

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 20 May 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. 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.

ERRATUM: Kindly note that following post advertised in the Public Service Vacancy Circular 15 dated 29 April 2022 has reference, The Centre has been amended as follows: Registrar: Plant Breeders Right Act (Pretoria) with Ref 3/2/1/2022/131. The Department apologises for any inconvenience caused

MANAGEMENT ECHELON

POST 16/01 : **DIRECTOR: STRATEGIC INSTITUTIONAL PARTNERSHIP REF NO: 3/2/1/2022/161**
Directorate: Strategic Institutional Partnership

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Pretoria

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in Law or Bachelor's degree in Social Sciences (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level in the relevant environment. Job related knowledge: Policy and legislation development, Research analysis, Strategic management, Content development, Legal administration, Mediation and dispute resolution, Project management, Contract management and litigation. Job related skills: Project management skills, Report writing skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project),

Communication skills, Problem solving skills, Decision-making skills, Consultation skills, Planning and organising skills, Facilitation and presentation skills, Strategic leadership capability, Training and development skills and Interpersonal relations. A valid driver's licence. Willingness to work under pressure, and long and irregular hours and travelling.

DUTIES

: Provide legal advice and compliance on land reform partnerships. Manage, draft and edit legal agreements. Provide legal advice on land acquisition agreements. Monitor and quality assure land redistribution agreements for legal compliance. Liaise with financial institutions and other stakeholders on land reform partnerships. Conduct risk profile of strategic partners and beneficiaries. Manage strategic land reform related complains and investigations. Manage, analyse and report on enquiries relating to complaints. Manage mediation processes. Facilitate and liaise with internal and external stakeholders on referred investigations. Monitor and evaluate farm operations to ensure compliance with approved allocations. Maintain database of complaints, queries, and investigations. Continuously, in consultation with core Directorates and partners, identify risks and challenges during implementation of the contracts and review to ensure compliance and smooth implementation. Ensure the establishment and management of land redistribution partnerships. Manage, monitor and evaluate land redistribution strategic institutional partnerships and networks. Provide reports on development programmes initiated through strategic institutional partners. Monitor and ensure good practice models for community public private partnerships including leveraging private and other forms of external equity, skills training, mentorship, co-management, share equity arrangements to support land reform. Conduct quality assurance on submissions en-route for approval to delegated officials and / or structures. Undertake land redistribution policy development. Conduct land redistribution policy reviews continuously. In consultation with internal and external stakeholders, develop land redistribution policies. Ensure training on new land redistribution policies. Contribute to land redistribution legislative reviews and development.

ENQUIRIES

: Mr T Ndove Tel No: (012) 312 8892

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

: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course before the interviews commence. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 16/02** : **DEPUTY DIRECTOR: DECISION IMPLEMENTATION SUPPORT REF NO: 3/2/1/2022/167**
Directorate: Secretariat Support Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Public Administration / Public Management / Office Management and Technology / Business Administration / Commercial Administration. Successful completion of Advance Management Development Programme (National School of Government). 3 – 5 years' experience at a supervisory level rendering professional secretariat support services in a professional / corporate secretariat environment. Job related knowledge: Knowledge of government policies, processes and protocol. Excellent and advanced report writing skills. Ability to edit documents. The ability to work with executive management. Ability to be trustworthy and maintain confidentiality at all times. Job related skills: Computer literacy (Microsoft Suite package), Planning and organising skills, Communication skills, Business writing skills, Typing skills, Speed writing skills, Interpersonal skills, Minutes taking skills, Listening skills, Project management skills, Presentation skills, Problem solving skills and negotiation skills. Ability to work under pressure as well as the willingness to work irregular hours. Ability to work in a team and a high level of integrity and confidentiality. A valid driver's licence and willing to travel extensively.
- DUTIES** : Facilitate the implementation of decisions / actions from Top and Executive Management Internal Governance Structures and Fora in relation to agriculture, land reform and rural development programmes. Attend meetings to record key decisions as well as minutes from the meetings. Compile both action list and decision list emanating from the same meeting. Follow up on actions to be implemented by the committee members on a weekly basis or as per the timeline set by the meeting. Update an action list upon receipt of feedback from responsible members and compile status report to be quality assured by the Director. Compile key decision registers monthly and cumulative quarterly and annual decisions register for the relevant committee. Close any completed actions / decisions of a relevant committee. Transfer any incomplete decision on an annual basis to be carried over to the following year. Manage the capturing of decisions and actions of relevant structure on decisions electronic system. Manage the capturing of decisions lists and actions list from Top and Executive Management meetings. Manage the process of extracting reports from the electronic system and draft analysis reports for consideration by the Director. Analyse these reports to establish the trends / reasons why such items are frequently presented in meetings. Make recommendations to the Director to accept or reject the portfolio of evidence loaded to support implementation of actions / decisions. Draw an aging analysis on the implementation of actions / decisions per Branch or per responsible member. Make recommendations to the Director to accept or reject the status provided by the responsible committee member. Manage the decisions electronic systems to ensure information captured is relevant. Update the user rights and submit report to the Director on new access requests and termination of rights (updates on user rights) with regard to the decisions electronic tracking system. Monitor expiry date of the software licences and remind Information Technology (IT) to pay six months in advance. Include the software licences budget for the decisions tracking system on the procurement / Demand Management Plan (DMP). Produce reports on utilisation of the system by the relevant committees. Conduct training on how to use the system. Report system errors to IT Technicians and compile quarterly report on the system down / uptime. Develop and customise EXCEL spreadsheet as a backup of the Consolidated Actions Tracking (CAT) system.
- ENQUIRIES** : Ms T Gqabi Tel No: (012) 312 8693
- 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 and Indian females and Persons with disabilities are encouraged to apply.

- POST 16/03** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT AND OFFICE ADMINISTRATION REF NO: 3/2/1/2022/169**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Mpumalanga (Mbombela)
Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Financial Management / Logistics Management/Purchasing Management/ Public Administration/ Public Management. 3 years' experience at a supervisory level in Supply Chain Management. Job related knowledge: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Preferential Procurement Policy Framework and Supply Chain Management Framework. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Understanding of supply chain management processes. Knowledge of economics. Job related skills: Communication skills (verbal and written), 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 and willingness to travel.
- DUTIES** : Manage the Demand Management Plan (DMP) and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and asset. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link Medium Term Expenditure Framework (MTEF). Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistical and transport services. Implement Logistics Management Systems LOGIS, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payments for goods, services and assets. Manage stores and warehousing. Manage creditors' reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.
- ENQUIRIES APPLICATIONS** : Ms P Muchanga Tel No: (017) 754 8072
Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 16/04** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/164**
Directorate: District Office
- SALARY** : R477 090 per annum (Level 10)
- CENTRE REQUIREMENTS** : North West (Mahikeng)
National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and 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 and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA /

Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops to staff and role players in the land reform. Assist staff in the District Offices to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA cases that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notice process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.

**ENQUIRIES
APPLICATIONS**

: Mr KE Sebitiele Tel No: (018) 388 7115
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

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

POST 16/05

: **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2022/160**
 Directorate: Corporate Services
 This is a re-advertisement, applicants who applied previously must re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
 : Limpopo (Polokwane)
 : Applicants must be in a possession of a Grade 12 Certificate and 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 Management, Labour and Employment legislations. 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 and Presentation skills. A valid driver's licence. Personal and Salary Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection processes. Obtain approval for the appointment of the selection committees to fill vacant positions. Ensure capturing of the Job applications received. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview processes. 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 PERSAL. Facilitate employee benefits and conditions of service. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Conduct exit interviews and ensure that all related forms / documents are completed. Complete and ensure correct submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise 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 authorisation 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 individual employee submissions requesting training interventions. 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. Refer 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.

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

POST 16/06 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/162**
 Directorate: Corporate Services
 This is a re-advertisement, applicants who applied previously must re-apply.

SALARY : R321 543 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology. 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills, Organising skills, Communication (written and verbal) skills, Advanced computer skills, Project management, Interpersonal skills. A valid driver's licence.

DUTIES : Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipment procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.

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

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