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 : 31 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 license is a requirement in a non-Occupational Specific Dispensation (OSD) post). Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only 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.

MANAGEMENT ECHELON

POST 17/117 : DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2019/202
Directorate: Property Management

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

APPLICATIONS

NOTE

: Mr RG Keothaile Tel No: (018) 388 7000

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.

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 17/118 : CONTROL GEOGRAPHICAL INFORMATION SCIENCES (GISC)

TECHNOLOGIST REF NO: 3/2/1/2019/182

Directorate: Spatial Planning and Land Use Management Services

SALARY : R751 542 per annum (Salary in accordance with the OSD for Engineers)

CENTRE : Limpopo (Polokwane)


DUTIES : Design, plan and perform advanced GISC analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and GIS to all clients in the Department. Develop training manual for end users on skills regarding to GISc. Ensure interoperability between systems to maximise efficiency. Publish data into a web based GIS to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GIS processes. Provide stakeholder management services. 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS Standards. Support draft Terms of Reference for GIS projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.

ENQUIRIES : Mr M Shai Tel No: (015) 284 6303
APPLICATIONS : Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 17/119 : DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2019/194
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

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

DUTIES : Manage compliance with Property Management Systems and support to District. Effective implementation of State Land Lease and Disposal System. Manage and provide support to District staff. Administer the signing of leases and caretaker agreements. Effective implementation of State Land Lease and Disposal Policy. Manage farmers compliance to signed lease agreements. Manage records of original contracts and inspection reports. Safeguard of signed contracts. Timeous inspection of State Land and Assets. Manage and coordinate periodic land use investigations on leased immovable and verify DRDLR owned movable assets on such immovable assets. Ensure optimal and effective utilisation of State farms. Manage and timeous update of moveable Asset Register. Process disposal of redundant moveable assets. Participate in various committees e.g. beneficiary selection committee. Monitor of proper usage and maintenance of leased assets. Ensure optimal compliance to State Land Lease and Disposal Policy and terms of lease contracts. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subjects to agricultural lease or agricultural caretaker arrangements. Manage water use rights accounts.

ENQUIRIES : Mr M Shai Tel No: (015) 284 6303
APPLICATIONS : Applications can be submitted by post Private Bag X9213, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
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<thead>
<tr>
<th>POST 17/120</th>
<th>DEPUTY DIRECTOR: VENDOR MANAGEMENT REF NO: 3/2/1/2019/196</th>
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<tbody>
<tr>
<td>Directorate: ICT Portfolio Management</td>
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<tr>
<td>SALARY</td>
<td>R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<td>DUTIES</td>
<td>Manage audit action plans and governance. Draft audit reports. Provide contract management services. Draft contracts for service providers. Ensure that contracts are agreed upon and signed before commencement of any/all services. Monitor contracts. Draft Service Level Agreements and monitor service provider’s performance. Facilitate all Information Communication Technology (ICT) procurement activities/administration. Ensure effective and efficient procurement processes. Facilitate payments of service providers. Monitor and keep up actions. Ensure service provider relations management. Build good relations with service provider. Monitor and evaluate service provider performance.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr P Moeketsane Tel No: (012) 407 4515</td>
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<tr>
<td>APPLICATIONS</td>
<td>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.</td>
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<tr>
<td>NOTE</td>
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<tr>
<th>POST 17/121</th>
<th>DATABASE ADMINISTRATOR REF NO: 3/2/1/2019/197</th>
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<tr>
<td>Directorate: ICT Service Management</td>
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<tr>
<td>SALARY</td>
<td>R733 257 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)</td>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma in Computer Science (Engineering)/Information Technology. 3 years’ middle management experience in Information Management, Database Administration experience and LINUX/UNIX (Operating System) Administration experience. Job related knowledge: Procedural Language/Structured Query Language (PL/SQL), Oracle 10g/11i/12c and Microsoft SQL 2012/2014/2016, Tuning and troubleshooting database instances, Installing databases on Windows/LINUX/UNIX. Experience configuring and maintaining highly scalable environment, Oracle Real Application Clusters (RAC) and Microsoft SQL Server always on is preferred, Oracle and Microsoft SQL backup/recovery methodologies and strategies. Job related skills: IT, Communication (written and verbal), Teamwork and negotiation, Troubleshooting and problem-solving, Analytical, Organisational. A willingness to learn about new developments. Ability to work to tight deadlines under pressure.</td>
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<tr>
<td>DUTIES</td>
<td>Manage the Database Administrator (DBA) team. Oversee the database administrators. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and administer all databases required for development, testing and production. Install database software and any other tools that access the database. Do database health checks. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Perform the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advise the backup team on the database that must be backed up. Device backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and</td>
</tr>
</tbody>
</table>
recovery. Implement and enforce security for all databases. Creating and administering user profiles. Grading optimum privileges to users in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintain database constraints to ensure integrity of the database. Evaluate releases of database and its tools and third party products to ensure that the sites are running the products that are most appropriate.

ENQUIRIES: Mr P Moeketsane Tel No: (012) 407 4515
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: White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 17/122: PROJECT COORDINATOR: TRAINING REF NO: 3/2/1/2019/198
Directorate: Land Rights Policy and Systems Development
SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: Bachelor’s Degree in Public Relations/Business Administration. 3 – 5 years’ working experience in the relevant field. Job related knowledge: Content development, Interpretation of statutes relative to land rights, Land Rights Policy and legislation and procedures, Land Rights procedures, products and guidelines, Public Service Training and Development Framework. Job related skills: Planning and organising, Training and development, Analytical and research, Report writing, presentation and facilitation, Computer literacy. A valid driver’s license. An initiative, self-driven individual willing to travel and/or work irregular hours.

ENQUIRIES: Mr N Mehlomakulu Tel No: (012) 312 8856
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 17/123: PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/199
Directorate: Strategic Land Acquisition
SALARY: R470 040 per annum (Level 10)
CENTRE: KwaZulu-Natal (Vryheid District)
REQUIREMENTS: Bachelor Degree/National Diploma in Agricultural Studies. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years’ relevant experience. Job related knowledge: Department’s Policies, prescripts and practices pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business

**DUTIES**

**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 Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**: Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
implementation of the outcome of grievances. Facilitate the effective finalisation of disputes. Represent the Department at conciliations and arbitrations. Obtain mandate and/or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services/external service provider/counsel. Ensure proper preparation and presentation of cases. Implement capacity building programmes. Provide and facilitate training to business units on request. Provide assistance to Service Providers with the facilitation of SMS training. Advice employees on daily basis. Manage relationships with organised labour and assist in collective bargaining processes. Provide assistance with the preparation for DBC meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in area of responsibility. Promote and enforce a cordial relationship with shop stewards in area of responsibility.

ENQUIRIES
APPLICATIONS
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REQUIREMENTS
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CENTRE
REQUIREMENTS

Directorate: Service Delivery Coordination

Mr J Masilela Tel No: (012) 312 9580

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.

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

CHIEF MONITORING AND EVALUATION ANALYST

R376 596 per annum (Level 09)
Gauteng (Pretoria)


Mr W Mambana Tel No: (012) 337 3655

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.

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

ASSISTANT DIRECTOR: SECRETARIAT

R376 596 per annum (Level 09)
Pretoria
National Diploma or Degree in Public Administration/Business Administration and Office Management and Technology. 3 years' supervisory and administrative experience in an executive secretariat environment. Job related knowledge: Minutes taking at an executive/top management meetings, Understanding of
Government objectives and prescripts. Job related skills: Planning and organising, Communication (verbal and written), Interpersonal relations, Analytical, Problem solving, Language. Ability to work under pressure as well as the willingness to work irregular hours and weekends. A valid driver’s license. Ability to travel extensively. Ability to work in a team.

**DUTIES**: Facilitate logistical arrangements for the Department of Rural Development and Land Reform (DRDLR) Management Internal Governance Structures. Implement all the Supply Chain Management Policies/procedures when facilitating the sourcing/procurement of goods and services for meetings. Implement the standards and checklists developed for provision of logistics for Top and Executive Management Meetings. Facilitate quicker turn-around times on requests and arising of quotations for venues and facilitate management and executive meetings. Manage the coordination of order numbers receipts from Supply Chain Management. Evaluate standards of services/goods procured before routing the invoices for payment. Assess venues and facilities to ensure compliance with various prescripts/Policies. Manage the process of setting up boardrooms for Executive Management Meetings. Manage the process of audio recording proceedings of the meetings. Ensure safekeeping of meetings equipment (laptops, microphones, Wireless Application Protocol and data projectors) for internal boardrooms and those used for meetings in external venues. Provide secretariat support services for DRDLR Management Internal Governance Structures. Issue meetings notices. Receive items to be discussed from Branch Heads/Programme Managers. Compile the draft agenda. Submit the agenda to the relevant Chairperson for approval. Circulate approved agenda to all members. Record the meetings proceedings, compile minutes and circulate to members for inputs. Submit adopted minutes for approval by the Chairpersons of the various Forums. Manage electronic and manual filing of documents for Top and Executive Management. Ensure that attendance register is compiled and signed by all members of various Forums. Maintain the minutes register book of signed minutes. Monitor and facilitate compliance on records management for Top and Executive Management Meetings documents as per the governing prescripts. Monitor the implementation of key decisions taken from DRDLR Management Internal Governance Structures. Compile action/decisions list from the various Forums. Compile decisions registers and report on quarterly basis for all meetings. Circulate the actions/decisions list to all members for implementation of decisions and feedback to secretariat. Follow up on implementation of decisions. Update status on implementation of decisions on the relevant decisions registers. Submit the updated quarterly decisions register to the Head of Secretariat for analysis and reporting to relevant governance structures. Coordinate the operations of the Sub-Directorate: Executive Support. Submit inputs on the Directorate’s Operational Plan, Procurement/Demand Management Plan. Provide inputs on Departmental Year Plan pertaining to meetings for DRDLR Management Internal Governance Structures. Facilitate the review of terms of reference of DRDLR Management Internal Governance Structures. Monitor and facilitate compliance on records management for administrative documents related to the operations of the Directorate (as per the governing prescripts). Maintain and update the meeting templates as and when required to ensure compliance on the Directorate’s standards. Ensure compliance on Departmental Policies. Manage and supervises officials reporting directly to the Assistant Director position.

**ENQUIRIES** : Mr L Maiketso Tel No: (012) 312 8708

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