

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

CLOSING DATE : 20 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. Applications: 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. Correspondence 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 09/36 : **SENIOR MANAGER: STRATEGY AND ICT SERVICES REF NO: 3/2/1/2020/077**

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

CENTRE : Office of the Valuer-General (Pretoria)

REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Information Technology/Computer Science (NQF 7). MBA, BSc will be an added advantage. 5 years of middle/senior management experience in the ICT environment. Job related knowledge: Section 195 of the Constitution. Public Service Act. Public Service Regulations. Corporate Governance of ICT Policy Framework. Minimum Information Security Standards. Promotion of Administrative Justice Act. Promotion of Access to Information Act. Job related skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.

DUTIES : Oversees the strategy of OVG. Develop the OVG strategy. Ensure that the OVG strategy is implemented. Informs the business strategy of the organisation and enable executive decision-making. Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the OVG. Oversee the process of strategic research and analysis. Oversee the process of strategic planning and reporting. Oversees the ICT services of OVG. Provide oversight to the ICT enablement requirements. Oversees ICT governance and risk management. Oversight of business continuity and IT security. Oversee the effective implementation of application support, infrastructure support and desktop support. Oversee continued business improvement support. Oversees the performance of OVG. Oversee the organisational performance dashboard. Oversee performance monitoring and evaluation of OVG. Coordinate the process of developing the annual performance plans. Develop/Maintain a framework/system for monitoring and evaluating the performance on a

		monthly, quarterly and annual basis. Facilitate the development and implementation of institutional performance improvement plans. Set and manage ICT budget and resources. Oversee the budgeting process for ICT. Manage the ICT budget. Manage ICT resources.
<u>ENQUIRIES</u>	:	Ms. NN Mncwango Tel No: (012) 338 7362/ Mr. VM Makhubela Tel No: (012) 338 7211
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	HRM
<u>NOTE</u>	:	All Race and Gender groups and people with disabilities are encouraged to apply.
<u>POST 09/37</u>	:	<u>SENIOR MANAGER: HUMAN CAPITAL SERVICES REF NO: 3/2/1/2020/078</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Office of the Valuer-General (Pretoria)
<u>REQUIREMENTS</u>	:	Bachelor's degree in Human Resource Management/Public Administration (NQF 7). Postgraduate degree will be an added advantage. 5 years of Deputy Director level/senior management experience. Job related knowledge: Human Resource Development Strategy. Crises and conflict management. Strategic Performance Management Framework. Job related skills: Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Valid Driver's License.
<u>DUTIES</u>	:	Manages Human Capital. Manage HCM to drive the overall functional goals and targets of the team. Ensure adherence to performance criteria for the transactional service line, based on strategic plans and SLP's. Oversee recruitment, selection, and terminations activities. Conduct exit interviews and prepare exit reports. Ensure an effective recruitment and selection metric systems are in place. Oversee the implementation of the employment equity plan. Monitor identify shortfalls and make recommendations for improvement. Ensure effective training delivery to the business. Oversees Talent Management. Oversee the maintenance of competency frameworks. Work with rest of management to identify high potential. Oversee the development of staff with high potential and monitor their Performance through a variety of talent management means such as one on one coaching and specialised talent programmes. Facilitate the development of personal development plans for high potential employees. Develop, gain approval for and implement employee wellness interventions in line with strategy. Oversees Performance Management. Oversee the performance management process. Oversee the facilitation of training with management and employees to assist them to understand the performance management procedure. Respond to queries on the performance management process. Promote a culture of positive and constructive feedback within the OVG. Oversee the coordination and facilitation of the development of performance standards and key performance areas. Align performance management with employee development and training through specific identified and structured interventions. Oversee the maintenance of performance management records. Develop monthly reports on HRM metrics. Monitor HR metric systems and outputs monthly. Oversees Remuneration and Benefits. Oversee the OVG's pay structure and benefits offerings. Oversee the preparation of a program budget and keep operations within budget. Oversee competitive salary rates and develop or modify compensation plans. Oversee the evaluation of employee benefits policies to assess whether they are current, competitive and legal. Oversee the distribution of pay and benefits information to OVG employees. Ensure that pay and benefits plans comply national policies and regulations. Oversee human resource development services. Determine desired business outcomes. Link desired business outcomes with employee behaviour. Identify trainable competencies. Evaluate competencies. Determine performance gaps. Prioritize training needs. Determine steps and process to train. Conduct a cost benefit analysis. Plan for training evaluation. Oversees Workplace Skills Planning and Annual Training Report. Determine the training needs. Consolidate all the training needs per Product Grouping (PG). Incorporate the individual development needs within the needs analysis into the WSP. Oversee

the development and consolidation of the WSP. Oversee the implementation of the WSP. Provide support for the operation of the graduate training programme. Manage the delivery of training and development programmes. Provide support for the operation of the graduate training programme. Monitor and review the progress of trainees through questionnaires and discussions. Ensure that statutory training requirements are met. Evaluate training and development programmes. Manage the amending and revising of programmes as necessary, in order to adapt to changes occurring in the work environment. Oversee succession planning. Oversee the creation and submitting of workplace skills plan and workplace skills report. Identify assessment tools to support initiatives and growth. Write reports on assessment tools. Manages On-boarding and Induction. Manage the organisation of orientation programs (first day, first week, first month and first quarter). Act as a consultant to new employees. Oversee the building and updating of employee handbook. Monitor new hire turnover and retention rates. Schedule and oversee training sessions. Introduce new hires to current employees. Oversee the addition of new employees' information to company's payroll system. Communicate with new hires before their start date to provide necessary information (e.g. work schedules and contract details). Oversee the processing of employment paperwork. Oversee the coordination of relocation procedures for expats. Liaise with internal teams to create corporate accounts for new employees. Gather candidate experience feedback from new hires. Assist existing employees when they move to a new department or position.

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POST 09/38 : **ASSISTANT MANAGER: VALUATIONS REF NO: 3/2/1/2020/079**

SALARY : R470 040 per annum (Level 10)

CENTRE : Office of the Valuer-General (Pretoria)

REQUIREMENTS : National Diploma or bachelor's degree in Property Studies/Real Estate/Land Economy/Valuation/Land Management (NQF 6). Registration as a Professional Associated Valuer (with or without restrictions) with South African Council for Property Valuers Profession (SACPVP). 3-5 years' experience in similar position in property valuation. Job related knowledge: Understanding of Land Reform programmes. Thorough knowledge of the five factors that can affect value in terms of the Constitution and the Property Valuation Act, No. 17 of 2014 on the properties identified for Land Reform Purposes prices. Good comprehension of the Time Value of Money and economic Principles and techniques. An understanding of Town Planning and Building Control prescripts, Building Construction and Economics. Knowledge of the Property Valuation Act, No. 17 of 2014 and its associated regulations and policies. Knowledge of RSA Constitution and Public Finance Management Act (PFMA). Mentorship of Candidate Valuers in the employ of the OVG. Submitting of monthly performance status quo to the Manager. Possession of a valid driver's license is an added advantage (but not mandatory). The applicant will have to demonstrate proficiency in the following skills: strong MS Office computer skills (Word, Excel and Power point) Verbal and report writing skills. Project management skills. Team player and interpersonal skills. Problem and decision-making skills. Development orientation skills. An ability to learn and apply those skills into the work environment. Valid driver's license.

DUTIES : Determine values on properties identified for land reform purposes in line with section 12(1)(a) of the PVA. Conduct inspections, measurements and survey of the properties. Current use value data collections, assembly and analysis thereof. Assembly of state acquisition benefits, analysis and quantification thereof. Market data collections, assembly and analysis thereof. Assembly of state investments and subsidies, analysis and quantification thereof. Calculate values conclusions. Compile valuations reports and submission thereof. Determine market values on properties identified for acquisition or disposal purposes by a Department in line with section 12(1)(b) of the PVA. Conduct inspections, measurements and survey of the properties. Market data

collections, assembly and analysis thereof. Calculate values and/or market value conclusions. Compile valuation reports and submission thereof. Perform quality assurance on valuation reports from external/private valuers in line with the PVA. Assess and interrogate reports from external/private valuers in line with the PVA and Regulations. Compile recommendations and prepare reviewed reports from the external/private Valuers regarding estimated values in line with the PVA and the Regulations. Mentorship of Candidate Valuers in the employ of the OVG. Assess and interrogate reports from candidate valuers in line with the PVA and the Regulations.

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POST 09/39 : **OFFICE ASSISTANT REF NO: 3/2/1/2020/080**

SALARY : R257 508 per annum (Level 07)

CENTRE : Office of the Valuer-General (Pretoria)

REQUIREMENTS : National Diploma in Office Administration/Public Administration/Public Management. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES : Render the administration, secretarial and support services to the executive manager. Receive and screen incoming calls on behalf of the executive manager and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the executive manager. Ensure that OFTAR's and DOTR's for executive manager are completed and approved. Compile and submit S&Ts and SMS claims for the executive manager. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the executive manager Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the executive manager (Workshops, Shortlisting's, Interviews, Monthly Management and Staff meetings). Circulation of invitations for executive manager meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type/draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicate with relevant role-Players. Use a tape recorder to recording minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the executive manager and track the implementation thereof.

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POST 09/40 : **RECEPTIONIST REF NO: 3/2/1/2020/081**

SALARY : R173 703 per annum (Level 05)

CENTRE : Office of the Valuer-General (Pretoria)

REQUIREMENTS : Grade 12. No experience required. Language skills and ability to communicate well with people at different levels and from different backgrounds and telephone etiquette. Knowledge and ability to apply Batho Pele principles. Computer literacy. Interpersonal relations skills. Organisation skills. Communication skills (written and Verbal).

DUTIES : Render reception support services. Receive and welcome visitors and clients. Direct visitors to their destinations. Receive telephone calls. Provide information to the clients. Tidy and maintain reception area. Record incoming and outgoing faxes in the relevant registers. Render telephone services. Attend to incoming telephone calls. Screen and forward calls. Receive telephone messages. Record telephone messages. Update telephone directories. Safeguard and monitor equipment. Report faulty equipment. Render the administration, secretarial and support services to the executive manager. Receive and screen incoming calls on behalf of the executive manager and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals.

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