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: 29 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.

OTHER POSTS

Directorate: Operational Management

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

CENTRE : KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS : Bachelor's Degree/National Diploma in Law/Economics/Development Studies. 3 - 5 years' appropriate working experience. Experience in research management and implementation. Job related knowledge: Understanding of and experience in Land Reform (in particular Restitution) and/or development related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Job related skills: Strategic Planning, General Management, Operational Planning, Project Management, Communication (verbal and written), Computer Literacy, Supervisory. A valid driver’s license is compulsory. Willingness to undertake field’s trips entailing long distance and working irregular hours.

DUTIES: Manage the lodgement of claims. Screening of files and categorising and identifying of competing claims. Manage the validation of lodged claims. Research of land claims. Conduct in-loci inspection in claims. Manage the verification of validated claims. Conduct homestead identification. Ordering and analysing of aerial photographs and engagement of elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers and draft Section 42D.
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 10/43: DEPUTY DIRECTOR: IT AUDIT REF NO: 3/2/1/2019/102 (X2 POSTS)
Directorate: Information Technology and Forensic Audit

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

CENTRE: Pretoria

REQUIREMENTS: National Diploma/Degree in Information Technology/Information Systems/Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT), Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM)/Certified in Risk and Information Systems Control (CRSC)/Certified Information Systems Security Professional (CISSP) will be an added advantage. 6 years’ credible and applicable experience (Financial Management, Technical Information, Technology Operations, Information Technology Auditing) of which at least 4 years’ should be in the Information Technology/Information Systems audit field. 3 years’ of experience at Assistant Director level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures; IT frameworks such as Intelligent Label Solutions, Control Objectives for Information and Related Technologies, International Organisation for Standardisation (ISO) 27000 and ISO 20000. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem solving ability, Staff and interpersonal relations, Project management, Computer literacy, Business process analysis, Risk and control assessment.

DUTIES: Manage the Information Technology Audit resources allocated to this position responsible for performing Information Technology Audits in the National, Provincial and Regional offices of the business processes allocated to this position to achieve the operational objectives of the Directorate on an ongoing basis. Ensure compliance to the Directorate’s audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an ongoing basis in line with the Departmental prescripts. Analyse annual Departmental process risk register for the compilation of the Information Technology Audit plans for the business processes allocated to the position by November annually. Provide inputs to the development of the Directorate’s 3 year strategic rolling Risk based Audit Plan for approval by the Director by November annually. Develop annual Risk based Information Technology Audit Plan for the business processes allocated for the position for the Director’s approval by November annually. Manage the integrity and timelines of the execution of the Information Technology Audit Plan Projects allocated to this position as defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the Information Technology Audit Plan Projects as first reviewer on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the Information Technology Audit Plan Projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums.
memorandums. Compile the consolidated reports of all auditee offices of all the Information Technology Audit Plan Projects allocated to this position in the electronic audit software according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved Information Technology Audit Plan Projects planning memorandum. Provide input to the compilations of the audit committee reports of all the Information Technology Audit Plan Projects allocated to this position according to timelines defined in the approved Information Technology Audit Plan Projects planning memorandums. Report to the Director on the status of the Information Technology Audit Plan Projects plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate’s status of the Information Technology Audit Plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Information Technology Audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all Information Technology Audit reports allocated to this position by reviewing and report to Director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

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

POST 10/44: DEPUTY DIRECTOR: REID REF NO: 3/2/1/2019/113
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: KwaZulu-Natal (Richardsbay)


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 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 10/45**

**SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2019/138**
Branch: Corporate Support Services

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Prepare and analyse documents for decision making by the Deputy Director-General (DDG). Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other material.Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Open, read, route and distribute incoming mail or other materials and answer routine letters. Locate and attach appropriate files to incoming correspondence requiring replies. Prepare and mail checks. Make copies of correspondence or other printed material. Ensure compliance in terms of turnaround times, inform the manager timeously of deadlines. Maintain scheduling and event calendars. Arrange conference, meeting or travel reservations for office personnel. Establish work procedures or schedules and keep track of daily work of clerical staff. Ensure effective co-ordination, management and quality of work of all functional components. Schedule and confirm appointments for clients, customers or supervisors. Liaise with clients, Governments institutions and other stakeholders. Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals. Operate office equipment such as fax machines, copiers or phone systems and arrange for repairs when equipment malfunctions. Provide services to customers such as order placement or account information. Review work done by others to check for correct spelling and grammar, ensure that company format Policies are followed and recommended revisions. Conduct searches to find needed information using such sources as the Internet. Operate electronic mail systems and coordinate the flow of information, internally or with other organisations. Coordinate conferences, meetings or special events. Provide support in the management strategic and operational targets. Manage projects or contribute to committee or team work. Provide support in terms of budget analysis and monitoring of expenditure. Facilitates, plan, oversee, drive the timely and accurate preparation of the office’s annual budget in line with Public Financial Management Act, Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan, Medium Term Expenditure Framework adjustment estimates and Estimates of National Expenditure. Compile various submission / memoranda and responses in relation to the disbursement function. Oversee effective and economical utilisation of the DDG’s funds.

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

POST 10/46: CANDIDATE ARCHITECT REF NO: 3/2/1/2019/114
(Fixed Term Contract)
Directorate: Project Management Office

SALARY: R506 682 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Directorate: Project Management Office (Pretoria)
DUTIES: Perform architectural activities on state-owned or leased buildings, structures or facilities. Adhere to legal, safety and health requirements. Provide technical support. Contribute to the development of architectural related Policies, methods and practices. Contribute to the review of plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel. Render 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 and the architectural library. Report on service delivery regularly. Utilise resources allocated effectively. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new architectural and construction material, techniques, and methods. Liaise with relevant bodies/councils on architectural-related matters. Follow approved programme of development for registration purposes.

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

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

POST 10/47: PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/104
Directorate: Strategic Land Acquisition

SALARY: R444 693 per annum (Level 10)
CENTRE: Western Cape (Eden/Central Karoo District)
DUTIES: Provide support to management of the Region and supervision to Senior Project Officers. Assess subordinates’ 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 X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

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

POST 10/48
RESTITUTION ADVISOR REF NO: 3/2/1/2019/105
Directorate: Legal Support

SALARY
R444 693 per annum (Level 10)

CENTRE
Mpumalanga (Nelspruit)

REQUIREMENTS
A BProc or LLB Degree. 4 years’ working experience in a legal environment. Admission as an Attorney or Advocate. Experience in litigation and drafting of contracts. Demonstrate evidence of independent legal research. Post Qualification experience in court litigation. Job related knowledge: Understanding of the Land Reform process and in particular Land Restitution, Constitution, Public Administrative Law, Property and related Law, Law of Contracts, South African Law, in particular Land Reform Laws, Conveyance and vetting of documents. Job related skills: Proven supervisory and management, Ability to liaise successfully with a wide range of stakeholders in Restitution process, Excellent report writing and verbal legal communication, Administrative and organising, Ability to draft legal opinions and contracts, Negotiation, research and very good drafting, Ability to think independently, analytically and innovatively, Ability to compile reports and draft submissions, Good problem solving, Mediation and conflict resolution, Computer literacy. A valid driver’s license. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES

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
Coloured, Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
**POST 10/49**

**PROJECT COORDINATOR: PRE SETTLEMENT REF NO:** 3/2/1/2019/110 (X2 POSTS)

**Directorate:** Operational Management

**SALARY:** R444,693 per annum (Level 10)

**CENTRE:** KwaZulu-Natal (Pietermaritzburg)

**REQUIREMENTS:** A Bachelor’s Degree/National Diploma in Commerce/Agriculture/Development Studies. 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 Plan, Land Reform and development related issues. Job related skills: Project Management, Negotiation, Contract Management, Computer literacy, Communication, Ability to draft terms of reference for service providers, Ability to manage consultants. A valid driver’s license. Willingness to travel, to spend extended period in the field and work irregular hours.


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

**POST 10/50**

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO:** 3/2/1/2019/106

**Directorate:** Programme Management and Administrative Support Services

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

**CENTRE:** Pretoria


**DUTIES:** Manage the control unit and the suspense account of Restitution. Manage the attendance, leave and assessments of staff in the Control Unit. Manage payments, journals and other relevant records that relates to the Unit. Manage the compilation of financial reports on the suspense account. Balance the suspense accounts and age analysis with BAS. Update spreadsheets accordingly. Submit reports for inputs to the Interim and Annual Financial Statements. Manage the reconciliation process and allocation of refunds. Check reconciled list received for correctness. Submit correct allocations of refunds to the relevant section. Authorise and monitor re-issue payments. Checks re-issue payments for correctness and ensure that all the relevant documents are attached. Check that all spreadsheet are updated with the relevant information. Manage declaration of funds from the suspense account.
Reconcile the suspense account projects. Submit requests to the delegated authority. Update the relevant records.

APPLICANTS
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
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POST 10/51
LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2019/107
Directorate: Legal Support Services

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

CENTRE
Pretoria

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. Admission as an Attorney or Advocate (member of General Council of the Bar) is an added advantage. At least 5 years appropriate post qualification legal experience. Job related knowledge: Land Reform Law, especially Restitution of Land Rights Act 22 of 1994, Budgeting processes, Financial and Administration Systems, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Expenditure reporting, Monitoring and Evaluation, Supply Chain Management. Job related skills: Law Interpretation, Ability to research law, Client relation, Contract drafting, Presentation, Computer literacy, Communication, Negotiation, Interpersonal relations. A valid driver’s license.

DUTIES
Assist in management of litigation and alternative dispute resolution process in the Commission of Restitution of Land Rights. Receive, assess and distribute court process and correspondence to relevant Regional Land Claims Commissioner (RLCC) legal units. Where applicable, liaise with State Attorney, Advocates and other experts in respect of court process and correspondence received. Request litigation monitors from all RLCC legal unit and compile final monthly litigation monitor reports. Assist in the management of provision legal representation to indigent parties at the expense of the Commission. Draft or vet contracts and other legal documents. Draft and or vet various RLCC office memoranda routed for approval. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Provide legal support in the effective settlement of claims and in effective expenditure management. Providing legal assistance to the office of the RLCC as well as the office of the Chief Land Claims Commissioner (CLCC). Providing legal opinions. Managing Promotion of Access to Information Act (PAIA) matters. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Receive PAIA request lodged via the office of the CLCC, transmit same to the relevant RLCC office for consideration and further handling. Receive and vet PAIA submission from RLCC office for approval by CLCC.

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.

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