ANNEXURE M

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE : 06 March 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.

ERRATUM: Kindly note that the following positions advertised in Vacancy
Circular 04, 05 and 06 of 2020. have reference: Director: Corporate Service
Legal Support (Ref: 3/2/1/2020/043), Surveyor General (Ref: 3/2/1/2020/052),
Chief Director: Cadastral Advisory and Research Services (Ref:
3/2/1/2020/053), Chief Director: National Geo-Spatial Information (Ref:
3/2/1/2020/054), Deputy Surveyor General (Ref: 3/2/1/2020/055), Deputy
Surveyor General (Ref: 3/2/1/2020/056), Deputy Surveyor General (Ref:
3/2/1/2020/057), Deputy Surveyor General (Ref: 3/2/1/2020/058), Deputy
Surveyor General (Ref: 3/2/1/2020/059), Director: Cadastral Information,
Maintenance and Supply Services (Ref: 3/2/1/2020/060), Director: Property
Management (Ref: 3/2/1/2020/065), The Pre-entry Certificate for Senior
Management Services (SMS) for the above positions has been removed as a
requirement. The Closing date has been extended to 28 February 2020. The
Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 07/42 : DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2020/073
Directorate: Quality Assurance

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

CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree/Advanced Diploma in Quality Management/Public
Administration/Development Studies/Financial Management or Internal
Auditing (NQF 7), 5 years’ experience at middle/senior management level in
Restitution/Land Reform/Community Development/Programme Management
environment. Job related knowledge: Restitution process, Total Quality
Management, Financial Management processes and procedures, Supply
Chain Management processes and procedures. Job related skills: Proven
Managerial, Project Management, Good planning, Good organising, Problem-
solving, Good communication (verbal and written), Computer literacy,
DUTIES: Ensure quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Verify completeness of information on Section 42D and 42E submissions. Manage preparations for the tabling of submissions to the Quality Control Committee or any other approval structure. Coordinate support and training to Regional Offices and Quality Assurance. Develop, implement and manage Land Claim Purchase Systems for valuation and land purchase offers. Develop a database of valuation request. Send request to the Office of the Valuer General (OVG). Send valuation certificate to the Provinces. Vet purchase offers. Analyse facts of each case in line with offer certificate. Communicate offers to the Provinces. Update database. Coordinate the formulation of creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery. Develop a monitoring and accountable system for valuation request, valuation reports received from OVG, land purchase and financial compensation offers. Facilitate the development of a system for queries on land claims settlement submission. Advise and assist the office on all issues of compliance regarding Policy and legislation. Check if the submission is in line with the Policy. Address gaps on the Policy.

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.

OTHER POSTS
POST 07/43: PROJECT OFFICER: LAND RIGHTS REF NO: 3/2/1/2020/074
Directorate: Tenure Reform Implementation
Re-advertisement, applicants who applied previously must reapply

SALARY: R257 508 per annum (Level 07)
CENTRE: Free State (Motheo/Xhariep District)

support. Conduct administrative tasks related to the implementation of land rights programmes. Ensure proper filling. Ensure speedy responses to enquiries. Ensure speedy and effective resolution to Ministerial and DG tasks.

**ENQUIRIES**
Ms Z Mokoena Tel No: (051) 447 6140

**APPLICATIONS**
Applications can be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

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