

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 26 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 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 13/01 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/059**
Directorate: District Office

SALARY : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : KwaZulu-Natal (Vryheid)

REQUIREMENTS : Bachelor's Degree in Humanities / Social Science / Law. 3 years' experience in a supervisory level. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA), Monitoring and evaluation, Strategic planning. Human resource management, Financial management, Supply chain management, Knowledge of economics. Job related skills: Communication skills (Excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management 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 and willingness to travel.

DUTIES : Provide communal land tenure programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such

- matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institution and assist them in thorough adherence to regulation and Acts. Facilitate land dispute resolutions. Mediate and refer for mediation.
- ENQUIRIES** : Mr. LG Shezi Tel No: (034) 980 9499
- 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** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/02** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/061 (X2 POSTS)**
Directorate: Operational Management
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : A Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3 - 5 years' experience in a supervisory level. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent verbal and written communication skills, Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/03** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/055 (X2 POSTS)**
Directorate: District Office
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Free State (Mangaung / Xhariep)
- REQUIREMENTS** : A National Diploma in Business Management / Financial Management / Economics. 3 years' experience in a supervisory level. Job related knowledge: Experience in cooperative development field. Knowledge and understanding of policy and legislative environment of cooperatives, Monitoring and evaluation, Understanding of Comprehensive Rural Development Programme (CRDP), Strategic planning, Human resource management, Financial management, Supply chain management, Knowledge of economics. 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, Network skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting. A valid driver's licence and willingness to travel.
- DUTIES** : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity association

and other stakeholders for data collection. This is in order to create and maintain cooperatives database. Engage organs of the state, private sector and building partnerships. Facilitate development of business plan for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / coop governance and constitution and facilitate training in adherence and ensure compliance with the Co-operatives Act, No 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meeting (AGM); submission of their financial records to South African Revenue Service (SARS) etc. Ensure market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of Cooperative Financing Institutions towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the Cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshop for Small, Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority (SETAS) etc. Ensure compliance with relevant legislation.

- ENQUIRIES** : Mr E Mosia 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** : Coloured, Indian, White males and African, Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 13/04** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/060**
Directorate: Corporate Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : National Diploma in Human Resources Management / Labour Relations / Public Management / Public Administration (NQF Level 6). 3 years' experience in a supervisory level in Human Resources Management. Job related knowledge: Employment Equity Act, Public Service Regulations. Job related skills: Computer skills, Report writing skills, Communication skills and Interpersonal skills. A valid driver's licence, Personnel and Salaries Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate, Knowledge and experience in pension administration.
- DUTIES** : Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-officers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events on PERSAL.

Manage the compilations statistics on cases. Manage Employee Performance Management, Training and Development System (EPMDS). Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage annual assessments process. Coordinate and facilitate the assessments of staff including Senior Management Services (SMS) members. Provide statistics on compliance. Oversee and manage the capturing of EPMDS documents on PERSAL. Oversee and manage the capturing of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the training and development committee. Manage and oversee the submission of training memo's to the National Office. Oversee and monitor the provision of training and development in the Province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the Province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advice on training and EPMDS matters. Manage Employee Health and Wellness Programmes (EHWP). Oversee and manage the implementation of EHWP. Ensure provision reports with regards to EHWP and referrals to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.

**ENQUIRIES
APPLICATIONS**

: Ms YP Ngubane Tel No: (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

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POST 13/05

: **CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2022/068**
 Directorate: District Office

SALARY

: R728 829 – R1 106 817 per annum (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
 : BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours Degree in Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment. 3 years of experience in the Built Environment. Job related knowledge: Programme and project management. Project principles and methodologies. Knowledge research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Job related skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. A valid driver's licence.

DUTIES

: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope; and apply methodology effectively and enforce project standards to minimise risk on projects. Manage human capital development. Facilitate training and development of technicians, technologists and candidate engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, clients and management. Contribute to the

human resources and related activities. Maintain the record management system and the architectural library; and utilise resources allocated effectively. Conduct research and development on new technologies and systems. Keep abreast with new technologies and procedures. Research literature on new developments on project management methodologies and liaise with relevant bodies / councils on project management.

ENQUIRIES : Ms S Mbatha Tel No: (012) 337 3654
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with Disabilities are encouraged to apply.

POST 13/06 : **RESTITUTION ADVISOR REF NO: 3/2/1/2022/057**
Directorate: Legal Support

SALARY : R477 090 per annum (Level 10)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Appropriate LLB or B Proc Degree. 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative 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 : Ms BJ Magabane Tel No: (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 : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 13/07</u>	:	<u>PROJECT COORDINATOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/062</u> Directorate: Operational Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Limpopo (Polokwane) 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. Understanding 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 periods in the field and work irregular hours.
<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise 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 photographs 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 options 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Shai Tel No: (015) 284 6303 Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 13/08</u>	:	<u>PROJECT COORDINATOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/071</u> Directorate: District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Western Cape (West Coast District) National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. 3 years' experience in a related field. Job related knowledge: Good knowledge and understanding and interpretation of budget management. Good knowledge of the departmental land reform programmes, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Monitor the identification of projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager. Make arrangements with the farmer / landowner for farm assessment. Conduct farm assessment in conjunction with DALRRD, Provincial Department of Agriculture and Rural Development (PDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Monitor the implementation of land acquisition projects procedures within relevant policy and programme guidelines (Recapitalization and Development Program and Proactive Land Acquisition Strategy). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiation Process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players / Stakeholders with regards to land acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the

valuation reports and provide a mandate for land price negotiations. Investigate and respond to the Presidential enquiries, Ministerial Tasks and queries. Consult with the office of the Public Protector to investigate and respond to queries within 7 – 14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on Electricity related matters. Coordinate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of reference for procurement of service providers. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time.

ENQUIRIES APPLICATIONS : Mr M Mafanya Tel No: (021) 409 0580
 : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

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

POST 13/09 : **ASSISTANT DIRECTOR: BBBEE POLICY REF NO: 3/2/1/2022/051**
 Directorate: BBBEE Charters Compliance

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : (Pretoria)
 : A 3-year Degree in Economic and Management Sciences or Agricultural Economics. 3 years' experience in Broad-based Black Economic Empowerment (BBBEE) policy development. Job related knowledge: BBBEE Act, Code of good practice. Black Economic Empowerment (BEE) Sector Code, BEE Verification Methodologies. Job related skills: Policy development and analysis, Monitoring and research skills, Negotiation skills, Excellent communication skills (verbal, presentation and report writing), Knowledge of project planning, coordinating and management. Problem solving and analysis, Facilitation and coordination skills and computer skills. Extended working hours and willing to travel. A valid driver's licence.

DUTIES : Provide support in terms of policy development interventions in line with the BEE legislation. Facilitate stakeholder consultations. Provide inputs into the development of draft BEE legislation. Ensure publication of government gazette. Conduct policy analysis and research. Implement programmes and projects in the sector. Develop action plan. Analyse the impact of implemented BEE programmes and projects to identify gaps for review. Develop interventions or measures to address the existing gaps. Conduct site visit to Provincial Departments. Attend to queries with regard to the BEE programmes. Organise relevant stakeholder-based meetings and workshops. Provide support on audits of BBBEE businesses in order to sustain the developed standards in the Department. Compile subsector and Provincial reports on BBBEE compliance in the sector. Collate sector reports from the various verifications agencies on compliance to the sector charters. Report on implementation of the AgriBEE Sector Code government undertakings. Review BBBEE Data Collection Template annually. Organise and conduct visits to Provincial Departments of Agriculture to collect BBBEE information. Perform data analysis and compile narrative for data analysis. Compile government undertakings report.

ENQUIRIES APPLICATIONS : Mr R W Abercrombie Tel No: (012) 319 8145
 : 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 13/10 : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/063**
 Directorate: Financial and Supply Chain Management Services

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
 : Gauteng (Pretoria)
 : National Diploma in Financial Management / Accounting / Commerce. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA).

- Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level 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.
- DUTIES** : Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (Shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month end closures occur effectively in accordance 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 Demand Management Plan (DMP). Ensure that quarterly budget alignment is done.
- ENQUIRIES APPLICATIONS** : Ms S Mbatha Tel No: (012) 337 3654
- Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/11** : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/064**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Gauteng (Pretoria)
: National Diploma in Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different levels of management. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence.
- DUTIES** : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on BAS, LOGIS and ACCPAC systems. Ensure that payments are compliant with PFMA, Treasury Regulations and departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Manage data capturing services. Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.
- ENQUIRIES APPLICATIONS** : Ms S Mbatha Tel No: (012) 337 3654
- Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 13/12** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/066**
Directorate: Corporate Services
- SALARY** : R382 245 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	National Diploma in Information Management / Records Management / Public Administration. 3 years' supervisory experience in records management environment. Job related knowledge: National Archives. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations skills. Analytical skills. Problem solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively. Ability to work in a team.
<u>DUTIES</u>	:	Facilitate the implementation of records management policies, guidelines and procedures. Implement and maintain document filing process. Issue directives and instructions as to the management and care of public records. Establish provincial records management forum constituted by all Directorates within the Province. Monitor and evaluate record management practices for compliance in all the registries within the Province. Manage courier and postal services. Manage registry service including messenger services. Compile records inventory and maintain registers. Monitor and evaluate records management practices for compliance to sound records management practices. Conduct regular internal audit on physical records in all registries within the Province to ensure adherence to the National Archives Act. Examines public records with a view of identifying disposal authorities. Initiate the process to apply to dispose records no longer required for functional purposes. Provide and coordinate training on records administration. Prepare training material. Compile training schedule. Send out training requests. Provide records management training and capacity building to staff. Develop and implement skills plan for records management officials. Monitor database of all records within the Province. Ensure that all records created in the Province are registered in the records database. Liaise with Legal Services and provide Promotion of Access to Information service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Mbatha Tel No: (012) 337 3654
	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 13/13</u>	:	<u>ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: 3/2/1/2022/067</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Gauteng (Pretoria)
	:	National Diploma in Security Management. 3 years' experience in security environment. Job related knowledge: A broad knowledge of Minimum Information Security Standard (MISS). A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal skills. Analytical skills. Problem solving skills. Language skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively. Ability to work in a team.
<u>DUTIES</u>	:	Manage safety and security at special events. Plan safety and security as per the Standard Operating Procedure (SOP) for events and in line with Safety at Sport and Recreation Events Act (SASREA). Liaise with security cluster members for coordination of section 4 and 6 meetings. Accreditation / Registration of delegates. Provide security for event. Request security official's assistance from National office. Submit operational plan. Monitor event and submit a feedback report. Coordinate and promote safety and security (in terms of Minimum Physical Security Standards (MPSS) and Minimum Information Security Standard (MISS) in the Province. Conduct meeting with security guarding services service provider to ensure contract compliance once a month. Submit minutes of monthly meetings to National Office. Conduct inspections at all offices in the Province. Conduct physical security audits / assessments in all offices in the Province. Assist in coordinating and monitoring of key custodians in the Province. Monitor the implementation of SOP: Key Control Procedures. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor maintenance and service reports against scope of work. Participate in the plenary meetings. Ensure that

Z204 forms are issued and database is updated. Ensure that Z204 forms are collected and database is updated. Ensure that Security Vetting file is submitted to National Office within 3 days of receiving documents. Conduct pre-employment screening. Submit Security Vetting file to National Office within 3 days. Visit the incident scene and inform the sub-directorate Special Investigations at National Office. Open file within a day after the case has been reported. Compile and submit preliminary investigation report within 7 days of receiving all the evidence. Assist in managing the Sub-Directorate in accordance with good governance principles effectively. Compile performance agreements with employees within the Directorate in line with Human Resource Management (HRM) prescripts. Conduct quarterly and annual performance assessments. Participate actively in Directorate Assessment Committee (DAC) and Moderation Committee (MC) sittings. Facilitate development of operational plan in the unit. Implement, monitor and review unit operational plan. Submit operational plan performance report. Develop operational risk register. Sign personal development plans with employees. Implement development plans quarterly. Seeks opportunity to increase personal contribution and level of responsibility. Promote corporate culture of health and safety in the province through enforcing Occupational Health and Safety (OHS) policy and procedures. Ensure the functioning of the existing committees in the province and District offices. Submit copies of minutes to National Office. Conduct OHS audits in the different offices. Investigate all OHS incidents within DALRRD premises in the Province. Notify the Head of Office, National Office and Department of Labour of all relevant incidents within the prescribed time period. Compile comprehensive incident investigation with recommendations and submit to National Office. Update the incident register. Ensure emergency evacuation Plan and OHS signage are displayed and maintained in the offices. Ensure emergency plan is updated if necessary every quarter. Manage emergency teams in all offices. Conduct evacuation drills per office per year.

ENQUIRIES
APPLICATIONS

- : Ms S Mbatha Tel No: (012) 337 3654
- : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.

NOTE

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