ANNEXURE N

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: 14 February 2020 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.

ERRATUM: The following positions have reference: DRS: System Support Officer (Ref: 3/2/1/2020/019), Senior Deeds Registration Officer: Archiving (Ref: 3/2/1/2020/020), Senior Deeds Registration Officer: Registration (Ref: 3/2/1/2020/021), Control Deeds Registration Clerk: Data (Ref: 3/2/1/2020/023), Control Deeds Registration Clerk: Data (Ref: 3/2/1/2020/024), Junior Examiner (Ref: 3/2/1/2020/025), Junior Examiner (Ref: 3/2/1/2020/026), Junior Examiner (Ref: 3/2/1/2020/027), Junior Examiner (Ref: 3/2/1/2020/028), Junior Examiner (Ref: 3/2/1/2020/029), Junior Examiner (Ref: 3/2/1/2020/030), Chief Deeds Registration Clerk: Archiving (Ref: 3/2/1/2020/031), Chief Deeds Registration Clerk: Data (Ref: 3/2/1/2020/032), Chief Deeds Registration Clerk: Information and Dots (Ref: 3/2/1/2020/033), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/034), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/035), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/036), Chief Deeds Registration Clerk: Lodgement and Preparation (Ref: 3/2/1/2020/037), Accounting Clerk (Ref: 3/2/1/2020/038), Accounting Clerk (Ref: 3/2/1/2020/039), Principal Deeds Registration Clerk: Information and Dots (Ref: 3/2/1/2020/040) and Provisioning Clerk (Ref: 3/2/1/2020/041) advertised in Public Service Vacancy Circular 03 dated 24 January 2020. The positions above are withdrawn from the Vacancy Circular. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 04/83: DIRECTOR: CORPORATE SERVICES LEGAL SUPPORT REF NO: 3/2/1/2020/043
Chief Directorate: Legal and Legislation Development Services

SALARY: R1 057 326 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Pretoria
REQUIREMENTS: Pre-entry Certificate for Senior Management Services (SMS). LLB or BProc (NQF level 7). Admission as an Attorney and successful completion of Pupillage at the Bar is an added advantage. 5 years’ experience in the legal field at middle management/senior managerial level. Job related knowledge: South African Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client relations, Managerial, Computer literacy. A valid driver’s license. Working under pressure and irregular hours.

DUTIES: Provide legal support on contracts. Draft and vet contracts. Assist in negotiating contracts. Manage labour litigation. Refer cases against and by the Department to the State Attorney. Act as link between the State Attorney/Counsel and the Department. Obtain instructions and convey to State Attorney/Counsel. Provide legal and admin support in terms of the Promotion of Access to Information Act (PAIA). Administer PAIA in the Department. Assist Deputy Information Officers in processing PAIA requests. Advise on all aspects of PAIA. Manage legal aspects of loss control. Make recommendations regarding the writing off of losses. Take decisions on the forfeiture of state cover by officials. Manage the service provider that administers the Land Rights Management Facility. Ensure that there is a functioning service provider and panel. Follow supply chain management processes when necessary to have new service provider appointed or contract extended. Give instructions and guidance to service providers. Monitor the services of the service provider. Take decisions and make recommendations regarding whether persons qualify for legal assistance. Peruse invoices for correctness and resolve any issues regarding invoices with the service provider. Approve or disapprove invoices. Provide legal opinions. Do research and draft legal opinions. Facilitate the obtaining of legal opinions from the Chief State Law Adviser or Counsel. Draft and vet statutory delegations.

ENQUIRIES: Ms TP Mahlaela Tel No: (012) 312 9140

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. Certificate for entry into the SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/

OTHER POSTS

POST 04/84: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2020/044

Directorate: Tenure Reform Implementation
This is a re-advertisement applicants who applied previously must re-apply.

SALARY: R869 007 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: KwaZulu-Natal (Vryheid)

REQUIREMENTS: Bachelor’s Degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver’s license.

DUTIES: Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and
awareness. Manage and mediate in cases of legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights Policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and disputes resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA Constitution.

ENQUIRIES : Mr S Manqele Tel No: (033) 264 9516
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, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/85 : DEPUTY DIRECTOR: PROPERTY LEASES REF NO: 3/2/1/2020/045
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 timeously update 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.

POST 04/86 : PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2020/046
Directorate: Tenure Reform Implementation
This is a re-advertisement, applicants who applied previously must re-apply

SALARY : R470 040 per annum (Level 10)
CENTRE : KwaZulu-Natal (Port Shepstone)
REQUIREMENTS


DUTIES

Facilitate the implementation of Extension of Security of Tenure Act (ESTA) programmes. Respond to all enquiries on ESTA accordingly. Liaise with relevant government Departments and stakeholders in the implementation strategies. Draw up a database for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of Interim Protection of Land Rights Interventions. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants applications that have been lodged. Categories Labour Tenants applications cases according to claimant’s settlements choices as required. Respond to all enquiries on Labour Tenants applications accordingly. Implementation of Communal Land Tenure programme. Address issues of insecure tenure in communal areas. Assist communities with upgrading of land tenure rights. Implement relevant legislation. Conduct training and workshop to inform communities of their rights and responsibilities.

ENQUIRIES

Mr S Manqele Tel No: (033) 264 9516

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

POST 04/87

PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2020/047 (X3 POSTS)

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

SALARY

R470 040 per annum (Level 10)

CENTRE

North West (Ngaka Modiri Molema, Dr Ruth Segomotsi Mopati, Dr Kenneth Kaunda)

REQUIREMENTS


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 State Land Leasing System (SLLS). Review and amend where necessary the contract summary status reports of SLLS information submitted by Property System and Data Management directorate. Activate long term lease contracts on Law which have been concluded and for which signed lease copies uploaded. Upload signed lease copies of Law upon activation, supported by the application history (e.g approved 5 year lease contracts or caretaker agreements, committee decisions and approval memoranda). Development of lease database for all state properties and update thereof. Attend all District Beneficiaries Selection Committees and advise on all farm utilisation aspects. Monitor leases or caretaker performance and duties as contractually specified. Prepare a consolidated weekly and monthly lease report. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Facilitate the disposal of obsolete, redundant and irreparable movable assets for all Districts and present to the
National PLAS Disposal Committee at National Office. Barcoding of assets in all Districts. Secure, protect the state asset against vandalism. Coordinate and conduct verification of state land. To ensure proper utilisation of state land for allocated beneficiaries. 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. Prepare a consolidated site visit reports as well as monthly and quarterly reports for all Districts. Coordinate the condition assessment of Departmental Immovable Assets. Timeously inspection of the condition of state land pre and post transfer in all Districts. Assist all Districts on the identification of maintenance of infrastructure and prepare business cases for all farms identified by Districts for maintenance. Monitor the progress of infrastructure projects on farms approved for maintenance. Coordinate the condition assessment reports on farms. Conduct farm assessments on farms where beneficiaries are exercising an option to purchase as well as for farms identified for funding.

ENQUIRIES
Mr K Sebitieie 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 04/88
SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/048
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY
R316 791 per annum (Level 08)

CENTRE
North West (Bojanala District)

REQUIREMENTS

DUTIES

ENQUIRIES
Mr K Sebitieie 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 04/89: PROJECT OFFICER: PROPERTY HOLDINGS REF NO: 3/2/1/2020/049
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R257 508 per annum (Level 07)
CENTRE: North West (Ngaka Modiri Molema)

DUTIES: Manage and maintain Immovable Asset Register and records. Manage vetting in terms of item 28(1). Manage investigation on state land use and maintenance. Manage state land periodic verification. Facilitate surveying of immovable assets. Facilitate the process of identifying assets for disposal and transfer of state land. Manage land use applications such as servitudes registration.

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

POST 04/90: PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/050
Directorate: Property Management
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R257 508 per annum (Level 07)
CENTRE: North West (Ngaka-Modiri Molema District)

DUTIES: Prepare and finalise leases and caretaker agreement. Receive request for conversion from the District Office. Request and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) and generate lease agreements for signature by contracting parties. Facilitate the signing of the contract by the lessee/caretaker. Draft approval memorandum for the Chief Director's signature. Upload approved lease/caretaker agreement on Land Administration Web (LAW) after approval by the Chief Director. Render support services to District with regards to contract administration. Inform the District Office of possible expiration of a contract. Notify the lessee of the expiry of the lease. Obtain written confirmation from the lessee of intention to renew or terminate contract. Obtain and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) from Land Redistribution and Development and generate lease/caretaker agreements for signature by contacting parties. Facilitate the
signing of the contract by the lease/caretaker. Draft approval memorandum for the Deputy Director General’s (DDG) signature. Upload approved lease/caretaker agreement on LAW upon receipt thereof from DDG. Conduct awareness workshops on contract management with beneficiaries. Cluster District projects where possible. Safeguard contract and inspection report. Conduct site inspection and verify moveable assets. Documents are filed at Provincial Shared Service Centre Registry within 3 days of receipt. Moveable and immovable asset register updated quarterly. Compile report on loss and damage within 5 days of being aware of the loss and damages. Administer electronic Leases Management and Information System. Maintain electronic copy of unsigned documents and PDF copy of signed documents on electronic project file. Maintain contract records in terms of prescripts of LAW. Update records weekly.

ENQUIRIES

APPLICATIONS

NOTE

POST 04/91

PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2020/051

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

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

Mr K Sebitiele Tel No: (018) 388 7115

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.

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

R257 508 per annum (Level 07)
Western Cape (Cape Winelands/Overberg)

Prepare and finalise leases and caretaker agreement. Receive request for conversion from the District Office. Request and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) and generate lease agreements for signature by contracting parties. Facilitate the signing of the contract by the lessee/caretaker. Draft approval memorandum for the Chief Director’s signature. Upload approved lease/caretaker agreement on Land Administration Web (LAW) after approval by the Chief Director. Render support services to District with regards to contract administration. Inform the District Office of possible expiration of a contract. Notify the lessee of the expiry of the lease. Obtain written confirmation from the lessee of intention to renew or terminate contract. Obtain and capture all relevant contract information (e.g. lessee information, rental amounts and resolution to enter in a legal entity etc.) from Land Redistribution and Development and generate lease/caretaker agreements for signature by contacting parties. Facilitate the signing of the contract by the lease/caretaker. Draft approval memorandum for the Deputy Director General’s (DDG) signature. Upload approved lease/caretaker agreement on LAW upon receipt thereof from DDG. Conduct awareness workshops on contract management with beneficiaries. Cluster District projects where possible. Safeguard contract and inspection report. Conduct site inspection and verify moveable and immovable assets. Documents are filed at provincial registry within 3 days of receipt. Moveable and immovable asset register updated quarterly. Compile report on loss and damage within 5 days of being aware of the loss and damages. Administer electronic leases management and information system. Maintain soft word copy of unsigned documents and PDF copy of signed documents on electronic project file. Maintain contract records in terms of prescripts of LAW. Update records weekly.

Mr S Simelela Tel No: (021) 409 0300
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: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.