DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

ANNEXURE J

CLOSING DATE : 28 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 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. Important: 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. 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 06/37 : DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2020/065
Directorate: Property Management

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

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Pre-entry Certificate for Senior Management Services (SMS). 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 the 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 lease 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 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: Mr K Moeketsi Tel No: (830) 4000
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: 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/. 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 06/38: DEPUTY DIRECTOR: BUSINESS CONTINUITY REF NO: 3/2/1/2020/066
Directorate: Risk Services
Re-advertisement, applicants who applied previously must reapply. Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

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

DUTIES: Provide a central source of information and guidance on Business Continuity Management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a Business Continuity Plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop Business Continuity Plans and maintain all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and/or whenever significant changes are made to these components. Encourage and create awareness of Business Continuity Management throughout the Department. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in the event that activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual Business Continuity Assessment Plans for the Directorate in conjunction with line management. Plan and coordinate at least on simulation exercise annually,

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Involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

ENQUIRIES: Ms N Mfuphi Tel No: (012) 312 9521
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.

POST 06/39: DEPUTY DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2020/067
Directorate: Compliance Management

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/Risk Management. 3 years’ experience at Assistant Director Level working in compliance management field.
- Job related knowledge: Corporate governance issues, Compliance management practices, Public service environment, Public Financial Management Act and National Treasury Regulations, Know and apply the Department’s strategic objectives, Apply the compliance management framework and Policy in support of the Department’s strategic objective, Implement and review the compliance management framework and Policy and ensure alignment of the compliance Policy to the strategic objectives of the Department, Facilitate the compliance culture that contributes to the overall objectives of risk management, Deliver the regulatory training and create compliance awareness throughout the DRDLMR, Provide interpretation of regulation and compliance Policies, Ensure proper and adequate record keeping is in place, Develop and maintain the compliance manual, Nurture positive and create compliance relationships internally and externally.
- Job related skills: Dynamic leadership, Computer literacy in Microsoft Office Suite, Proven project management, Communication (verbal and written), Facilitation, Problem solving, Analytical, Negotiation, Inter personal, Conflict management, Public speaking, Presentation. Results oriented. Ability to work under pressure. Customer focus. A valid driver’s license. Networking. Team management. Display the highest level of honesty and integrity at all times. Resolve compliance issues through negotiation, facilitation and persuasion techniques. Strong analytical skills.

DUTIES:
- Provide assistance in the Department to comply with applicable regulatory requirements. Design and maintain methodologies and processes to be followed by the compliance function. Update and manage the Departmental risk universe on an on-going basis. Identify, categorise and classify all the applicable requirements. Develop a Compliance Risk Management Plan and develop an effective review process to evaluate the implementation of the Compliance Risk Management Plans throughout Department. Develop a Monitoring Plan and monitor in terms of the review process and report findings to the relevant role-players. Monitor and measure compliance performance indicators to highlight areas of weakness, training needs or requirements for corrective action. Conduct compliance monitoring and assess the outcomes to improve compliance. Participate in committees that serve as advisory bodies in the area of compliance risk management. Perform compliance reporting to both Senior Executive Management and the Risk and Compliance Committees. Conducting post compliance monitoring and prepare report to Chief Risk Officer, Risk Compliance Committee and management or any relevant stakeholder to highlight non-compliance findings. Research on the development or abolishment of regulatory prescripts applicable to the Department and update Departmental compliance universe. Establish and maintain procedures on the identification, assessing, monitoring reporting and resolution of compliance breaches. Identify applicable legislation and develop compliance universe. Conduct compliance risk management.

ENQUIRIES: Ms N Mfuphi Tel No: (012) 312 9521
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.
POST 06/40 : PROJECT COORDINATOR: TRAINING REF NO: 3/2/1/2020/068
Directorate: Land Rights Policy and Systems Development
Re-advertisement, applicants who applied previously must reapply. African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

SALARY CENTRE : R470 040 per annum (Level 10) Pretoria
REQUIREMENTS : Bachelor’s of Law or LLB Degree. 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 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.

POST 06/41 : ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2020/069
Directorate: Compliance Management

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

DUTIES : Implement a compliance management strategy. Implement compliance management process which includes compliance identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the Departmental compliance universe on an on-going basis. Provide assistance in compiling the annual compliance management implementation plan. Participate in committees that serve as advisory bodies in the area of compliance risk management. Provide assistance in compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department in order to understand the Departmental business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the Department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standards for compliance functionality. Research on what are the compliance best practice methodologies and contribute in improving the Departmental compliance management methodology.

ENQUIRIES 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.
POST 06/42 : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2020/072
Office of the Chief Registrar of Deeds
Re-advertisement and candidates who previously applied are encouraged to re-apply.

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

DUTIES:

ENQUIRIES : Mr. L Rashango Tel No: (012) 338 7208
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 : Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities. However non-designated group are also encouraged to apply.

POST 06/43 : SURVEY TECHNICIAN REF NO: 3/2/1/2020/070 (X3 POSTS)
Chief Directorate: National Geo-Spatial Information
Re-advertisement, applicants who applied previously must reapply. African, Coloured, Indian and White males and African and Indian females and Persons with disabilities are encouraged to apply.

SALARY : R311 859 per annum (Salary in accordance with OSD for Engineers post registration relevant experience may be considered for a higher commencing notch)
CENTRE : Western Cape (Mowbray, Cape Town)
REQUIREMENTS:
National Diploma (NQF 6) in Surveying/Geomatics or Cartography/Geographic Information Science (GISc). Compulsory registration with South African Geomatics Council as a Technician. 3 years’ post qualification experience in Survey/Geomatics. Job related knowledge: Programme and Project Management, Survey, Legal and

**DUTIES**

Provide technical survey services and support. Provide technical services in terms examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control candidate survey technician/officers and related personnel and assets. Undertake research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey-related matters.

**ENQUIRIES**

Mr A Parker Tel No: (021) 658 4300

**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.