

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 19 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 will conduct reference checks which may 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 12/01 : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/047**
Directorate: Operational Management

SALARY : R477 090 per annum (Level 10)

CENTRE : Mpumalanga (Nelspruit) (Mbombela)

REQUIREMENTS : 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 and 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 BJ Magabane Tel: (013) 754 8028
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Nelspruit, 1200.

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

POST 12/02 : **PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2022/048**
 Directorate: Property Management

SALARY : R477 090 per annum (Level 10)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : A National Diploma in Agriculture / Property Management / Law (property law) (NQF Level 7). 3 years' experience in property management field or environment. Job related knowledge: Public Finance Management Act, (PFMA). Understanding of the value-added development of communities. Knowledge of project management. Knowledge of land reform prescripts and policies. Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management, and Research skills. Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individuals who take initiative, are willing to travel and/ or work irregular hours.

DUTIES : Administer and manage property leases. Finalise and facilitate signing of leases and caretaker agreement. Facilitate the capturing of newly acquired state properties on the State Land Leasing System (SLLS). Development of lease schedule for all state properties. Coordinate and conduct inspection of state properties. Administer the signing of land and caretaker agreements. Coordinate and conduct verification of state land. Provide secretariat services to beneficiary selection committee. Maintain proper usage of movable assets. Coordinate asset verification pre and post transfer. Barcoding of assets. Secure, protect the state assets against vandalism. Monitor lessee or caretaker performance and duties as contractually specified. Manage records of original contract and inspection reports. Keeping of records of original contract and inspection reports. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to District. Ensure proper usage and maintenance of warehouse and leased assets.

ENQUIRIES : Ms M Sitsila Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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