

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 04 April 2022 at 16:00
- NOTE** : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies where 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 Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. 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 attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. 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. 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. The successful candidate will be subjected to undergo security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. 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 and sign a performance agreement.
- ERRATUM:** Kindly note that following post advertised in the Public Service Vacancy Circular no 9 of 2022 dated 11 March 2022 Has reference, The qualification requirements has been amended as follows: State Veterinarian: (Cape Town) (2 Posts) with Ref 3/2/1/2022/008 and State Veterinarian: (Pretoria) with Ref 3/2/1/2022/009. BVSc Degree or relevant qualification recognised by the South African Qualification Authority and the South African Veterinary Council. The closing date will be extended to 4 April 2022 at 16:00. The Department apologises for any inconvenience caused

## OTHER POSTS

- POST 10/01** : **DEPUTY DIRECTOR: ANIMAL QUARANTINE AND INSPECTION SERVICES**  
**REF NO: 3/2/1/2022/017**  
Directorate: Inspection Services
- SALARY** : R882 042 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for Middle Management Services)
- CENTRE** : Pretoria
- REQUIREMENTS** : BVSc or BVMCH Degree. Registration with the South African Veterinary Council. 3 years management experience. Job related knowledge: Knowledge of Animal Diseases Act and Meat Safety Act. Knowledge of exotic animal diseases, risk assessment and risk management. Knowledge of requirements for and management of quarantine facilities. Knowledge of requirements for veterinary approved facilities. Knowledge of Financial Management Act and administrative issues. Knowledge of Human Resource Management Act and personnel issues. Knowledge of international guidelines, Sanitary and Phytosanitary Measures

(SPS) agreement, policy formulation. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and organising. Creativity. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing. A valid driver's license and the ability to drive. Extended working hours. Travelling.

**DUTIES** : Manage the application of all relevant acts and international agreements / protocols and obligations in the border environment. Ensure the application of all relevant agreements or protocols. Develop and implement application of standard operating procedures. Provide guidance and technical advice with regards to the inspection of regulated agricultural products. Develop and implement action plans for special regulatory operations at the quarantine facilities. Coordinate and manage the provision of an effective ports of entry inspection service for regulated agricultural products. Monitor inspections / investigations (including interpretation of legislations, policies and procedures). Work activity planning, organising, scheduling and implementation. Customer Services Management. Stakeholder consultation and development. Handling of enquiries and development.

**ENQUIRIES** : Mr KE Phoku Tel: (012) 309 8702  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand 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 are encouraged to apply.

**POST 10/02** : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/023**  
Directorate: Operational Management: Gauteng

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate LLB or B Proc Degree. 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Job related knowledge: knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislation prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

**DUTIES** : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

**ENQUIRIES** : Dr ME Machedi Tel: (012) 309 8703

<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and females are encouraged to apply.
<b><u>POST 10/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/020</u></b> Directorate: Financial And Supply Chain Management Services: Kwazulu Natal
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Know Treasury Regulations and Public Finance Management Act (PFMA). Know Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Confirm budgeting, programme and projects are effectively managed according to the PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Actual Expense (AE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month end closures occur effectively and efficiently in according to policy and procedures. Rectify incorrect expenses (journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the departmental budget. Analyse and report on expenditure trends of the Department budget. Align departmental budget with the Debt Management Plan (DMP). Ensure that quarterly budget alignment is done.
<b><u>ENQUIRIES</u></b>	:	Mr MV Gumbi Tel: (033) 264 9500
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	Indian and White males and African, Coloured and Indian females are encouraged to apply.
<b><u>POST 10/04</u></b>	:	<b><u>EDITORIAL ASSISTANT REF NO: 3/2/1/2022/026</u></b> Directorate: Media and External Communications
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Language Practices / Linguistics or related. 2 years' experience in editing and translation. Job related knowledge: knowledge of language grammar and usage. Knowledge of editing, proofreading and translation methods and practices. Knowledge of policies and legislations governing language services and communication. Knowledge of the Use of Official Languages Act, 2012. Knowledge of publication standards and procedures. Knowledge publishing processes, including copyright, plagiarism and confidentiality. Job related skills: Excellent writing skills. Applying editing, translation and proofreading standards and practices. Ability to work under pressure. Computer literacy. Extensive knowledge of Microsoft Office. Excellent time management skills. Interpersonal skills. Excellent communication skills. Analytical skills. Research proficiency. Decision-making skills. Problem solving skills. Acquainted with online communication platforms (Zoom, Microsoft Teams). A valid code 08 driver's licence. Ability and willingness to work outside office hours.
<b><u>DUTIES</u></b>	:	Evaluate and edit manuscripts or other materials submitted for publication. Edit and rewrite original copy to improve readability. Liaise with clients to discuss the content and due dates. Proofread to detect and correct errors in spelling, publication and syntax (policy documents, reports, newsletters and any other publication materials). Conduct technical editing according to the publication's style, editorial policy and publishing requirements. Condense and paraphrase information. Verify facts, dates and statistics using standard reference sources. Verify that material submitted is not plagiarised. Compile publication materials. Collect inputs from the various sources (Directorates, Public Entities, etc). Analyse

and consolidate information (compile draft publication material). Translate departmental publication materials. Analyse original material and determine the target language. Evaluate the document to determine the size and whether it should be translated internally or outsourced. Check translations for technical terms and terminology to ensure accuracy and consistency throughout translation materials / documents (use of jargon of specific fields). Translate publication material and provide clients with a grammatically correct, well expressed version of the translated text, usually as a word-processed document. Liaising with clients to discuss any unclear points. Quality check and edit the document. Compile / Edit / Proofread / Translate internal and external correspondence.

**ENQUIRIES** : Dr L Ramuedzisi Tel: (012) 312 8881  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE** : African, Coloured and Indian males and Coloured and Indian females are encouraged to apply.

**POST 10/05** : **FORENSIC INVESTIGATOR REF NO: 3/2/1/2022/015**  
Directorate: Forensic Investigation

**SALARY** : R321 543 per annum (Level 8)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Forensic Investigations / Law / Auditing / Policing / and or related field. 2 years of experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic Investigations methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical skills. Problem-solving skills. Conflict management skills. Interpersonal skills. Computer skills.

**DUTIES** : Perform the Planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on weekly basis. Perform the Reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

**ENQUIRIES** : Mr ME Rammutla Tel No: (012) 312 8168  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand 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 Coloured, Indian and White females are encouraged to apply.

**POST 10/06** : **SENIOR AUDITOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/2/1/2022/014**  
Directorate: Operational and Compliance Audit

**SALARY** : R321 543 per annum (Level 8)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Accounting / Auditing. 2 years' experience in Operational and Compliance Audit. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based internal audit methodologies and procedures and software. Job related skills: Communication skill (written and verbal). Interviewing skills. Analytical skills. Problem-solving skills. Computer literacy. Business process analysis skills. Risk and control assessment skills.

**DUTIES** : Perform the Planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the Planning Phase Deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis; and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the Execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the Execution Phase Deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standard, methodologies, policies and procedures on a continuous basis; and report progress to the Assistant Director: Operational and Compliance Audit on weekly basis. Perform the defined scope of the Reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the defined scope of the Reporting Phase Deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the Closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis.

**ENQUIRIES** : Mr ME Rammutla Tel: (012) 312 8168  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand 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 Coloured, Indian and White females are encouraged to apply.

**POST 10/07** : **VETERINARY PUBLIC HEALTH OFFICER REF NO: 3/2/1/2022/016 (2 POSTS)**

**SALARY** : R321 543 per annum (Level 8)  
**CENTRE** : Durban  
**REQUIREMENTS** : Relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. 2 years appropriate experience (post-qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and Import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Technical skills. Law enforcement. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing. A valid driver's licence and the ability to drive. Extended working hours. Travelling. Relief duties.

**DUTIES** : Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to ensure

that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs and sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and International standards. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering and exemptions. Determine slaughtering needs of communities and make recommendations. Assist with departmental projects regarding slaughtering of animals. Provide training, technical assistance and health education to communities on food safety. Recommendations regarding the registration, upgrading and repair of existing facilities. Training of meat inspection staff, abattoir personnel and Food Safety Managers. Serving of directives (reports, warning, notices, directives). Investigate and control illegal slaughtering in collaboration with the relevant authorities. Liaison with internal and external stakeholders. Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides and skins, intermediate stores). Game harvesting – monitoring of harvesting procedures (compliance with local and international requirements). Collection of samples for surveillance projects of identified diseases in animals. Animal products i.e. Brain Stem Samples (BSE Sampling), bacteriological sampling. Water, effluent, surfaces, carcasses, residue sampling (Hormones, pesticides, antibiotics). Perform administrative and related functions, which would inter alia, entail the following: Collection of data, Populate database. Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for Veterinary Public Health.

- ENQUIRIES** : Dr ME Machedi Tel: (012) 309 8703
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured and Indian males and Coloured and Indian females are encouraged to apply.
- POST 10/08** : **SENIOR PROJECT OFFICER: PRE-SETTELMENT MANAGEMENT REF NO: 3/2/1/2022/021 (3 POSTS)**  
Directorate: Operational Management: Gauteng
- SALARY** : R321 543 per annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma / Bachelor's Degree in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. 2 – 3 years' experience in land restitution environment. Job related knowledge: Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Knowledge of three (3) African languages spoken in the province will be an added advantage. Job related skills: Sound communication skills. Negotiation skills. Excellent report writing skills. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce reports on a word processor. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
- DUTIES** : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette land claim. Verify the beneficiaries of lodged claims. Compile family tree information and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference (TOR's) for valuation and Office of the Valuer General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries

		(Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<b><u>ENQUIRIES</u></b>	:	Ms N Duiker Tel: (012) 337 3658
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.
<b><u>POST 10/09</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2022/025</u></b> Directorate: Corporate Services: Gauteng
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. 2 years' experience working in Human Resource Management environment. Job related knowledge: Knowledge of Human Resource. Labour and employment legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package). Communication skills (verbal and written). Negotiation skills. Conflict resolution skills. Planning and organising skills. Presentation skills. A valid driver's licence. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
<b><u>DUTIES</u></b>	:	Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on Personal and Salary Administration System (PERSAL). Facilitate employee benefits and conditions of service. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advice deceased employee's family to claim funeral benefit from GEPF. Implement / Approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Inform employees (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employee regarding training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on employee relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary

		outcomes on PERSAL. Communicate the Outcome on the resolution of grievances. Compile statistics on disciplinary cases submitted.
<b><u>ENQUIRIES</u></b>	:	Ms P Ledwaba Tel: (012) 337 3657
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.
<b><u>POST 10/10</u></b>	:	<b><u>PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/022</u></b> Directorate: operational management: Gauteng
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma / Bachelor's Degree in the field of Law / Agriculture / Economics / Development Studies. 1 - 2 years' experience in restitution / land reform environment. Job related knowledge: Knowledge of restitution of land rights. Knowledge of land reform. Knowledge of rural development. Knowledge of three (3) African languages spoken in the province will be an added advantage. Job related skills: Sound communication skills. Negotiation skills. Excellent report writing skills. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce reports on a word processor. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.
<b><u>ENQUIRIES</u></b>	:	Ms P Ledwaba Tel: (012) 337 3657
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.
<b><u>POST 10/11</u></b>	:	<b><u>HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2022/024</u></b> Directorate: Corporate Services: Gauteng
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. 3 – 5 years' experience in a relevant environment. Job related knowledge: Diversity management. Labour and employment legislation. Knowledge of storage and retrieval procedures. Job related skills: Computer literacy. Communication skills. Negotiation skills. Conflict resolution skills. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
<b><u>DUTIES</u></b>	:	Implement employee benefits and conditions of services. Quality assurance of source documents submitted for capturing on Personnel and Salaries Management System (PERSAL). Capture / approve PERSAL transactions such as housing allowance, acting allowance, probation reports, Employee Performance Management and Development. System (EPMDS) related transactions. Capture / approve appointments and transfers of employees on PERSAL. Implement the service termination of exiting employees. Conduct exit interviews and ensure that all related forms / documents are completed. Provide exiting employees / dependents with the relevant forms for claiming pension. Facilitate the completion of debt forms. Coordinate leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that

correct codes are used. Ensure that leave applications comply with policies and prescripts before capturing / approving on PERSAL. Enter proper administration of incapacity leave in the Province. Conduct annual leave audits. Conduct calculation of leave pay-outs and ensure proper implementation. Administer recruitment and selection. Identify and coordinate the advertisement of vacant positions. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting. Schedule and invite shortlisted candidates for interviews. Manage logistical arrangements for candidates attending interviews. Render the implementation and monitoring of Performance Management. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure EPMDS documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Draft letter to inform employee about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Process performance incentives. Ensure correctness of service records of employees after payment of pay progressions. Facilitate capacity building programmes. Provide assistance to service provider with the facilitation of relevant training. Identified for managers in the province. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memo to the Director: Human Resource Development for approval.

**ENQUIRIES  
APPLICATIONS**

: Ms P Ledwaba Tel: (012) 337 3657  
 : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand delivered to: Suncardia Building, 6th floor, 524 Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0083.

**NOTE**

: African, Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.

**POST 10/12**

: **AUDITOR: FINANCIAL AUDIT REF NO: 3/2/1/2022/013**  
 Directorate: Performance and Financial Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 7)  
 : Pretoria  
 : A National Diploma in Accounting / Auditing. 1 year credible and applicable experience (financial management, financial accounting, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based financial audit methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Computer skills. Business process analysis skills. Risk and control assessment skills.

**DUTIES**

: Plan the financial audit projects allocated to the employee. Organise opening meetings with clients. Attend opening meetings and compile minutes thereof. Prepare pre-audit survey (gathering background information e.g. acts, policies and procedures, legislations, previous audit reports and any other information related to the audit). Prepare a detailed system description which documents the entire process to be audited. Attend and participate in risk workshop with the audit client to identify and rate the audit risks per sub-process. Deliberate on the controls pertaining to each risk identified and produce a risk report. Conduct analytical reviews to identify patterns, trends etc in order to guide your sampling plan. Prepare audit programme to test the adequacy and effectiveness of the controls identified. Update teammate project file (ensure teammate is updated with all planning documents). Execute the defined scope of the financial audit projects allocated to the employee. Select a sample from the population. Prepare working papers. Execute the audit procedures according to the approved audit programme. Prepare the following documents whenever necessary: Document control sheet. Incomplete or missing documents. Factual correctness sheets. Collect audit evidence for each finding raised. Prepare finding sheets with relevant recommendations. Discussion of findings raised with relevant officials. Update teammate project file (ensure teammate is updated with all fieldwork documents including finding sheets). Report on the results of execution of the financial audit projects allocated to the employee. Participate in the compilation of the stream reports. Participate in the deliberation of the final report with audit manager and

the audit client. Closure of the audit project. Organise closing meetings with clients. Prepare and discuss Audit Project Performance Evaluation. Complete the finding register. Update teammate project file (align findings raised and working papers to the final stream and Audit Committee reports).

**ENQUIRIES** : Mr ME Rammutla Tel: (012) 312 8168  
**APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand 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 Coloured, Indian and White females and are encouraged to apply.

**POST 10/13** : **OFFICE ASSISTANT REF NO: 3/2/1/2022/018**  
Chief Directorate: Provincial Office: Kwazulu Natal

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : A National Diploma in Office Technology and Management / Public Administration / Public Management. 1-year experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job related skills: 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 Chief Director. Receive and screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) are completed and approved. Compile and submit Subsistence and Transport and Senior Management Services claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director 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 Chief Director (workshops, shortlisting's, Interviews, Monthly management and staff meetings). Circulation of invitation for the Chief Director meetings. Making appointments for internal and external clients. Receiving attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type/draft letters to stakeholders, memorandums (pretty cash, stationary, office equipment: laptops, toner). Record minutes / decisions from meetings and communicates 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 Chief Director and track the implementation thereof.

**ENQUIRIES** : Mr N Mndaweni Tel: (033) 355 4300  
**APPLICATIONS** : Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.  
**NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females are encouraged to apply.

**POST 10/14** : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/019**  
Directorate: District Office

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Kwazulu Natal (Vryheid)  
**REQUIREMENTS** : A National Diploma in the field of Humanities / Social Science / Law (LLB). 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land

Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. A valid driver's licence. Willingness to travel.

**DUTIES**

: Implement communal tenure programmes and land rights legislations to farm occupiers and labour tenant. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislation to farm occupiers. Facilitate the extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

**ENQUIRIES**  
**APPLICATIONS**

: Mr L. Shezi Tel: (034) 980 9499  
: Applications can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.  
: African, Coloured, Indian and White males and Coloured, Indian and White females are encouraged to apply.

**NOTE**