid driver’s license.

**DUTIES**

Understanding Departmental planning by arranging, coordinating and facilitating planning workshops. Arranging and coordination of planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitation happens during and after planning workshops by ensuring that information is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. All planning information should be collected from all Branches and Provinces, analysed in terms of relevance and applicability, check its reliability before being presented to the planning session. Coordinate the development of Annual Performance Plans (APP) and Provincial Input/output operations per second (IOP’s). Inputs towards the APP and IOP should be coordinated for alignment to the Strategic Plan and the Medium Term Strategic Framework (MTSF) documents. Information should be aligned to high level plans of the government. Conduct Mid-Term Reviews and Re-Alignment of APP’s. Assessment of performance through Mid-Term reviews. Ensure Realignment of plans should take place taking into consideration resources at the Department’s disposal and current performance trends. Assist in coordinating the process of developing the Departmental Planning Guidelines. Allocate roles and responsibilities for each stakeholder in the planning process. Assist in coordination of Outcome 7 MTSF. Assist cluster coordination in developing the MTSF documents and monitoring of performance against the MTSF. Provide regular support in strategic planning and monitoring of Provincial Shared Service Centres IOP’s. Provide technical support to Provinces during the development of IOP’s performance reports towards those IOP’s.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

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

**POST 08/60**

SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2019/070

Directorate: Financial and Supply Chain Management Services

This is a re-advertisement, applicants who applied previously must re-apply.

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**


**DUTIES**

Provide Financial Management Services. Manage the allocation of accommodation and parking. Maintenance of buildings. Facilitate the faults/non-functional problems and ensure that there are solutions implemented (electricity, keys, plugs, carpet and other), maintenance and repairs. Coordinate carpet cleaning and fumigation for buildings. Manage the reception and switchboard area. Coordinate cell phone and 3G application in line with the Public Financial Management Act, Treasury Regulations. Compilation of various submissions/memoranda and responses in relation to the assets and facilities functions. Client liaison. Draft specifications. Provide Assets and Disposal Management Services. Compile, manage and maintain assets and disposal management. Manage assets register, assets verification and spot checks. Manage the disposal of e-class assets. Compile financial statement and reconciliation. Barcoding assets. Distribution of assets. Management of supply chain management functions. Provide monthly comprehensive assets and facilities report. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage/Control over the safekeeping, utilisation and maintenance of all assets. Capturing and authorisation of goods/services/services on Logis/Baud systems. Handle queries from internal and
external clients. Render administrative support services. Manage, motivate and develop staff through individual performance agreements. Provide assistance in developing/reviewing of Chief Directorate’s operational plan. Attend to queries from internal audit.

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

POST 08/61 : CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2019/071

Directorate: Support Services
This is a re-advertisement applicants who applied previously need not re-apply as their applications will still be considered.

SALARY : R299 709 per annum (Level 08)

CENTRE : Northern Cape (Kimberley)


DUTIES: Promote Occupational Health and Safety standards within the Province. Conduct Occupational Health and Safety assessments on Department in the Provinces. Facilitate and assist the Assistant Director: Provincial Coordination and Special Events with health and safety matters. Facilitate the appointment of statutory appointees. Participate in the Occupational Health and Safety Committee Meetings. With direction of Director: Corporate Support Services participate in Provincial and Municipal Health Structures Meetings to stay abreast of relevant prescripts. Liaise with relevant local authorities on suspicion of disease outbreak. Identify health risk areas in Department and communicate recommended safety measures. Investigate and evaluate complaints lodged against the Department pertaining to aspects of health and lead the implementation of the remedial actions. Involve members of staff in matters affecting their health. Educate staff on necessary health and safety promotion measures. Regularly inspect all possible sources of health and safety hazards in offices. Conduct training and safety awareness to employees within the Province. Facilitate training of statutory appointees. Report on the status of the Occupational Health and Safety Programme. Report to the Assistant Director: Provincial Coordination and Special Events on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to Occupational Health and Safety. Communicate to staff any relevant information on Occupational Health and Safety. Contribute to development and implementation of the Contingency Plan. Facilitate the development or review of office Emergency Evacuation Plan. Facilitate the customisation of Emergency Evacuation Plan. Liaise with relevant stakeholders on matters pertaining to Emergency Evacuation Drills. Promote incident management within the Province. Investigate Occupational Health and Safety incidents and recommend remedial action to management. Liaise with Human Resources on injury on duty reported cases for further handling. Raise awareness on hazards attached to the work activities. Promote liaison with internal and external stakeholders. Liaise with Division: Facilities Management of Supply Chain Management on the implementation of Occupational Health and Safety in the Department. Liaise with Employee Health and Wellness on rehabilitation of employees after incidents. Liaise with Municipality and other relevant stakeholders on Emergency Evacuation Plan/Drills.

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, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 08/62 : CANDIDATE GISC TECHNICIAN REF NO: 3/2/1/2019/069
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 : North West (Mafikeng)


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, Mmatbatho, 2735.

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

POST 08/63 : PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2019/072
Directorate: Support Services

This is a re advertisement applicants who applied previously need not re-apply as their applications will still be considered.

SALARY : R242 475 per annum (Level 07)

CENTRE : Northern Cape (Kimberley)


DUTIES : Operate and monitor security equipment in the control room (CCTV Cameras, Public Address, Fire Panel, Lift Intercom etc.) where applicable. Monitor working condition of security equipment in the control room. Issue officials with access cards. Activate and deactivate security access cards. Maintain accurate record of data recording. Record on/off duty shifts and incidents in the Occurrence Book (OB). Report all defaults on available safety and security systems and equipment. Render fingerprint screening services. Ensure implementation of Service Level Agreement. Report identified breach of the agreement to supervisor. Conduct patrols and inspections on security. Ensure that clients entering and exiting the DRDLR premises are security screened. Protect employees, information and
property of the Department. Inspect all security registers, aid and irregularities and make an entry in the OB and report to supervisor. Ensure regular patrols per site are conducted effectively. Participate on the implementation of Occupational Health and Safety Act. Escort visitors on the premises where applicable. Monitor the movements of private and Government Garage vehicles in the parking area. Prevent unauthorised Persons and dangerous objects entering the building/premises. Provide access control during special events. Conduct access control into plenary and holding rooms. Issue accreditation to stakeholders. Escort Very Important Persons. Participate in evacuation exercise during emergency situations. Test functionally of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Compile report on evacuation exercises and non-compliant officials. Conduct after hour inspections to all offices. Monitor guard services in terms of the Service Level Agreements.

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