

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 10 September 2021 at 16:00

NOTE

: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Failure to do this will result in the application being disqualified. Shortlisted candidates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applications: The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will 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 (3) 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: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

ERRATUM: The following posts listed below were advertised on Public Service Vacancy Circular 28 of 2021 bear reference. The positions of Registrar of Deeds: Limpopo with (Ref No: 3/2/1/2021/048), Registrar of Deeds: King Williams Town with (Ref No: 3/2/1/2021/029), Deputy Registrar of Deeds: King

Williams Town with (Ref No: 3/2/1/2021/030), Deputy Registrar of Deeds: Bloemfontein with (Ref No: 3/2/1/2021/031), Deputy Registrar of Deeds: Kimberley with (Ref No: 3/2/1/2021/032), Deputy Registrar of Deeds: Pietermaritzburg with (Ref No: 3/2/1/2021/033), Director: Quality Assurance (Pretoria) with (Ref No: 3/2/1/2021/034) closing date has been extended to 03 September 2021 at 16:00. The Department apologizes for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 30/01</u>	:	<u>DIRECTOR: PLANT HEALTH REF NO: 3/2/1/2021/073</u> Directorate: Plant Health
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF Level 7) in or equivalent qualification in Agricultural Science. 5 years of experience at a middle managerial level. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Financial Management Act, Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of relevant legislation and policies, including, for example, the Agricultural Product Standards Act, Agricultural Pests Act, Perishable Products Export Control Act, Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act. Awareness of National Regulations and International Standards with regard to phytosanitary matters, In depth knowledge of the scientific principles of pest risk analysis and risk management. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job related skills: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Promote policy and legislation associated with phytosanitary services. Develop policies and legislation for managing phytosanitary risks associated with trade in plants, plant products and other relevant regulated articles. Develop norms and standards for managing phytosanitary risks in accordance with international obligations and national requirements. Manage the review of exiting policies, legislation and norms and standards as and when required to ensure that they are still in line with national strategic objectives. Ensure that all relevant stakeholders are consulted with regards to the development and or review of policies and legislation. Ensure that audits are conducted in order to assess the effective implementation of policies, legislation, and norms and standards. Provide regulatory interpretation and technical advice. Ensure compliance and alignment with international sanitary and phytosanitary obligations. Manage the participation in international standard setting bodies and forums. Provides strategic inputs on bilateral and multilateral agreements for plant health and ensure the establishment of these where appropriate. Ensure the provision of officially notified information in terms of South Africa's responsibility as a contracting party to the international Plant Protection Convention (IPPC). Contribute to the relevant notifications to the World Trade Organisation (in collaboration with relevant Directorate). Manage and monitor the Pest Risk Analysis for plants, plant product and other regulated articles. Manage the process of pest risk analyses for imports in accordance with relevant international standards and most recent and applicable scientific information. Manage the process of development of technically justified import regulations. Manage the provision of technical information in commodity specific Pest Information Package (PIP). Develop, implement and maintain import and export protocols to address client needs. Ensure the management of the plant health aspects of bilateral import and export work programmes.

Manage the process of maintaining national quarantine pest list. Maintain an auditing system for the issuance of import permits. Improve and maintain phytosanitary risk management systems and forums to facilitate market access. Manage the domestic surveillance of key plant pest and diseases at a national level. Develop and maintain an early warning system for quarantine pests. Facilitates clients' compliance with official requirements and phytosanitary measures for the import and or export of specified plants and plants products. Ensure that phytosanitary measures that support agricultural marketing and trade in compliance with international plant health obligations and responsibilities are put in place. Provide inputs into the development and monitor content for plant health awareness and promotion programmes. Communicate with relevant role players, identify, and initiate required forums. Manage inspection of phytosanitary matters and quality control in collaboration with the Food Safety, Inspection Services Directorate, and the Perishable Products Export Control Board (PPECB). Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate, and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

- : Mr JB Jeftha Tel No: (012) 319 6024
- : Please ensure that you email your application to: post073@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/02

- : **DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: 3/2/1/2021/074**
Directorate: Infrastructure Support

SALARY

- : R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

- : Pretoria
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Agricultural Engineering or relevant Degree (NQF Level 7). Registered as a Professional Engineer with Engineering Council of South Africa's (ECSA). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of sector production and inter-related sphere of engineering infrastructure with production. Understanding and knowledge of project management principles, processes and systems. Understanding of Government priorities and imperatives. Knowledge and understanding of the White Paper on the transformation of the Public Services (Batho Pele). Job related skills: Financial management. Strategic capabilities and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willingness to work extended hours and travelling.

DUTIES

- : Professional advisory services in respect of engineering projects. Coordinate and manage the development of technical capacity required for projects. Manage the execution of all technical functions according to design plans. Ensure the sign off of all project engineering designs. Provide all aspects of technical advice. Assist with the implementation, control inspections and sign off project certificates. Monitoring and evaluate projects fostering improved client relations. Monitoring projects as an independent third party. Ensure that all existing norms and standards are adhered to. Report on project standards and compliance. Monitor activities across the province. Prioritise and develop standards for clients in a non-prescriptive manner. Identify and implement

infrastructure needs. Seek economically viable infrastructure initiatives. Propose models of ownership and use of infrastructure initiatives. Work with the community to develop viable infrastructure models. Ensure food security via the development of infrastructure needs. Ensure proactive use of resources applied to infrastructure development. Ensure food security through broader planned initiatives and commercial planning. Ensure plans are in line with national directives as determined by the Planning Commission. Obtain expert advice to boost food production by procuring the services of crop and animal specialists. Translate and apply commercial farming techniques to subsistence farming. Provide animal production practices to other Branches. Provide infrastructure input in terms of rainwater harvesting. Provide infrastructure inputs for veterinary services to allow for disease control. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

: Mr B Msomi Tel No: (012) 319 6521
: Please ensure that you email your application to: post074@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/03

: **DIRECTOR: SMALL-HOLDER FARMERS PRODUCTION REF NO: 3/2/1/2021/075)**
Directorate: Small-Holder Farmers Production

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE
REQUIREMENTS**

: Pretoria
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Agriculture or equivalent qualification in Agriculture (NQF Level 7). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act and Labour Relations Act, etc. Understanding of the South African government imperatives, priorities and sector requirements (especially with regards to capacity development, agrarian reform and food security matters). Understanding of social development issues. Understanding health and nutrition matters. Understanding rural and small farmers issues and requirements. Knowledge and understanding of the white paper on the transformation of Public Service (Batho Pele). Job related skills: Financial management. Strategic capability and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willing to work extended hours and travel.

DUTIES

: Coordinate support to smallholder producers. Establish norms and standards, procedures and guidelines for smallholder support programmes - under the auspices of the National Comprehensive Producer Support Policy. Coordinate smallholder support through the nine provinces. Monitor smallholder development support. Design and coordinate interventions per analysed smallholder development. Coordinate support to smallholder producers. Coordinate the identification of factors compromising productivity of smallholder production in relation to hectares under production. Report on hectares under production by smallholder producers. Coordinate the implementation of smallholder commercialisation. Develop programmes and strategies to facilitate and enable the entry of smallholder producers into commercial activities. Design and coordinate interventions per analysed commercialisation model. Coordinate access of smallholder producers in

respect of access to funding / loans and grants for production activities. Provide support to the National Food Security Plan (NFSP) and the National Food and Nutrition Security. Provide support for the compilation of the National Food and Nutrition Security Coordinating Committee. The compilation will include support to smallholder producers. Hectares put under production by smallholder producers. Report on a smallholder producer. Coordination undergoing commercialisation. Participate in the National Food and Nutrition Plan. Coordination of Strategic Objective 2. Compilation of reports of the NFSP technical aspects of projects and programmes. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure management and development of Human Resource.

**ENQUIRIES
APPLICATIONS**

: Mr B Msomi Tel No: (012) 319 6521
: Please ensure that you email your application to: post075@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/04

: **DIRECTOR: NATIONAL RURAL YOUTH SERVICE CORP (NARYSEC)**
COLLEGE REF NO: 3/2/1/2021/076
Directorate: National Rural Youth Service Corp (NARYSEC) College

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

: Pretoria
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Education and Training or Education Management or relevant Degree (NQF Level 7). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of the Government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislations (e.g. the Adult Based Education and Training Act, Skills Development Act, South African Qualifications Authority Act, and Further Education and Training Qualification Act, Knowledge of SETA's and their functions, SAQA processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the white paper on the transformation of Public Service (Batho Pele). Job related skills: Financial management. Strategic capability and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willingness to work extended hours and travelling.

DUTIES

: Facilitate skills development at the college. Facilitate and foster the development of programs within the College to best meet the needs and interests of the students. Implement and select the curriculum materials. Align the curriculum with the NARYSEC skills development strategy. Implement the standard operating procedure. Provide oversight in the establishment and review of programme delivery structures. Contribute in the development of NARYSEC policy and ensure that it is implemented accordingly. Manage the implementation recruitment plan for NARYSEC aligned to priorities (recruitment plans are implemented at provincial levels). Provide facilities management and ancillary services. Ensure and manage the provision of effective property management services. Ensure the provision of effective maintenance services. Procure all maintenance related equipment and cleaning accessories. Ensure the safeguarding of all maintenance equipment.

		Provide information technology support services. Ensure provisioning of Information Communication Technology (ICT) support services in the college. Ensure the maintenance and availability of functional ICT infrastructure. Provide record management services in the College and provide regular reports. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for the allocated Budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure Management and development of Human Resource.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Msomi Tel No: (012) 319 6521
	:	Please ensure that you email your application to: post076@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/05</u>	:	<u>DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2021/077</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Quality Management / Public Administration/ Financial Management or Internal auditing (NQF Level 7). Five (5) years' experience at supervisory / middle management level in Quality Management environment. Job related knowledge: Knowledge Restitution process. Knowledge of Total Quality Management. Knowledge of financial management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Job related skills: Proven managerial and project management skills. Good planning, organising and problem-solving skills. Good communication (verbal and written) skills. Computer skills. A valid driver's licence.
<u>DUTIES</u>	:	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 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 on Quality Assurance. Develop, implement and manage a monitoring and accountable system for land purchase offers. Manage the flow of offers from provinces to Regional Land Claims Commissioner (RLCC) for his approvals. Ensuring that he offers are compliant with the policies and the calculations are correct. Monitoring the implementation of the approved offers by Provinces. Assist Regional Claims Commissioner with negotiations on both settlement of claims and land price negotiations. Develop and implement conflict management strategy to assist in settlement of land claims. Manage engagements and negotiations with Office of the Valuer-General (OVG) where offers are being rejected. Ensure effective and efficient risk management and implementation of internal legal, policy and financial control on submissions. Contribute to the compilation of Risk and Fraud Registers. Check compliance to policy and financial prescripts. 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 requests, valuation reports received from OVG, land purchase and financial compensation offers. Facilitate the development of a system for queries on land claims settlement submissions. Advise and assist the office on all issues of compliance regarding policy and legislation. Report irregularities within the policy prescripts. Advise on issues of policy compliance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LH Maphutha Tel No: (012) 312 9896
	:	Please ensure that you email your application to: post077@dalrrd.gov.za before the closing date as no late applications will be considered. Applications

and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<u>POST 30/06</u>	:	<u>DIRECTOR: DIVERSITY MANAGEMENT AND TRANSFORMATION STRATEGIES REF NO: 3/2/1/2021/078</u> Directorate: Diversity Management and Transformation Strategies
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Social Science (NQF Level 7). 5 years' experience at middle / senior management level. Job related knowledge: Public Service Regulations. Treasury Regulations. Project management. Transformation prescripts. Intergovernmental relations. Job related skills: Facilitation skills. Presentation skills, Analytical skills. Problem solving skills. Computer literacy skills. Communications skills. Conflict resolution skills. Advocacy skills. Report writing skills. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate alignment of corporate policies and programmes to support implementation of transformation imperatives. Monitor governance institutional mechanisms (Strategies and implementation plans, policies and legislation, structures, systems and procedures and strategic plans). Monitor and develop governance institutional mechanisms transformation. Ensure that research on the availability statistical information regarding issues of transformation. Coordinate and facilitate establishment of mainstreaming structures. Oversee the analysis of current strategic documents. Review strategies and finalise the implementation action plan for persons with Disabilities. Reading through reports produced by service provider and make inputs. Conduct desk top research of other best practices. Participate in consultative meeting and workshops. Manage and monitor human resource transformation and diversity strategies and plans. Monitor the implementation of employment equity plans achievement of targets. Facilitate alignment of corporate policies and programmes to support implementation of transformation imperatives. Monitor Broad-based Black Economic Empowerment (BBBEE) initiatives within the Department. Facilitate equity capacity building initiatives. Conduct Human Resource audits. Facilitate the implementation of diversity management programmes. Oversee and monitor the compilation and submission of inputs in the country's International Reports. Oversee the process of tracking the International Commitments. Attend and monitor relevant machinery and structures. Monitor desk-top Research which informs development trends. Ensure Compilation of reports on recommendations to the Chief Director. Monitor the implementation of employment equity plans and achievement of targets. Facilitate employment equity capacity building initiatives. Ensure training of managers and implementors on implementation of the 8-Point Plan and departmental gender mainstreaming guidelines. Raise awareness for implementation of legal and policy framework for women, children persons with disability and older persons. Coordinate and facilitate capacity development and training for women, persons with disabilities and older persons. Ensure coordination and facilitation of capacity building and training for women, children, persons with disabilities and older persons. Oversee appointment of service providers. Situational analysis and project analysis. Identity and analyse roles and responsibilities of critical stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Kgang Tel: (012) 319 7333
	:	Please ensure that you email your application to: post078@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<u>POST 30/07</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2021/079</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Human Resource Management / Public Management / Public Administration (NQF Level 7). 5 years' experience at middle / senior management level. Job related knowledge: Knowledge of Public Service Regulations. Knowledge of Public Service Human Resource Frameworks, Directives and Policies. Knowledge of Financial planning. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills, Customer focus skills. Computer literacy. A valid driver's licence. Working irregular hours.
<u>DUTIES</u>	:	Oversee recruitment and selection services. Facilitate recruitment, selection and placement (e.g. transfers) of employees (including SMS). Facilitate media selection, advertisement design and placement and response handling. Oversee personnel suitability checks. Monitor competency assessments. Advise on recruitment and selection matters. Manage human resource compensation management services. Oversee the processing of Salary Adjustments (e.g. cost-of-living adjustment (COLA), Job Evaluation Results, Awards). Oversee appointments captured on PERSAL. Manage the process of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Oversee the administration of acting allowances. Manage human resource service benefits and conditions of service. Oversee administration of leave. Oversee administration of termination of service (Retirements, Resignations, Deceased, Service Certificates, Pension enquiries, Exit interviews). Oversee administration of Allowances (Housing, Overtime, Relocation, Long Service Awards Camping, Shift Work, etc). Oversee the management of human resource personnel records. Ensure compliance to records practices. Ensure the archiving and disposal of documents. Ensure that auditing of the records management system. Ensure the maintenance of Personnel Records (HR Registry).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Kgang Tel No: (012) 319 7333 Please ensure that you email your application to: post079@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/08</u>	:	<u>DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES REF NO: 3/2/1/2021/081</u> Directorate: Cadastral Advisory and Research Services
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Law (NQF Level 7). 5 years experience at a middle / senior managerial level in Land Development / Administration environment. Job related knowledge: Cadastral system knowledge. Land law. Cadastral Spatial Information knowledge. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscapes of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource

DUTIES

planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.

: Manage the provision of legal advice and opinions to the National Geomatics Management Services (NGMS) management on all matters pertaining to cadastral surveys and projects undertaken by the Branch. Consider the query and conduct research. Manage the preparation and settlement of and advice. Render professional advice to the Chief Surveyor-General, Surveyor-General, Chief Directors, Directors on all legal matters. Facilitate obtaining legal advice internally or externally where necessary. Receive and peruse court processes. Instruct legal services to instruct the office of the State Attorney. Manage the drafting, editing, implementation and administration of all new legislations including regulations. Collate information in accordance with the prescribed legislative procedure. Provide information and advice regarding the provisions of the legislation. Provide professional advice on the implementation of the legislation. Manage the publication of government notices for the purpose of implementation. Investigate concerns, proposals for amendment and streamlining of regulations. Manage amendment and repeal, including administration and application of the existing legislations pertaining to surveys. Assist the Chief Surveyor-General with administration and control of the Survey Regulations Board (SRB). Render professional advice to the Board. Manage negotiations and drafting of service level agreements and any other agreement as may be required from time to time. Manage the vesting and drafting of Branch to Branch service level agreements. Manage the vetting and preparation of Pupil Survey Officers' contracts. Advise the Branch on certain provisions of the Pupil Geomatics Officers (PGO) contract. Ensuring adherence with the provisions of the contracts which the Branch has entered into. Conduct legal research in relation to cadastral issues and procedures. Conduct research to establish whether the Branch has the locus standi and make recommendations. Research and investigate ways of dealing with the court process at hand. Research and provide information to units with NGMS. Provide legal advice for the purpose of responding to queries and correspondence to external clients and stakeholders. Assist the Chief Surveyor-General to make recommendations to the Minister. Prepare memos for approval by the Minister. Liaise and consult with legal practitioners and all relevant stakeholders. Provide legal advice and attend to queries from various stakeholders. Prepare Chief Surveyor-General circulars.

ENQUIRIES APPLICATIONS

: Mr SB Mdubeki Tel No: (012) 326 8050

: Please ensure that you email your application to: post081@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/09

: **DIRECTOR: LAND USE COMPLIANCE REF NO: 3/2/1/2021/082**
Directorate: Land Use Compliance

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE REQUIREMENTS

: Pretoria

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Project management. Strategic planning and management. Team management. Interpersonal skills. Financial management. Advanced computer skills. Planning and organising skills. Problem solving and decision-making skills. Time management skills. Communication skills. Human resource management. Conflict management skills. A valid driver's licence.

<u>DUTIES</u>	:	Monitor the compliance of land use decisions within the statutory framework. Monitor compliance of municipalities and sector departments with regard to SPLUMA. Develop tools and system to monitor compliance of land use decisions. Develop reports on compliance of land use decision. Provide recommendations to the Minister on Spatial Planning and Land Use Management (SPLUM) matters. Develop interventions to promote compliance Spatial Planning and Land Use Act. Oversee planning intervention to ensure compliance. Research on matters on SPLUM that affect the sector. Develop and monitor systems to ensure compliance to the SPLUMA. Manage the development of system to ensure compliance to the SPLUMA. Monitor compliance of Provinces to the SPLUMA. Monitor compliance of Municipalities to the SPLUMA. Monitor the spatial growth patterns at macro and strategic levels in the Republic of South Africa. Develop tools and systems to monitor the spatial growth patterns in the Republic of South Africa. Develop interventions to direct Spatial Transformation. Develop reports on the Spatial Growth patterns in the Republic of South Africa. Oversee planning interventions to ensure compliance. Develop tools and systems to implement planning interventions. Monitor the implementation of planning interventions. Develop reports on planning interventions.
<u>ENQUIRIES</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post082@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/10</u>	:	<u>DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO: 3/2/1/2021/083</u> Directorate: Planning Policy and Standards Development
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Computer literacy. Good written and verbal communication skills. Negotiation skills. Financial management. Project management. Team management. Interpersonal skills.
<u>DUTIES</u>	:	Develop National Planning and Land Use Management policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Sec of the SPLUMA. Develop policies and guidelines to facilitate the effective implementation of the SPLUM. Develop, manage and maintain the policy and standards component of the National Spatial Development Framework. Identify and finalise policy and standards on the National Spatial Development Framework. Integrate / Manage parallel systems and alignment of sectoral policy and instruments for SPLUM. Develop tools to facilitate the alignment of Authorisations. Manage the monitoring and evaluation of provincial and municipal planning policy. Develop tools and systems to monitor the implementation of SPLUMA. Develop tools and systems to ensure compliance to the SPLUMA. Develop tools and systems to provide for the enforcement of the SPLUMA. Manage the identification of areas for legislative intervention. Develop legislation for the implementation of the SPLUM. Identify areas for amendments where necessary. Monitor and evaluate relevant aspects of SPLUMA implementation, including overall responsibility for maintenance of legislation. Develop tools to support the development of provincial and municipal planning policy. Develop tools and

		systems to monitor the development and implementation of provincial and municipal policy on SPLUM.
<u>ENQUIRIES</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post083@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/11</u>	:	<u>DIRECTOR: PLANNING INSTITUTIONS SUPPORT SERVICES REF NO: 3/2/1/2021/084</u> Directorate: Planning Institutions Support Services
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners (SACPLAN). 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Knowledge of the Planning Profession Act. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Computer literacy. Good written and verbal communication skills. Negotiation skills. Financial management. Project management. Team management. Interpersonal skills.
<u>DUTIES</u>	:	Monitor compliance with legislative duties by land use regulators and other planning institutions. Develop tools and systems to monitor compliance by land use regulators and other planning institutions. Identify interventions to monitor compliance by land use regulators and other planning institutions. Develop reports on compliance by land use regulators and other planning institutions. Provide technical and financial support to statutory bodies (SACPLAN). Provide oversight of technical support to statutory bodies (SACPLAN). Provide oversight of financial support to statutory bodies (SACPLAN). Develop report on technical and financial support to statutory bodies (SACPLAN). Maintain best practices and administrative efficiency of land use management institutions. Develop best practice manuals. Develop tools to monitor implementation of best practice and administrative efficiency of land use management institutions. Develop reports on the implementation of best practice and administrative efficiency of land use management institutions. Regulate the planning profession including planning institution and provide training. Develop training manuals. Support the implementation of the Planning Profession Act. Develop reports on Training.
<u>ENQUIRIES</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post084@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/12</u>	:	<u>DIRECTOR: SPATIAL DEVELOPMENT FRAMEWORK REF NO: 3/2/1/2021/085</u> Directorate: Spatial Development Framework
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Project management. Strategic planning and management. Team management. Interpersonal skills. Financial management. Advanced computer skills. Planning and organising skills. Problem solving and decision-making skills. Time Management skills. Communication skills. Human resource management. Conflict Management skills. A valid driver's licence.

DUTIES

: Develop and manage the implementation of National Spatial Development Framework (NSDF). Manage the development of the NSDF. Develop tools and systems to manage the implementation of the NSDF. Support the development of provincial Spatial Development Frameworks, District Spatial Development Frameworks, local Municipality Spatial Development Frameworks and precinct plans. Develop tools to support the development of provincial Spatial Development Frameworks (SDFs). Develop tools to support the development of municipal SDFs. Provide mechanisms for the evaluation and implementation of SDFs. Develop tools to assess the different levels of SDFs. Develop tools to assess the implementation of different levels of SDFs. Develop and manage the implementation of Regional Spatial Development frameworks (RSDFs). Facilitate the development of RSDFs in line with the SPLUMA. Develop tools to assess the implementation of RSDFs.

ENQUIRIES

: Mr Rajesh Makan Tel No: (012) 312 9548

APPLICATIONS

: Please ensure that you email your application to: post085@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.