

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 27 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 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.

ERRATUM: Kindly note that following positions referred to below, advertised in the Public Service Vacancy Circular 14 dated 22 April 2022 has reference. The closing date has been extended to 20 May 2022 for the following positions of Registrar of Deeds (King Williams Town) with Ref No: 3/2/1/2022/093, Registrar of Deeds (Limpopo) with Ref No: 3/2/1/2022/094, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Bloemfontein) with Ref No: 3/2/1/2022/091, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Pietermaritzburg) with Ref No: 3/2/1/2022/089, Deputy Registrar of Deeds: Examination, Executive and Deeds Training (Kimberley) with Ref No: 3/2/1/2022/090, Deputy Registrar of Deeds: Registration and Information Services (King Williams Town) with Ref No: 3/2/1/2022/092, Director: Quality Assurance with Ref No: 3/2/1/2022/088. The Centre has been amended for the following post Control Resource Auditor Ref No: 3/2/1/2022/076 to Pretoria and the closing date has been extended to 16 May 2022. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 17/01 : **CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/175**
Chief Directorate: Provincial Office

SALARY : R1 269 951 per annum (Level 14), (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
REQUIREMENTS**

: Free State
: 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 Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.

DUTIES

: Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme. Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation.

		Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.
<u>ENQUIRIES</u>	:	Mr T Mashoai Tel No: (053) 830 4000
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>POST 17/02</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/176</u> Chief Directorate: Provincial Office
<u>SALARY</u>	:	R1 269 951 per annum (Level 14), (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)
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	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 Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.
<u>DUTIES</u>	:	Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme.

Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports. Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES
APPLICATIONS

: Mr T Mashoai Tel No: (053) 830 4000
 : 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 17/03** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2022/182 (X2 POSTS)**
Directorate: Legal Support: Mpumalanga
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mbombela
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and appropriate LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Post-qualification experience in court litigation. Admission as an Attorney or Advocate of the High Court of South Africa. 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 SA law, in particular land reform laws. 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 of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Act. Check research report e.g. Rule 3, Rule 5 and non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of section 42E expropriation. Attend to service of the Notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the Notice of possible expropriation. Check second draft of section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA)1 to CPA8 and CPA constitution. Check Deed of Trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, application to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner. Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress in cases to the Chief Land Claims Commissioner regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State

Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stake holders e.g Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. 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. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- ENQUIRIES APPLICATIONS** : Mr E Senosha Tel No: (013) 754 8043
 : 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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/04** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2022/181**
 Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Pretoria
 : Applicants must be in a possession of a Grade 12 and a Bachelor's Degree or National Diploma in Supply Chain Management / Purchasing Management / Logistics / Financial Management. 3 - 5 years' relevant experience at a supervisory level in the Supply Chain Management environment. Job related knowledge: Public Finance Management Act. Supply Chain Management Framework. Treasury Regulations. Broad Based Black Economic Empowerment. Logistic Information System (LOGIS). Basic Accounting System (BAS). Asset Register System (BAUD). Job related skills: Leadership skills. Management skills. Computer skills. Project management skills. A valid driver's licence.
- DUTIES** : Manage the demand and procurement plan process. Manage the inputs and consolidation of the demand management and procurement plan. Manage the review and implementation of the demand management plan (DMP). Manage acquisition of goods and services. Ensure that goods and services are procured in line with DMP. Manage bid process in line with prescripts and policies. Manage logistics process. Ensure that the procurement system is correctly implemented and managed. Manage supplier appointment process. Manage and control contract management. Ensure that invoices are paid within 30 days. Manage reporting as per policy requirements. Ensure the implementation of asset management policies and systems. Update and circulate policies. Manage and control the assets of the Restitution National Office. Manage auxiliary functions in the National Office. Manage all facility and security functions for National Office. Manage transport functions for National Office.
- ENQUIRIES APPLICATIONS** : Mr S Phala Tel No: (012) 407 4452
 : 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 17/05** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (EXPENDITURE UNIT) REF NO: 3/2/1/2022/180**
Directorate: Restitution Finance and Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Cost and Management Accounting / Financial Management. 3 - 5 years working experience in financial management environment. Job related knowledge: Policies, Procedures and Prescripts. Financial systems including Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Budget and reporting procedures. Job related skills: Financial management skills, Supervisory skills, Communication skills (written and verbal) and Computer literacy. A valid driver's licence.
- DUTIES** : Budget control and co-ordination. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) processes. Ensure that the appropriated budget of the Branch is correctly allocated to the relevant responsibilities / cost centres. Re-align the budget in line with the operational needs of the Branch. Manage the funds shift process. Management of Restitution households and current payment. Ensure compliance to internal and external financial prescripts in processing payments. Verify and authorise payments in line with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of Standard Chart of Accounts (SCOA) allocations. Expenditure management. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the Branch is in line with the allocated budget of the Branch. Take effective and appropriate steps to avoid un-authorised, irregular, fruitless and wasteful expenditure. Compilation and coordination of financial reports. Report on spending against the monthly cash flow projections In-year monitoring (IYM) and spending plans for the Branch. Provide expenditure reports and project analysis reports to line managers. Provide financial Management information and advise to line managers.
- ENQUIRIES APPLICATIONS** : Mr V Mampholo Tel No: (012) 407 4476
: 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 Persons with disabilities are encouraged to apply.