

## 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** : 22 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 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 09/33** : **DEPUTY DIRECTOR-GENERAL: RURAL INFRASTRUCTURE DEVELOPMENT**  
**REF NO: 3/2/1/2019/085**  
Branch: Rural Infrastructure Development
- SALARY** : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma (NQF level 7) in Civil Engineering/Business Administration/Public Management and Honours Degree or Post Graduate Diploma (NQF level 8) in the Civil Engineering/Business Administration/Public Management. Registration as a Built Environment Professional will be an added advantage. 8 - 10 years' experience at a senior managerial level in Built Environment. Job related knowledge: Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, Public Finance Management Act (PFMA)/Division of Revenue Act (DORA)/Treasury Regulations, Practice Notes, Instructions, Circulars; National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations. Job related skills: Communication, Motivational and influential, Strong Networking and Interpersonal Relations, Presentation, Negotiation, Project Management, Computer Literacy, Planning and Organising, Problem Solving and Conflict Management. A valid driver's license. Ability to work proactively and under pressure.
- DUTIES** : Develop and adapt innovative and appropriate technologies within rural areas. Contribute to reducing vulnerability and eradication of poverty through implementable rural technology and research. Promote indigenous knowledge

systems and environment and natural resource utilisation within rural areas. Integrate, coordinate and implement Policies and disaster management frameworks with special emphasis on mitigation of disasters in rural areas. Develop and implement technical tools and systems for rural disaster management. Ensure that Policies from National Disaster Management Advisory Forum (NDMAF) are implemented and incorporated in the routine activities of the Department. Identify high risk areas. Provide training and awareness on environmental risk management measures. Manage the liaison, coordination and control of environmental risk frameworks within rural areas. Facilitate the implementation of environmental mitigation measures. Provide infrastructure strategies, Policies, systems, planning, specific plans, functional and technical norms and standards. Direct functional and technical norms and standards. Review and approve infrastructure plans and inputs to the Provincial Infrastructure Plan, Departmental Strategic Plan, Annual Performance Plan, Annual Report and Health Services Plan. Review and approve the User Asset Management Plan, Project Briefs and Financial estimates. Review and approve the physical resources infrastructure planning framework and prioritisation model(s). Review and approve Policies, criteria and procedures for all infrastructures. Review and approved business cases for Infrastructure Projects. Review and approve the Project list and Accommodation Schedules supporting the implementation of Health Service Plan and infrastructure planning. Monitor and manage the Projects implemented in line with the approved functional and technical norms and standards. Monitor and manage the updating of data and documentation regarding technical conditions of facilities. Manage integrated and seamless planning between commissioning of buildings and associated equipment. Manage updated document management for built environment Projects and programmes. Provide delivery of the infrastructure programmes and Projects. Review and approve the Medium Term, Annual and Adjustment Budgets. Review and approve the Infrastructure Programme Management Plan which includes the procurement strategy. Review and sign off the Infrastructure Programme Implementation Plan. Review and recommended the signing of the Service Delivery Agreements with Implementing Agents. Review and sign off the different Project Execution Plans. Review and approve the performance monitoring reports. Manage the commissioning of buildings and associated equipment. Effectively manage the infrastructure portfolio. Effectively implement contract management. Manage the updating of financial data and document management for Projects/programmes. Provide social organisation and youth development towards economic upliftment. Facilitate the establishment and support of participatory community development institutions. Facilitate and integrate Youth Development and National Rural Youth Service Corps (NARYSEC) functions. Facilitate national Project implementation. Monitor, manage and mainstream youth development programmes. Facilitate skills development. Provide Youth Development and NARYSEC support services. Manage strategic, business and operational plans of the Branch. Report to Parliamentary and Departmental Committees and to the Minister when required and instructed by the Director-General.

**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 09/34** : **CHIEF DIRECTOR: LAND RESTITUTION SUPPORT REF NO: 3/2/1/2019/074**  
Chief Directorate: Land Restitution Support
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Chief Directorate: Land Restitution Support: Eastern Cape  
Bachelor's Degree in Social Science or Economic Sciences (NQF level 7). 5 years' experience in a senior management position. Job related knowledge: Project Management, Budgeting, Expenditure reporting, Monitoring and evaluation, Strategic planning, Human Resource Management, Financial Management, Supply Chain Management. Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, a good track record of working with communities, Proven negotiating skills and commitment to resolving land claims in an effective and efficient manner, Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Ability to work under pressure and meeting deadlines. A valid driver's license.
- DUTIES** : Provide strategic leadership and direction to the Chief Directorate. Facilitate the investigation and implementation of Restitution of Land Rights (pre-settlement). Ensure efficient risk management and implementation of financial controls and manage financial and corporate administrative service. Recommend the transfer of properties and establishment of legal entities. Ensure legal compliance to the Restitution of Land Rights Act. Maintain research in respect of special projects such as expropriations and legislation emanating from land reform components. Foster the drafting of legislation and other legal documents in respect of the Restitution Act, regulations and Policies of the Commission. Ensure Restitution projects are included in municipalities' independent development programmes and align priorities and financial resources. Coordinate the management of negotiations and settlement of urban and rural land claims. Oversee and monitor the management of compliance research, validation and verification of restitution claims. Ensure that the Rural Economy Transformation Model (RETM) is factored in all settlements.
- 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** : This is a re-advertisement, applicants who applied previously must re-apply. 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 09/35** : **DEPUTY DIRECTOR: REID REF NO: 3/2/1/2019/075**  
Directorate: Rural Enterprise and Industrial Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Mpumalanga (Gert Sibande District)  
Bachelor Degree/National Diploma in Agriculture/Economics/Business Management or Development. 3 - 5 years' in the middle management environment. Job related knowledge: Comprehensive Rural Development Programme (CRDP), Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence and willingness to travel.

- DUTIES** : Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of Primary Cooperatives into Secondary and Tertiary Cooperatives and provide support. Organise Primary Cooperatives to register Secondary Cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme and Districts. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.
- 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 09/36** : **MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2019/091**  
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 REQUIREMENTS** : North West (Mmabatho)  
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, Ability to edit documents, Ability to work with executive management, 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 license. Ability to work in a team.
- DUTIES** : Manage and implement Evaluation and Research Frameworks. Develop Evaluation Framework for the Province. Monitor the initiating and conducting research and evaluation. Identify projects to be evaluated. Develop evaluation proposal. Conduct project evaluation and monitoring. Produce evaluation report. Coordinate the integration of all Monitoring and Evaluation Systems within the Province. Develop project visit schedule. Receive Provincial Operational Plans reports. Analyse, Interpret and prepare quarterly Provincial Intergrated Operational Plans analysis reports. Compile monitoring reports. Make follow-up on recommendations with relevant managers. Manage reporting instruments and tools on monitoring and evaluation. Develop standard reporting template and circulation of the template. Ensure submission of quarterly reports. Consolidation of quarterly reports.
- 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.

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| <b><u>POST 09/37</u></b>                 | : | <b><u>PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2019/076</u></b><br>Directorate: Property Management  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 693 per annum (Level 10)<br>Free State (Lejweleputswa/Fezile Dabi)<br>Bachelor's Degree in Property Management/Law (Property law)/Agriculture (NQF Level 6). 3-5 years' experience property management field or environment. Job related knowledge: Public Finance Management Act (PFMA), Understanding of the value-added development of communities, Project Management, Land Reform prescripts and Policies, Public Services Regulations. Job related skills: Report writing, Presentation, Communication, Facilitation, Project Management, People Management, Research, Analytical, Interpersonal Relations. A valid driver's license. An initiative, self driven individual willing to travel and/or work irregular hours.  |
| <b><u>DUTIES</u></b>                     | : | Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreement. Facilitate the capturing of newly acquired state properties on the District Lease Database. Regular update of the lease schedule for all state properties. Monitor leases or caretaker performance and duties as contractually specified. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Barcoding of assets. Facilitate the disposal of obsolete, redundant and irreparable movable assets. Secure, protect the state against vandalism. Coordinate and conduct verification of state land. Coordinate and conduct regular inspection of state properties. Ensure proper utilisation of state land for allocated beneficiaries. Identify and manage farms that have been abandoned, vandalised and invaded. Facilitate the maintenance of infrastructure assets. Identify farms that requires maintenance of infrastructure. Liaise with District Land Development Support Sub-directorate regarding the maintenance of infrastructure. Monitor the progress of infrastructure projects on farms approved for maintenance. |
| <b><u>APPLICATIONS</u></b>               | : | Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.   |
| <b><u>NOTE</u></b>                       | : | African, Coloured and Indian males and African, Indian and White females and Persons with disabilities are encouraged to apply.  |
| <b><u>POST 09/38</u></b>                 | : | <b><u>PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/077</u></b><br>Directorate: Strategic Land Acquisition  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R444 693 per annum (Level 10)<br>Free State (Fezile Dabi)<br>Degree/National Diploma in Economics/Natural Sciences/Development Studies. 3 years' relevant experience in related field. Understanding of value added development of communities. Job Related Knowledge: Understanding and interpretation of Budget Management, Project Management principles, Departmental land reform programmes, legislation and procedures. Job related skills: People Management, Negotiation, Performance Management, Conflict Resolution, Facilitation, Capacity Building, Map Reading, analysis and interpretation. A valid driver's license. Willingness to travel irregular hours.   |
| <b><u>DUTIES</u></b>                     | : | Provide support to management of the Region and Supervision to Senior Project Officers. Assess sub-ordinates' quarterly and annual performance. 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 operational plan of the region/unit/District. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files(s) from regional manager/Deputy Direct: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project   |

procedures within relevant Policy and programme guidelines, (Recapitalisation and Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role-players/stakeholders with regards to Land Acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to Presidential Hotline queries, Director-General Tasks as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference's for procurement of professional services in line with the Supply Chain Management process. Submits invoice for service rendered within stipulated timeframe.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 09/39** : **PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2019/078 (X6 POSTS)**  
Directorate: Tenure Reform Implementation
- SALARY CENTRE** : R444 693 per annum (Level 10)  
: KwaZulu-Natal:  
Pietermaritzburg (X1 Post)  
Ladysmith (X1 Post)  
Port Shepstone (X1 Post)  
Richardsbay (X2 Posts)  
Vryheid (X1 Post)
- REQUIREMENTS** : National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (Extension of Security of Tenure Act (ESTA), Land Tenure Act (LTA), Interim Protection of Informal Land Rights Act), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing, A valid driver's license. An initiate-self driven individual with the willingness to travel and work irregular hours.
- DUTIES** : Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in land reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the LTA claims that have been lodged. Categories LTA Cases according to claimant's settlements choices as required. Respond to all enquiries on LTA accordingly. Liaises with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist Staff in the District Offices to incorporate changes in land reform Policy and procedures into their planning and implementation.
- 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 09/40** : **PROJECT COORDINATOR: PRE SETTLEMENT REF NO: 3/2/1/2019/093**  
Directorate: Operational Management
- SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Western Cape (Cape Town)  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture, Development Studies, Town Planning or any other relevant qualification. 3 - 5 years' experience in Restitution or Land Reform environment. Job related knowledge: Development Management including Strategic Management, Research methods and techniques, Community facilitation, understand and interpret business plans, thorough knowledge in Land Reform and development-related issues. Job related skills: Project and Contract Management, Negotiation, Leadership, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver's license (code 08). Willingness to travel, to spend extended timeframes in the field and work irregular hours.
- DUTIES** : Manage the lodgment of Restitution Land Claims. Validate Restitution Claims. Verify lodged claims. Negotiate the settlement of claims. Settle the claims.
- 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** : This is a re-advertisement, applicants who applied previously must re-apply. Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 09/41** : **ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: 3/2/1/2019/079**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Free State (Bloemfontein)  
**REQUIREMENTS** : 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 license.
- DUTIES** : Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete to the disposal committee for approval. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report lost assets to the loss control for further investigations. Follow up on the report submitted. Implement the recommendations of the loss control committee. 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.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 09/42** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2019/080**  
Directorate: Social Organisational and Youth Development
- SALARY** : R356 289 per annum (Level 09)

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| <b><u>CENTRE REQUIREMENTS</u></b> | : | Eastern Cape (East London)   |
|                                   | : | National Diploma in Business Management/Community Development/Project Management/Public Administration. 3 years' working experience in the youth development field. Job related knowledge: Project Management Life Cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and Organising, Financial Management, Decision making, Communication, Interpersonal Relations, Computer literacy (MS Word, MS Project, MS Excel, MS PowerPoint, Internet), Skills Development, Youth Development. A valid driver's license.  |
| <b><u>DUTIES</u></b>              | : | Coordinate and facilitate the recruitment and the management of youth enrolled in the National Rural Youth Service Cops (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. Facilitate signing of contracts with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of Patient Reported Outcomes Regression (PROREG) members by youth periodically. 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 reports 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 places where youth will perform community service. Facilitate signing of attendance registers when youth are 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 the NARYSEC youth within the District/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 monitored. 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 of awareness campaigns on entrepreneurship skills and other exit opportunities. Link youth to identified internal and external exit opportunities. Assist with the facilitation and coordination establishment of cooperatives and the support for the existing ones. |
| <b><u>APPLICATIONS</u></b>        | : | Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.   |
| <b><u>NOTE</u></b>                | : | African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.  |
| <b><u>POST 09/43</u></b>          | : | <b><u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2019/081</u></b><br>Directorate: Financial and Supply Chain Management Services<br>This is a re-advertisement, applicants who applied previously must reapply.  |
| <b><u>SALARY</u></b>              | : | R299 709 per annum (Level 08)  |
| <b><u>CENTRE</u></b>              | : | Northern Cape (Kimberley)  |
| <b><u>REQUIREMENTS</u></b>        | : | National Diploma in Supply Chain Management/Logistical/Purchasing Management. 2 years' experience in the Supply Chain Management environment. Job related knowledge: Supply Chain Management Policies and legislative framework, Government Transport Policy, Logistical Information System (LOGIS), ACCPAC and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal, Communication (verbal and written), Analytical, Problem Solving. A valid driver's license.  |
| <b><u>DUTIES</u></b>              | : | Authorise orders on LOGIS and ACCPAC and issue to selected service providers. Receive requisition from Acquisition. Check compliance and verify correctness before submitting to Senior Accounting Clerk, Register and submit to SAC for   |



requisition authorisation. Verify documents after SAC has authorised the requisition and orders. Monitor distribution of the orders to client offices and service providers. Maintain an efficient and effective system of procurement of goods and services. Keep client offices updated regarding system downtime to ensure that urgent requisitions are processed before downtime. Give client offices feedback of any challenges during order authorisation and order status after order is authorised. Administer the 0-9 file. Receive order document after manual authorisation, split order, e-mail copy to supplier and client office, file in the 0-9 file awaiting for service delivery. Do monthly follow up of outstanding commitments. Conduct reconciliation of payments/commitments. Download monthly reports on LOGIS Business Information System (LBIS) from Procurement Integration. Compile monthly system generated/butch run reports (RR101, RR102, RR103 and RR105) and submit to National Office and relevant officials. Compile monthly irregular expenditure report.

**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 09/44** : **STATE ACCOUNTANT REF NO: 3/2/1/2019/092**  
 Directorate: Plas Trading Account Financial Management  
 This is a re-advertisement, applicants who applied previously must re-apply.

**SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)  
 : Pretoria  
 : National Diploma in Financial Information Systems, Cost and Management Accounting or Financial Management. 1 - 2 years' experience in the field of financial systems support. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Accounting System and Software (Accpac), Computer Literacy, Financial Systems. Job related skills: Communication (written and verbal), Financial Management, Interpersonal Relations, Resource Planning, Problem Solving and Decision Making, Time Management, Business, Analytical. A valid driver's license.

**DUTIES** : Provide functional systems support within Pro-active Land Acquisition System Trading Account. Provide first level end-user support to all Accpac users at National and Provincial Offices. Create user profiles and password resets. Update or change user profiles. Close and open the system within the set time frames. Update code structure Standard Chart of Accounts (SCOA). Perform necessary analysis when application or date problems arise and provide solutions for the successful correction actions to be implemented. Extract and compile month end reports. Conduct system related communication. Coordinate and facilitate support calls with external consultants and reconciliation of consultant time management and accounts. Perform other system related tasks. Coordinate end user training. Confirm training request. Arrange logistical support for training (manuals, computer, network, users created on test environment, forms). Keep full and complete financial systems records. File financial systems record for easy retrieval.

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