ANNEXURE R

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.

CLOSING DATE : 24 May 2019 at 16:00

NOTE : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively 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 apply 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 attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. 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/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/ after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The Minister of Rural Development and Land Reform, in terms of section 4(3) and 4(4) of the Restitution of Land Rights Act No. 22 of 1994, hereby invites nominations from the general public for the appointment of a Deputy Chief Land Claims Commissioner for the Commission on Restitution of Land Rights. The person so nominated should meet the requirements for the position. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. The appointment will be made in compliance with the Restitution of Land Rights Act 22 of 1994 read with the Public Service Regulations, 2016.

MANAGEMENT ECHELON

POST 16/51 : DEPUTY CHIEF LAND CLAIMS COMMISSIONER REF NO: 3/2/1/2019/141
(5 Year Contract Post)
Branch: Restitution
This is a re-advertisement, all nominations submitted previously must be resubmitted.

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

CENTRE : National Office: Pretoria

REQUIREMENTS : Bachelor’s Degree or Advanced Diploma in Social/Natural/Economic Science/Law or Development Studies (NQF Level 7), 5 years’ working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management, Monitoring and Evaluation, Strategic Planning and Stakeholder Relations, Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, A good track record of working with Communities, Strong...
research and analytical, Good written and verbal communication. A valid driver’s license.

**DUTIES**

Advise the Minister of Rural Development and Land Reform (DRDRLR), the Director-General of the DRDRLR and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/Policies/appropriate documentation for the Minister and/or the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief Land Claims Commissioner. Brief Minister/or the Chief Land Claims Commissioner on all Restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the Restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at National Office and Provincial Office. Provide Provincial coordination support to the Chief Land Claims Commissioner. Provide Provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to Restitution Provincial Offices. Coordinate Provincial roll out of Restitution related initiatives. Coordinate and support Provincial coordination across Provinces. Support sector collaboration across sectors, spheres of government and Provinces. Develop and coordinate Restitution Policy, including drafting of standard operating procedures, ensuring alignment with government wide Policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate Restitution Policy development. Participate and advise on all land reform related Polices. Review, advice and facilitate coordination with government wide objectives. Develop, update and maintain land Restitution Strategic Framework. Engage with various stakeholders in the development and update of Restitution or related Policies. Liaise, foster and promote sector collaboration and working relationship with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

**ENQUIRIES**

Mr B Moemedi Tel No: (012) 407 4450

**APPLICATIONS**

Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

**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 16/52**

**DIRECTOR: PROJECT MANAGEMENT REF NO: 3/2/1/2019/142**

Directorate: Project Management Office

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Bachelor’s Degree or Advanced Diploma in Project Management/Public Administration or Management (NQF 7) and membership certificate of a Project Management Association. 5 years’ of experience at middle/senior management level. Job related knowledge: Understanding of the Public Financial Management Act, Treasury Regulations and relevant Government Policies and Regulations, Division of Revenue Act, Effective management of Supply Chain Management.
processes as well as Asset Management, Management, training and motivation of employees and performance evaluation, Expenditure reporting, Monitoring and Evaluation, Strategic planning, Human Resource Management. Job related skills: Project Management, Computer literacy, Problem solving and decision making, Sound analytical, Communication, Presentation, Interpersonal Relations, The ability to work independently, In a team and under pressure, Provide leadership in project management related matters, Negotiation and Conflict Resolution, Strategic Management abilities, Networking, Budget forecasting, Time Management. A valid driver’s license/Learners driver’s license.

**DUTIES**: Ensure proper reporting and accountability for the Branch in line with project progress against the operational plan. Ensure proper reporting and accountability for projects in the Branch. Ensure monthly reporting on Annual Project Plan targets and recommend corrective measures. Be the liaison between the Branch and the Chief Directorate: Monitoring and Evaluation. Establish the Rapid Response Unit to assist Provincial Offices in the facilitation of difficult and controversial claims. Establishment of the Joint Coordinating Committee for the monitoring of the development aspects or restoration claims settled and to be settled in terms of Memorandum of Understanding, and Service Level Agreements per District. Establish bi-laterals with the various Government Departments, District Councils, Municipalities and development stakeholders in terms or Rural Economic Transformation Model. Ensure that the grant funding that has been approved for developmental purposes are effectively utilised. Represent the Chief Land Claims Commissioner on National Structures like the National Land Allocation and Recapitalisation Control Committee and Quality Control Committee. Ensure that the project management Policy is adhered to within the Branch and the necessary training is rolled out. Assist with the liaison for the signing of the Memorandum of Understanding at a political level. Ensure that Service Level Agreements with all stakeholders are concluded. Establish and chair bi-monthly meetings with Provincial Project Management Units. Develop and implementation of training programme. Provide ongoing Enterprise Performance Management live user support. Be the liaison between the Branch and the Enterprise Project Management Office. Represent the Commission on various National Structures like the Enterprise Project Management Office Governance Board and other Fora. Provide progress reports on all claims both pre and post settlement. Ensure the development and implementation of an Electronic Approved System for the Restoration of Land Rights. Assist with the development of the system. Ensure that the system is rolled out. Provide support to users. Provide project management support to all the Provinces. Development of Project Management Principals for Restitution. Roll out project management training to Provinces. Provide support to Provinces. Provide support in updating and maintaining the Branch Enterprise Project Management Office Frameworks. Ensure integrity of information.

**ENQUIRIES**: Mr M Pilane Tel No: (012) 407 4451

**APPLICATIONS**: Applications can 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 16/53**: DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2019/143

Directorate: Property Management

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

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

**CENTRE**: Gauteng (Pretoria)
**REQUIREMENTS**: Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's license.

**DUTIES**

Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage resources for the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

**ENQUIRIES**

Ms R Masango Tel No: (012) 337 3622

**APPLICATIONS**

Applications can 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 16/54**

**DIRECTOR: PROPERTY MANAGEMENT**

**REF NO**: 3/2/1/2019/144

Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply

**SALARY**

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

**CENTRE**

Mpumalanga (Nelspruit)

**REQUIREMENTS**

Bachelor’s Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years’ of experience at a middle/senior
management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver’s license.

**DUTIES**

Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

**ENQUIRIES**

Ms ZS Sihlangu Tel No: (013) 755 3499

**APPLICATIONS**

Applications can 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 16/55**

**DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO:**

3/2/1/2019/145

Directorate: Planning Policy and Standards Development

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

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Bachelor Degree in Town and Regional/Urban Regional Planning (NQF 7). 5 years’ of experience at middle/senior management level. Job related knowledge: Spatial Planning and Land Use Management Act and related legislation, Application of development concepts and initiatives, Intergovernmental legislation, Governments plan and programmes. Job related skills: Computer Literacy,
DUTIES: Develop National Planning and Land Use Management Policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Section 8 of the Spatial Planning and Land Use Management Act. Develop Policies and guidelines to facilitate the effective implementation of the Spatial Planning and Land Use Management. Identify and finalise Policy and standards on the National Spatial Development Framework. Integrate and manage parallel systems of Sectoral Policy and instruments for Spatial Planning and Land Use Management. Develop tools to facilitate the alignment of authorisations. Monitor and evaluate relevant aspects of Spatial Planning and Land Use Management implementation, including overall responsibility for maintenance of legislation. Develop tools and systems to monitor the implementation of the Spatial Planning and Land Use Management Act. Develop tools and systems to ensure compliance to the Spatial Planning and Land Use Management Act. Develop tools and systems to provide for the enforcement of the Spatial Planning and Land Use Management Act. Identify areas for legislation intervention. Develop legislation for the implementation of Spatial Planning and Land Use Management. Identify areas for amendments where necessary. Monitor and evaluate Provincial and Municipal Planning Policy. Develop tools to support the development of Provincial and Municipal Planning Policy. Develop tools and systems to monitor the development and implementation of Provincial and Municipal Policy on Spatial Planning and Land Use Management.

ENQUIRIES: Mr R Saila Tel No: (012) 312 9602

APPLICATIONS: Applications can 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 16/56: DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2019/169

Directorate: Recapitalisation and Development

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

CENTRE: KwaZulu-Natal (Pietermaritzburg)


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

ENQUIRIES
Mr NC Mndaweni Tel No: (033) 264 9500

APPLICATIONS
Applications can 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 16/57
DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2019/175
Directorate: Recapitalisation and Development

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

CENTRE
Gauteng (Pretoria)

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

ENQUIRIES:
Ms R Masango Tel No: (012) 337 3622

APPLICATIONS:
Applications can 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 16/58:
DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: 3/2/1/2019/146
Directorate: Performance and Financial Audit

SALARY:
R733 257 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE:
Pretoria

REQUIREMENTS:
National Diploma in Internal Auditing/Financial Management/Law. A post graduate qualification in the specialist audit field, Certified Government Auditing Professional (CGAP) and Certified Internal Auditor will be an advantage. 3 years’ at Assistant Director Level (operational management, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Standards
DUTIES

Participate in the compilation of the 3 year strategic rolling plan and the annual performance audit plan for approval by the Senior Manager by April annually. Update and or analyse the annual Department of Rural Development and Land Reform process risk registers for the compilation of the performance audit plans by March annually. Provide inputs to the development of the Directorate's 3 year strategic rolling risk based audit plan for approval by the Senior Manager by April annually. Participate in the development of the annual risk based performance audit plan for the Senior Manager's approval by April annually. Manage the integration of the Directorate's annual risk based performance audit plan to the plans of all the other Directorates in the Chief Directorate. Manage the project execution of the less complex annual performance audit plan projects according to the deliverables and timelines defined on the approved performance audit projects' planning memorandums. Manage and ensure the integrity and timelines of the execution of the performance audit plan projects as defined on the approved performance audit projects' planning memorandums. Compile the audit planning memorandums of all the performance audit projects on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums. Review all audit planning and audit performance deliverables of all the less complex performance audit projects as first reviewer on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums and conduct the above for the complex performance audit projects. Compile the consolidated stream reports of all the performance audit projects allocated to this position on the electronic audit software according to timelines defined on the approved performance audit projects planning memorandums. Attend and present the stream reports of all performance audit projects to the auditee management and consolidate stream reports of all the audit projects to auditee senior management according to timelines defined on the approved performance audit projects planning memorandums. Provide inputs to the compilation of the audit committee reports of all the performance audit projects according to timelines defined on the approved performance audit projects planning memorandums. Manage outsourced and co-sourced project performance audit projects according to the deliverables and timelines defined on the approved Service Level Agreements (SLA) projects plans and performance audit projects' planning memorandums. Project manage the integrity and deliverables of outsourced and co-sourced performance audit projects according to the deliverables and timelines defined on the approved SLA projects plans and performance audit projects' planning memorandums, in line with the management of in-house projects. Report on the progress and deliverables of the performance annual audit plan projects on a weekly basis to the Senior Manager and participate in the preparation of Directorate’s quarterly progress report for the Audit Committee. Report to the Senior Manager on the status of the performance audit plan projects on weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the status of the performance audit annual plan on a monthly basis. Participate in the preparation of the quarterly progress reports to the Audit Committee of the performance audit annual audit plan 3 weeks before the Audit Committee date. Manage the project implementation of management action plans on all performance audit reports by performing quarterly progress follow-up audits of less complex financial audits 2 years' after completion of the audit project. Manage the project implementation of management actions plans on all performance audit reports by reviewing and follow-up progress reports from line management on a quarterly basis and report to Senior Manager on progress. Manage the project performance audits on less complex performance audits and...
follow-up audits of all performance audits within 2 years’ maximum after issuing of
the audit reports as part of the annual audit plan. Assist in management of human,
logistical and financial resources allocated to the Directorate: Performance Audit.

ENQUIRIES
Ms K Motsisi Tel No: (012) 312 9225

APPLICATIONS
Applications can 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 and Coloured females and Persons
with disabilities are encouraged to apply.

POST 16/59
PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO:
3/2/1/2019/147

SALARY
R718 059 per annum (Salary in accordance with the OSD for Engineers)

CENTRE
North West (Mmabatho)

REQUIREMENTS
Honours Degree in the Built Environment field with a minimum of 3 years’
experience. B-Tech (Built Environment field) with a minimum of 4 years’ certified
managerial experience. National Higher Diploma (Built Environment field) with a
minimum of 4 years’ and six months certified experience. Compulsory registration
with South African Council for the Project and Construction Management
Professions (SACPCMP) as a Professional Construction Project Manager on
appointment. Job related knowledge: Programme and Project Management,
Project principles and methodologies, Research and development, Computer
aided engineering applications, Legal compliance, Technical report writing,
creating high performance culture, Professional judgment. Job related skills:
Decision making, Team leadership, Analytical, Creativity, Self-management,
Financial Management, Customer focus and responsiveness, Communication,
Computer Literacy, Planning and organising, Conflict Management, Problem
solving, People management. A valid driver’s license.

DUTIES
Manage and co-ordinate all aspects of projects. Guide the project planning,
implementation, monitoring, reporting and evaluation in line with project
management methodology. Create and execute project work plans and revise as
appropriate to meet changing needs and requirements. Identify resources needed
and assign individual responsibilities. Manage day to day operational aspects of a
project and scope. Effectively apply methodology and enforce project standard to
minimise risk on projects. Manage human capital development. Ensure training
and development of technicians, technologists and candidate engineers to
promote skills/knowledge transfer and adherence to sound engineering principles
and code of practice. Supervise the engineering work and processes. Administer
performance management and development. Manage office administration tasks
and budget planning. Provide inputs to other professionals with tender
administration. Liaise and interact with service providers, client and management.
Contribute to the human resources and related activities. Maintain record
management systems and architectural library and utilise resources allocated
effectively. Conduct research and development of new developments on new
technologies and systems. Keep up with new technologies and procedure.
Research/literature on new developments on project management methodologies.
Liaise with relevant bodies/councils on project management.

ENQUIRIES
Mr K Sebitiele Tel No: (018) 388 7115

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

POST 16/60
PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2019/148

Directorate: Property Management

SALARY
R470 040 per annum (Level 10)

CENTRE
Gauteng (Pretoria)

REQUIREMENTS
Bachelor’s Degree in Property Management/Law (Property law)/Agriculture (NQF
Level 6). 3-5 years’ of experience property management field or environment. Job

**DUTIES**

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 and 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.

**ENQUIRIES**

Mr F Makwakwa Tel No: (012) 337 3656

**APPLICATIONS**

Applications can 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**

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

**POST 16/61**

**PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/149**

Directorate: Strategic Land Acquisition

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Mpumalanga (Ehlanzeni)

**REQUIREMENTS**


**DUTIES**

Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from Regional Manager/Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentations for the District Screening Committee for approval of Planning Funds. Conduct Farm visits to locate the property and confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the
settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. 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 strategic direction of the Region/unit.

ENQUIRIES

APPLICATIONS

NOTE

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

POST 16/62

PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2019/170

Directorate: Strategic Land Acquisition

SALARY

R470 040 per annum (Level 10)

CENTRE

Gauteng (Pretoria)

REQUIREMENTS


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 file(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 (RDP) 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.
ENQUIRIES: Mr N Makwakwa Tel No: (012) 337 3656
APPLICATIONS: Applications can 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 African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 16/63: CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/150
Directorate: Survey Services

SALARY: R446 202 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Western Cape (Cape Town/Mowbray)

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

ENQUIRIES: Mr T Mtintsilana Tel No: (021) 409 0569
APPLICATIONS: Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.
NOTE: African males and African females and Persons with disabilities are encouraged to apply.

POST 16/64: CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/151
Directorate: Imagery and Topographic Data

SALARY: R446 202 per annum (Salary in accordance with the OSD for Engineers)
CENTRE: Western Cape (Cape Town/Mowbray)
REQUIREMENTS: National Diploma in Surveying/Cartography/Geographic Information System (GISc) (NQF 6). Compulsory registration with South African Geomatics Council as a Technician. 6 years’ of post-qualification technical experience in survey/cartography/GISc. 3 years’ of management experience. Job related knowledge: Programme and Project Management, Survey, legal and operational compliance, Survey operational communication, Mobile equipment, Process knowledge and skills, Maintenance skills and knowledge, Geo-Database design and analysis knowledge, Research and development, Creating high performance organisational culture, Technical consulting, Survey design and analysis knowledge, Computer-aided survey applications, Modern survey equipment, GIS knowledge with regards to data capture, structuring and manipulation, Imagery acquisition and parameters, Change detection methods and procedures. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Customer focus and responsiveness, Communication, Computer literacy, People Management, Planning and Organise, Conflict Management, Negotiation, Change Management, Data and Information Management, Data search, Facilitation, Project Management, Interpersonal relations, Analytical, Time Management, Contract Management. A valid driver’s license.

DUTIES: Render survey design and analysis effectiveness. Perform final review and approvals or audits on new imagery and geospatial-data applications according to set standards and design principles or theory. Co-ordinate imagery and geospatial-data efforts and integration across disciplines to ensure seamless integration with current technology. Undertake production planning. Manage survey operational effectiveness. Manage the execution of imagery and geospatial-data through the provision of appropriate structures, systems and resources. Set imagery and geospatial-data maintenance standards, specifications and service levels according to organisational objectives. Monitor imagery and geospatial-data maintenance efficiencies according to organisational goals to direct or redirect survey services. Monitor production flow and take corrective actions as required to achieve organisational targets. Provide effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (databases) and manages risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of mapping related matters to minimise possible mapping risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Render effective and efficient people
management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance.

ENQUIRIES: Mr T Mtintsilana Tel No: (021) 409 0569
APPLICATIONS: Applications can be submitted by post Private Bag X10, 7705, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8001.
NOTE: African males and African females and Persons with disabilities are encouraged to apply.

POST 16/65: ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2019/152
Directorate: Risk Services
SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
DUTIES: Assess the impact of risk to the Department. Facilitate and co-ordinate risk assessments in the Department on an ongoing basis. Update the Departmental Operational Risk Register with the Strategic Plan and Operational Plan information according to standards. Implementation of appropriate risk management methods. Implement action plans to manage enterprise risk management in conjunction with Management, Legal Services, Policy Unit and Internal Audit on an ongoing basis. Provide report on implementation of Risk Management Plans. Quantify and report on financial losses or potential losses to the Enterprise Risk Management Committee whenever necessary. Ensure consistency with enterprise risk management practices and reporting throughout the Department to enable the consolidation of results. Provide assistance in risk report co-ordination and assist in any risk related information required by the Risk and Compliance Committee. Evaluate risk management programmes in all Branches. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Provide assistance to risk champions. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.

ENQUIRIES: Mr M Setati Tel: (012) 312 9943
APPLICATIONS: Applications can 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/66: ASSISTANT DIRECTOR: PARLIAMENTARY SERVICE REF NO: 3/2/1/2019/153
Directorate: Parliamentary Services
This is a re-advertisement, applicants who applied previously must reapply.
SALARY: R376 596 per annum (Level 09)
CENTRE: Cape Town
REQUIREMENTS: National Diploma in Public Administration/Business Administration/Political Science. 3 years of experience in relevant environment. Job related knowledge: Compilation and administration of budgets (forecasting, tracking and reporting), Procurement Policies and procedures, assets control, Practical experience of workflow control systems and registry administration, Public service Policies. Job
related skills: Advanced Computer Literacy, Ability to liaise at different levels of management, Communication, Good Interpersonal Relations, Ability to deal with confidential matters with discretion, Reliability and diplomacy, Organise, Decision making, Multi-tasking and time management. The ability to work efficiently and effectively at all times. A valid driver's license.

**DUTIES**


**ENQUIRIES**

Ms M Chetty Tel No: (012) 312 8848

**APPLICATIONS**

Applications can 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. Shortlisted candidates may be subjected to a written exercise on the day of the interview.

**POST 16/67**

ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2019/154

Directorate: Support Services

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**


**DUTIES**

Facilitate the implementation of records management Policies and guidelines. Maintain a filing system for the office. Advise and coordinate the use of approved file plan by staff. Reduce duplication of records to improve information sharing. Liaise with the Departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal inactive records. Maintain records physical security and access. Manage the electronic document management system. Administer and maintain database. Manage the capturing process on the projects undertaken by the business unit. Provide management information on Projects. Facilitate access to information and records. Facilitate users access to the database. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records.
management training needs. Provide a professional development programme for records management staff. Conduct awareness on records management and information practices. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct registry inspection/audit in the Province/Districts. Provide compliance report on the records management implementation programme. Develop and maintain the relevant registers including inter/intra Departmental records transfers. Maintain Occupational Health and Safety compliant Registries in the Province and Districts.

ENQUIRIES
APPLICATIONS: Mr F Makwakwa Tel No: (012) 337 3656
APPLICATIONS: Applications can 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 African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 16/68: ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2019/155
Directorate: Financial and Supply Chain Management Services

SALARY: R376 596 per annum (Level 09)
CENTRE: North West (Mmabatho)

DUTIES: Ensure maintenance of finance systems regularly. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) and non PLAS Farms. Administer LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

ENQUIRIES: Mr K SebitieTel No: (018) 388 7115
APPLICATIONS: Applications can 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/69: CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2019/156
Directorate: Service Delivery Coordination

SALARY: R376 596 per annum (Level 09)
CENTRE: Mpumalanga (Nelspruit)

DUTIES: Conduct monitoring of projects in various Districts in the Province. Monitor and evaluate performance of land reform and rural development projects. Produce
report on performance of projects to provide early warning. Collect data and compile project database. Conduct data verification on reports submitted by Branches. Analyse the report to ensure compliance. Analyse and interpret research statistical data. Update statistical information on Provincial project database. Monitor and update project database. Produce statistical information on project and programme performances. Develop monitoring and evaluation systems, tools and procedures for effective and efficient Departmental/organisational performance and project monitoring and evaluation. Provide support to Provincial Monitoring and Evaluation Officers and Programme Managers. Record submission of reports by Branches.

ENQUIRIES
APPLICATIONS
NOTE
POST 16/70
ENQUIRIES:
Ms Z Ngwenya
Tel No: (013) 754 8020
Applications can be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.
African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

ASSISTANT DIRECTOR: DEMAND AND ACQUISITION

REF NO:
3/2/1/2019/157
Directorate: Financial and Supply Chain Management Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Mpumalanga (Nelspruit)

DUTIES:
Administer Demand Management Plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated provincial DMP. Submit verified consolidated DMP. Coordinate Procurement Plan. Analyse advice and verify development of Procurement Plan. Facilitate approval of the Provincial consolidated Procurement Plan. Submit verified and approved Procurement Plan. Monitor and report on implementation of Procurement Plan. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to clients office. Prepare documents for audit queries/request. Implement external and internal audit action plan. Review and implement risk register. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to policy Performance and Risk Management. Provide management response for audit queries/request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after the closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted the bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via email to the Bid Evaluation Committee members. Serve as Bid Adjudication Committee secretariat. Facilitate bid Adjudication outcomes. Provide guidance and support to clients.

Ms M Matsoalela
Tel No: (013) 754 8068
APPLICATIONS: Applications can 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 16/71: ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2019/158
Directorate: Financial and Supply Chain Management Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Mpumalanga

DUTIES: Ensure that the finance systems are regularly maintained. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) and non PLAS Farms. Supervise LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Update BOG. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

ENQUIRIES: Ms Z Ngwenya Tel No: (013) 754 8020
APPLICATIONS: Applications can 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 16/72: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2019/159
Office of the Surveyor General

SALARY: R376 596 per annum (Level 09)
CENTRE: KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS: National Diploma in Public Administration/Public Management/Business Administration. 3 years’ of experience in supervisory level in the administration environment. Job related knowledge: Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL), Accounting System (PASTEL) and Logistics Information Systems (LOGIS), Relevant procurement legislation and statutory provisions, Human Resource Management, Finance, Supply Chain Management and Asset, Delegation and instructions, Performance management and monitoring, Government decision making processes, Programme setting process. Understanding of the management information and formal reporting system, Internal control systems and risk management, Project Management principles and tools. Job related skills: Project Management, Team Management, Interpersonal relations, Budget forecasting, Computer literacy, Resource planning, Problem solving and decision making, Team Management, Business, Communication, Ability to interpret directives, Accounting and financial, Organise and planning. The ability to work efficiently and effectively at all times. A valid driver’s license. Ability to work under pressure. Ability to adhere to deadlines.

DUTIES: Manage human resources services and administration. Facilitate the recruitment process. Coordinate service benefits. Ensure the performance management system is in place. Facilitate training and development. Facilitate employee health wellness programme. Coordinate labour relations services. Management supply chain management services. Coordinate the development of Demand

ENQUIRIES : Ms T Sikhosana Tel No: (033) 264 9500
APPLICATIONS : Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlouv Street, Pietermaritzburg, 3200.
NOTE : African, Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/73 : CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2019/160
Directorate: Service Delivery Coordination

SALARY : R376 596 per annum (Level 09)
CENTRE : Eastern Cape (East London)


ENQUIRIES : Ms A Magqabi Tel No: (043) 701 8127
APPLICATIONS : Applications can 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 : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/74 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2019/177
Office of the Chief Registrar of Deeds
This post is a re-advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria

**DUTIES**


ENQUIRIES: Ms R Noge Tel No: (012) 338 7238
APPLICATONS: Applications must 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. However non designated group are also encouraged to apply.

POST 16/75: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2019/178
Office of the Registrar of Deeds

SALARY: R376 596 per annum (Level 09)
CENTRE: Cape Town
DUTIES:
Manage the procurement of goods and services. Maintain debtors accounts database. Update account holders details. Address account queries. Ensure that procurement procedures are adhered to before orders are authorised. Analyse budget and prepare reports that compare budgeting costs to actual costs. Manage the collection of money. Ensure that all money received is banked. Manage the payment of goods and services. Ensure reconciliation of account is performed. Manage the supply of goods and services according to predetermined norms and standards. Manage the procurement of goods and services by means of quotations and bids. Verify quotation of goods and services as required. Manage service provider's payments in accordance with Treasury Regulations. Maintain the asset register. Liaise with service providers on an ongoing basis. Prepare financial reports/statements monthly.

ENQUIRIES:
Mr T Clark Tel No: (021) 464 7632

APPLICATIONS:
Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: Room 1266, 90 Plein Street, Cape Town, for attention HRM.

NOTE:
African Males, African Females and people with disabilities are encouraged to apply.

POST 16/76:
SENIOR EXAMINER REF NO: 3/2/1/2019/179
Office of the Chief Registrar of Deeds

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Provide guidelines to deeds registries and conveyancers on new legislation. Analyses new legislation and court cases to determine impact on deeds registration. Prepare draft Chief Registrar 'Circular. Consult with clients where necessary. Provides support to the deeds registries and sectional titles regulations boards. Request inputs from stakeholders. Prepare the logistical arrangements for meetings. Distribute minutes of the meetings. Advise clients on deeds registration matters. Provide legal advice on deeds registration issues on request. Undertake research and draft recommendation. Consult with clients where necessary. Draft appointment letters for arbitrators in terms of rule 71 of the Sectional Titles Act.

ENQUIRIES:
Ms R Noge Tel No: (012) 338 7238

APPLICATIONS:
Applications must 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:
African, Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities.

POST 16/77:
ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2019/176
Directorate: Human Resource Management

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Pretoria

REQUIREMENTS:
governance, Computer literacy (MS Word, Excel and PowerPoint), Presentation, Interpersonal relations, Negotiations, Coordination. A valid driver’s license.

**DUTIES**

**ENQUIRIES**
Ms A Bardo Tel No: (012) 312 6402

**APPLICATIONS**
Applications can 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 16/78**
**SENIOR SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO:**
3/2/1/2019/180
Office of the Registrar of Deeds

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Bloemfontein

**REQUIREMENTS**
3 Year National Diploma/Degree in Supply Chain Management or related field or Senior Certificate with 6-10 years’ experience. 2-3 years working experience in asset management. Knowledge of the following: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Departmental SCM and Asset management procedures and policy. Computer literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Team work. Working under pressure.

**DUTIES**
Ensure that the asset register is compiled according to departmental procedures. All assets of the department must be recorded in the asset register. Relevant fields are updated and monitor the utilization of the asset. Checking that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Maintain and update the asset register with additions, movements and disposal of assets. Allocate new barcode to newly procured assets. Movement of assets is properly maintained. Monitor barcode on the asset register. Reconcile the asset register against general ledger. Check asset clearing account. Monitor all asset related account on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be re-evaluated. Conduct spot check. Conduct asset verification at all deeds offices. Asset verification reports are scrutinized and reconciled against the asset register. Asset verification findings are updated in the asset register. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all asset transfer within the deeds offices and other beneficiary. Compile and consolidate asset requirement plan. Compile asset additions report. Draft maintenance and warranty register. Consolidate asset verification and disposal reports.

**ENQUIRIES**
Mr IB Khanyile Tel No: (051) 403 0300

**APPLICATIONS**
Applications must be submitted to: Office of the Registrar of Deeds: Bloemfontein Private Bag X20613, Bloemfontein, 9300 or hand it delivered to: New Government Building, Deeds Registry Office, Corner Aliwal and Nelson Mandela Drive, Bloemfontein, For attention HRM.

**NOTE**
African, Coloured and Indian Males, African and Indian Females and people with disabilities.
POST 16/79: SENIOR PROJECT OFFICER: RECAPITALISATION REF NO: 3/2/1/2019/171 (X2 POSTS)
Directorate: Strategic Land Acquisition
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R316 791 per annum (Level 08)
CENTRE: North West (Ngaka Modiri Molema and Bojanala)
REQUIREMENTS: Bachelor Degree in Agricultural Economics/Agribusiness. Post Graduate Degree in Agricultural Economics/Agribusiness will be an added advantage. 2 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, sugar cane, 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 mobilization, Analytical, Report writing and Computer Literacy, Negotiation, Communication. A valid driver's license. Willing to travel and work irregular hours.

DUTIES: Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1hh1ha) sites for agricultural development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyse agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant Policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of small holders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers grow.

ENQUIRIES: Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS: Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 16/80: SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: 3/2/1/2019/172
Directorate: Support Services
This is a re-advertisement applicants who applied previously must re-apply.

SALARY: R316 791 per annum (Level 08)
CENTRE: Northern Cape (Kimberley)

DUTIES: Facilitate the prompt finalisation of misconduct cases. Facilitate misconduct cases and ensure that they are dealt with within 90 days of receipt. Facilitate the implementation and adherence to prescripts governing misconduct. Investigate reported misconduct cases. Facilitate the prompt finalisation of grievances. Monitor implementation and adherence of prescripts governing grievances. Ensure and monitor the implementation of the outcome of grievances. Constantly update case database. Compile reports. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitrations. Identify cases...
that needs to be dealt with by Legal Services/external services/provider/counsel. Constantly liaise with Directorate: Labour Relation on matters requiring legal expertise. Facilitate capacity building programmes implemented. Develop a training manual in consultation with Directorate: Labour Relations for the Province. Provide and facilitate training to business units on request. Provide assistance to service provider with the facilitation of relevant training identified for managers in the Province.

ENQUIRIES: Mr TG Oliphant Tel No: (053) 830 4000
APPLICATIONS: Applications can be submitted by post Private Bag X5007, Kimberley, 8302 or hand 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 16/81: HUMAN RESOURCE OFFICER REF NO: 3/2/1/2019/181
Office of the Registrar of Deeds

SALARY: R173 703 per annum (Level 05)
CENTRE: Cape Town
REQUIREMENTS: A grade 12 certificate. No previous experience required. Basic knowledge of Human Resource duties, practices as well as the ability to capture data and operate computer. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Computer Literacy. Communication (verbal and written communication skill). Good planning and organization. Interpersonal relations. Flexibility. Good Teamwork. Working under pressure. Meeting deadlines.

DUTIES: Providing recruitment support. Capturing of employment applications. Invite candidates for interviews and make travelling arrangements. Compile programme and prepare documentation for interviews. Provide new appointees with prescribed personnel forms. Administer service benefits. Record and keep register of sections leave plans. Check leave applications for completeness and capture. Check housing/rental benefits applications for completeness and capture. Check bursary applications for compliance and completeness and submit. Check termination of service documentations for compliance and completeness. Handle salary advices. Reconcile payroll certificate with salary advices, take remedial action and distribute. Check payroll certificate for signatures and provide comments and submit. Submit copy of payroll certificate for filing and send original to CRD. Providing support to EPMDS process. Check PAs, Mid-term and annual review for completeness and compliance and submit to supervisor. Capture verified PAs, Mid-term and annual review and submit report to supervisor. Record all identified training needs from PDP forms and submit to supervisor. Facilitate MC meetings and record minutes. Prepare letters of outcomes and submit to supervisor. Check completeness of probation reports and capture.

ENQUIRIES: Mr T Clark Tel No: (021) 464 7632
APPLICATIONS: Applications must be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand delivered to: Room 1266, 90 Plein Street, Cape Town, for attention HRM.

NOTE: African, Indian and White Males, African, White Females, and People with disabilities are encouraged to apply.