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: 05 April 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.

ERRATUM: Kindly note that the post of Senior Personal Assistant with Ref No: 3/2/1/2019/138 for the Branch: Corporate Support Services (Pretoria) advertised in Public Service Vacancy Circular 10 dated 15 March 2019 has reference. The post was advertised with the incorrect postal/physical address, the correct address is as follows: 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. The closing date remain 29 March 2019. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 11/48: CHIEF DIRECTOR: NATIONAL GEO-SPATIAL INFORMATION REF NO: 3/2/1/2019/121

Chief Directorate: National Geo-Spatial Information

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

CENTRE: Western Cape

REQUIREMENTS: A Bachelor’s Degree in Geomatics/Surveying (NQF Level 7). Registration with South African Geomatics Council in the Professional Category. 5 years’ appropriate geomatics experience at a Senior Managerial level. Job related knowledge: Geo-spatial information management, Topographic framework information, Spatial data infrastructure, Performance management and monitoring, Government systems and structures, Government decision making processes, Programme setting process, Understanding of the Management Information and Formal Reporting System, Dealing with misconduct, Internal Control and risk Management, Project Management principles and tools, The political landscape of South Africa, Geodetic surveying, Photogrammetry and remote sensing,


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 11/49: CHIEF DIRECTOR: TENURE SYSTEMS REFORM REF NO: 3/2/1/2019/122
Chief Directorate: Tenure Systems Reform

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 land rights (commercial farming areas) operational Policies, procedures/guidelines and products. Monitor and review products, Policies, procedures and guidelines. Promote awareness on land rights legislation, Policies and products. Develop and provide training to facilitate implementation of relevant legislation. Ensure the registration of Communal Property Associations (CPAs) and promote good governance within CPAs. Oversee the registration and maintenance of CPA Registry. Apply existing instruments and develop mechanisms to promote good governance within CPAs. Monitor legal compliance by CPAs. Develop, monitor and review CPA related Policies and

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 11/50: CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 3/2/1/2019/123
Chief Directorate: Monitoring and Evaluation

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

CENTRE: Pretoria


APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 11/51: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2019/124
Directorate: Tenure Reform Implementation

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

CENTRE: Eastern Cape (OR Tambo/Alfred Nzo)

REQUIREMENTS: Bachelor’s Degree in Humanities or Social Sciences or equivalent. 3 - 5 years’ relevant middle management experience in tenure reform and land rights environment. Job related knowledge: 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 P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 11/52: DEPUTY DIRECTOR: GENERAL LEDGER AND EXPENSES REF NO: 3/2/1/2019/139
Office of the Chief Registrar of Deeds
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply.

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

CENTRE: Pretoria


**DUTIES**

Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements are prepared according to International Accounting Standards. Prepare documents for audit requests/queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of General ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide reconcs to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests/queries. Providing support and guidance to clients. Financial Compliance Committee member. Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests/queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance. Discuss and sign PA, identify and/or analyses training needs and update the PDP. Conduct mid-term and annual reviews. Conduct person-to-person training and complete training schedule. Nominate subordinates for training courses. Exercise discipline. Administration of leave and manage office hours. Provide management response to Audit request/queries. Review and implement risk register. Draft and implement section OPS plan.

**APPLICATIONS**

Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street

**FOR ATTENTION**

HRM

**NOTE**

Coloured, Indian and White Males, African, Coloured, Indian and White Females, and people with disabilities. However non designated group are also encouraged to apply.

**POST 11/53**

ASSISTANT DIRECTOR: CREDITORS REF NO: 3/2/1/2019/140

Office of the Chief Registrar of Deeds

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Settle all payments due to creditors within 30 days from receipt of Invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Review creditors and petty cash reconciliation. Review accrual/misallocations journals. Check/posting invoice adjustment for misallocation identified on the financial system. Check/posting documentation for sundry payments and petty cash. Provide support and guidance to clients. Verify information on pre-check register for payment (banking details and amount). Posting payment batch on Accpac. Make payment for debtors refund and S & T. Maintain creditor’s age analysis. Prepare age payables report. Provide comments

APPLICATIONS: Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street.

FOR ATTENTION: HRM

NOTE: Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.

POST 11/54: PROJECT COORDINATOR REF NO: 3/2/1/2019/125

Chief Directorate: Region 1

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria


DUTIES: Draft and monitor project specifications and Construction Industrial Development Board aligned bid documents. Monitor infrastructure interventions per Comprehensive Rural Development Programme site. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risks and implement measures for risk reduction to ensure projects are delivered on time in budget and with quality. Facilitate and monitor infrastructure projects. Assess the designs and project plans developed by consulting engineers. Facilitate project implementation. Report on project progress. Participate in the technical task team at local level. Monitor and follow-up with stakeholders on the implementation of infrastructure projects. Act as a link between identified stakeholders and service providers and Council of Stakeholders. Arrange and facilitate local and District meetings. Monitor and liaise with the local and District offices that need support and intervention. Monitor and maintain client and stakeholder relations. Determine project budget requirements. Identify capital and operational budget for the implementation of rural infrastructure within the Region over Medium Term Expenditure Framework in line with Departmental and Branch strategic and operational plans. Authorise infrastructure development invoices for the Region. Report weekly monitoring of budget expenditure according to projections for the Region.

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

LEARNERSHIP

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: All race and gender groups and persons with disabilities are encouraged to apply.
OTHER POST

POST 11/55 : PUPIL GEOMATICS OFFICER (LEARNEERSHIP) REF NO: 3/2/1/2019/126 (X30 POSTS)
(24 Month Contract)
This is a re-advertisement, applicants who applied previously must reapply

STIPEND : R3 990 per month (Level 04)

CENTRE : Branch: National Geomatics Management Services

REQUIREMENTS : Grade 12/Senior Certificate with Math’s and Physical Science. A minimum level 4, Higher Grade D or Standard Grade C on both subjects is required. Job related skills: Computer literacy, Presentation, Good interpersonal relations, Communication, Organise.