

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 08 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 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 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.

OTHER POSTS

- POST 11/01** : **DEPUTY DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT**
REF NO: 3/2/1/2022/036
Directorate: Fraud Prevention and Ethics Management
- SALARY** : R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree / National Diploma in Internal Auditing / Financial Management / Law / Risk Management / Criminology. 3 years' experience at Assistant Director level in fraud awareness and ethics management practices and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of Fraud Awareness and Ethics Management. Knowledge of Public Service environment. Public Financial Management Act (PFMA) and National Treasury Regulations, Job related skills: Dynamic leadership skills. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent verbal and written communication. Excellent facilitation skills. Presentation skills. Results oriented. Ability to work under pressure. Customer focus and team management. A driver's licence.
- DUTIES** : Gather information for reviewing of the fraud prevention policy, fraud prevention plan and whistle blowing. Conduct research and analysis of information. Communicate best practice methodologies and standards for both fraud awareness and prevention functions. Monitor the implementation of fraud

prevention policy and strategy. Design and implement communication strategy of the fraud awareness and prevention management policy and methodology of the Department. Organise fraud or ethics awareness sessions across the Department (International anti-corruption day, Online fraud / ethics survey). Conduct the fraud risk assessment process and implementation of the action plans on all fraud risk registers and ensure effective ethics risk management. Conduct fraud risk assessments in all Branches and Provincial Offices. Ensure that fraud / ethics risks are captured on the risk management software. Monitor the action plans by risk owners according to target dates indicated. Conduct ethics risk assessments. Develop ethics framework. Develop ethics management strategy. Coordinate and conduct fraud and ethics awareness workshops. Consolidate and update fraud and ethics risk profile. Ensure effective ethics management in the Department. Co-ordinate the financial disclosure function for all employees in the Department. Ensure that employees can access the eDisclosure system including changing passwords when required. Analyse information disclosed on the eDisclosure system using all sources as required by the Department of Public Service and Administration (DPSA). Consolidate statistics and records of information from the eDisclosure system for reporting purposes. Obtain and analyse information from Central Supplier Database to ensure employees of the Department are not conducting business with the state. Review reports and memorandums for applications processed for employees conducting outside remunerative work. Compile monthly and quarterly reports to the Back-Office meetings, Branch Management Meetings, Provincial Risk Committee and Risk Management Committee meetings. Draft the fraud prevention and awareness report to be presented in the Back-Office meetings, Branch Management Meeting, Provincial Risk Committee and Risk Management Committee when necessary.

**ENQUIRIES
APPLICATIONS**

: Ms M Jakavula Tel: (012) 312 8218
 : Applications can be submitted by post to: 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

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

POST 11/02

: **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/043 (2 POSTS)**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10)
 : Kwazulu Natal (Pietermaritzburg)
 : A Bachelor's Degree/National Diploma in Commerce/Agriculture/ Development Studies/Social Science/Law/Economics. 3 – 5 years' experience in restitution or land restitution environment. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills. Negotiation skills. Contract management. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES

: Coordinate the lodgement of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission.

ENQUIRIES

: Mr W Silaule Tel: (033) 355 8400

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured and White males and Coloured and White females and Persons with Disabilities are encouraged to apply.
- POST 11/03** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/032**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Kwazulu Natal (Pietermaritzburg)
: National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's degree in Human/Social/Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations. Public Service Act. Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer Literacy. Communication skills (written and verbal). Interpersonal skills. Presentation skills. Analytical skills. Problem solving skills. Project Management skills. A valid driver's license.
- DUTIES** : Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
- ENQUIRIES APPLICATIONS** : Ms YP Ngubane Tel: (033) 264 9500
: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian and White males and Coloured and White females and Persons with Disabilities are encouraged to apply.
- POST 11/04** : **CHIEF EVALUATION ANALYST REF NO: 3/2/1/2022/037**
Directorate: Evaluation
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Pretoria
: 3-years Bachelor's Degree/National Diploma in Social Sciences, Agricultural Sciences, Development Studies or Public Administration/Management. 3 years of experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations. Good stakeholder liaison, coordination and problem-solving skills. Good report-writing skills. Good communication and presentation skills. Good computer skills. Statistical analysis skills. Data warehouse management skills. Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distances for extended periods(s). A valid driver's licence.

DUTIES

: Develop and review evaluation frameworks. Develop and maintain evaluation frameworks and guidelines. Present draft frameworks. Implement evaluation frameworks and guidelines. Contribute to the development of the DALRRD 5-year evaluation plan. Determine areas for evaluation. Research and source inputs for the departmental evaluation plan. Evaluate strategic projects and programmes of the Department. Contribute to the design and implementation of evaluations. Develop evaluation terms of reference. Develop implementation plans for evaluations. Coordinate data collection for evaluations. Analyse collected data. Generate / produce evaluation reports. Produce comprehensive evaluation reports. Distribute reports to relevant stakeholders. Monitor the implementation of evaluation recommendations. Develop monitoring tools for the implementation of evaluation recommendations. Track the implementation of evaluation recommendations. Build collaborative partnerships for continuous improvement and data use.

ENQUIRIES

: Mr K Themba Tel: (012) 312 9637

APPLICATIONS

: Applications can be submitted by post to: 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

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