

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- 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>
- CLOSING DATE** : 17 September 2021 at 16:00
- NOTE** : Applications 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. 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. **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 post listed below was advertised in Public Service Vacancy Circular 30 dated 27 August 2021 bear reference. The position of Director: National Rural Youth Service Corp (NARYSEC) College with Ref No:

3/2/1/2021/076 is based in Thabanchu. The closing date remains 10 September 2021 at 16:00. The department apologises for any inconvenience caused.

MANAGEMENT ECHELON

- POST 31/01** : **DIRECTOR: LAND DEVELOPMENT SUPPORT (CLUSTER 2) REF NO: 3/2/1/2021/086**
Directorate: Land Development Support (Cluster 2)
- 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 (NQF Level 7) in Agricultural Economics or relevant Agricultural Degree. Minimum 5 years' experience at senior management position in the relevant field. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge and understanding of the White Paper on the transformation of the Public Service. Job related skills: Financial management. Strategic capabilities and leadership. 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** : Provide leadership in the development and implementation of Land Development Support Programme (LDS) related policies, systems and procedures (SOPs, manuals) to Cluster 2. Ensure the definition, development and review of LDS policies and alignment with the District Development Model and the Agriculture and Agro-processing Master Plan (AAMP). Provide guidance on policy, systems, norms, standards, practices and tools to improve the implementation of the LDS. Oversee the compliance with the legislations, regulations, departmental policies and procedures relating to LDS. Oversee the coordination of planning, implementation, monitoring and reporting mechanism for LDS implementation to Cluster 2. Provide guidance on prioritisation and alignment of project business cases to Provinces on LDS. Ensures continuous monitoring and oversee the prioritisation and budgeting for LDS in accordance with the PFMA and LDS prescripts. Provide Cluster 2 reports on LDS performance to various departmental management structures. Promote and coordinate effective management of information as a strategic enabler for reporting for Cluster 2. Coordinate the development and implementation of annual performance plans and operational plans with relevant cluster 2 PSSC LDS - Directors and track progress. Ensure effective promotion and practice of good corporate governance and inter-governmental relations and compliance with financial policies, legislations and regulations in the implementation of LDS. Facilitate the identification of Cluster (as per the CD: LDS structure) priorities and their implementation in line with government planning platforms e.g District Development Model, AAMP, etc. Ensure training of stakeholders in line with relevant LDS prescripts. Ensure compliance with all audit and risk requirements within Cluster 2 in line with the Department's risk management strategy and audit outcomes. Ensure participation of Cluster 2 and LDS related forums e.g National LDS Project Steering Committee (NPSC), Provincial LDS Project Steering Committees (PPSC) etc. Facilitate the cooperation/collaboration with development partners. Manage and promote healthy working relationships with development partners with Cluster 2. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered- in respect of Cluster 2 Ensure that priority targets are realised by respective Provinces in Cluster 2 and monitor, evaluate and report on progress. Provide guidance to the Cluster 2 Provinces on the delivery of strategic outcomes as outlined in the estimates of national expenditure.

		Ensure the management and development of human resources within the Cluster.
<u>ENQUIRIES</u>	:	Mr J Mashaphu Tel No: 071 332 5788
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post086@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 31/02</u>	:	<u>DIRECTOR: OPERATIONS REF NO: 3/2/1/2021/087</u> Directorate: Operations
<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). Degree in Built Environment (Civil Engineering / Town and Regional or Urban Planning / Architecture / Quantity Survey (NQF Level 7). 5 years middle management experience. Job related knowledge: Infrastructure project planning. Knowledge of Construction Industrial Development Board (CIDB). Information management. Systems analysis and development. Monitoring and evaluation methodologies. Information Communication Technology (ICT) infrastructure development. Stakeholder management. Conflict resolution. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Job related skills: Planning and organising. Policy analysis and interpretation. Report writing. Service Delivery innovation. Computer literacy. Interpersonal relations. Project and programme management. Presentation skills. Communication skills. A valid driver's licence.
<u>DUTIES</u>	:	Draft and monitor project specifications and Construction Industry Development Board (CIDB) aligned bid documents. Monitor infrastructure interventions per Comprehensive Rural Development Programme (CRDP) site. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risk and implement measures for risk reduction to ensure project are delivered on time in budget and with quality. Facilitate infrastructure planning and development in the Region. Coordinate infrastructure planning in each of the 3 Provinces in the Region for sustainable rural infrastructure development and service provision. Identify and prioritise key infrastructure development projects for catalytic and strategic rural development. Mobilise and implement prioritised projects. Plan and monitor regional infrastructure budget. Identify capital and operational budget for the implementation of rural infrastructure within the Region over Medium Term Expenditure Framework (MTEF) framework in line with Departmental and Branch Strategic operational plans. Authorise infrastructure development invoices for the Region. Report weekly monitoring of budget expenditure according to projections for the Region. Submit monthly review report on infrastructure expenditure for the Region and provide recommendations. Oversee the implementation of infrastructure development on the identified CRDP sites and priority Districts. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risk and implement measures for risk reduction to ensure project are delivered on time in budget and with quality. Report on weekly monitoring of infrastructure for the Region. Submit a monthly review report on infrastructure development for the Region and provide recommendations for further catalytic and strategic development. Liaise with internal and external stakeholders relating to infrastructure development in the Region. Act as the coordinating link between the three spheres of government in terms of intergovernmental relations structures on infrastructure issues. Liaise with provincial and national office on Crucial infrastructure development issues that need support and interventions. Coordinate responses to the Deputy Director-General, Director-General and Ministerial tasks and queries. Monitor and evaluate infrastructure development. Coordinate quarterly reports from the provinces for the Region. Quality control all portfolio of evidence submitted by provinces according to

ENQUIRIES
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- : Branch and Departmental policies and Audit General requirements. Evaluate quarterly reports and portfolios of evidence submitted by provinces and provide recommendations for improving processes and efficiency.
- : Ms N Notshe Tel No: (012) 312 9673
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