

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 03 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related 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. 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 with the Department.

OTHER POSTS

POST 18/01 : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/202**
Directorate: Grootfontein Agricultural Development Institute

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (Middelburg)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration/Public Management / Business Management. 3 years' experience at a Junior Management level in an administration environment. Job related knowledge: Knowledge of Supply Chain Management processes, Knowledge of government systems and structure, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA). Knowledge on Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS)) Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision-making skills and Time management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Manage the delivery of support services to achieve planned outcomes of the institute. Manage the administrative support services of the institute, inclusive of registry, human resources, fleet management, skills development, occupational health and safety. Coordinate the information management services of the institute inclusive of Information and Communications Technology (ICT) and library. Coordinate financial services of the institute with

units responsible for financial administration, supply chain management and asset management. Manage and coordinate the provisioning of farm and facility management services. Manage and coordinate student accommodation services of the institute, inclusive of housing, catering and cleaning services. Apply legislation, departmental policies and procedures and develop internal standard operational procedures. Interpret legislation, prescripts and policies and coordinate implementation at institutional level. Issue education and awareness directives for implementation and monitor measures of compliance. Perform risk assessments. Identify gaps and develop internal standard operational procedures to mitigate risks. Supervise unit managers (Administration, Farm Services and Information Management Services) as first level supervisor to achieve planned outcomes. Oversee and provide leadership to the unit managers of Information Management Services, Administration and Farm Support Services. Establish standards of performance and by review determine that performance meets the standards. Develop and provide goal directed education and training to all personnel. Implement corrective measures including disciplinary measures. Manage financial and moveable assets of support service units. Manage budget and procurement planning for support units of the institute aligned with departmental prescripts. Perform cash-flow projections and ensure efficient expenditure control. Implement asset and inventory management procedures aligned with departmental rescripts.

- ENQUIRIES** : Mr. T Herselman Tel No: (049) 802 6605
- 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 18/02** : **DEPUTY DIRECTOR: RESTITUTION RESEARCH CONTROL REF NO: 3/2/1/2022/204**
Directorate: Restitution Research
- 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 a possession of a Grade 12 Certificate and a Bachelor's Degree in Economics / Social Sciences / Legal. 3 years' experience at a Junior Management level in social and legal research environment. Experience in providing legal advice and development of policies and processes. Job related knowledge: Basic knowledge of financial management and administration systems, Knowledge of Restitution and Land Reform mandates, Strategic planning, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act and Knowledge of the Restitution of Land Rights Act. Job related skills: Computer literacy, Communication skills, Interpersonal skills, Management skills, Supervisory skills and Skills in preparing budget. A valid driver's licence.
- DUTIES** : Manage, coordinate and advise on research methodology and processes. Coordinate and facilitate implementation of Restitution research. Compliance with the elements of Rule 3 and Rule 5 as provided by the Restitution Act. Support court processes on research. Advise the Regional Land Claims Commissioner towards finalising of research. Coordinate and advise on research methodology. Develop research policy and processes. Update research policies and standard operating procedures in line with relevant legislations. Ensure fair administrative processes. Ensure compliance to policies and procedures. Monitor Restitution research. Provide quality assurance and vetting services for all Rule 3 and Rule 5 reports, non-compliance memorandums and gazette notices. Follow court's precedents in the vetting of reports. Coordinate and provide research training and support. Provide training in respect of research policy, methodologies, procedures, best practice, etc. Render advice and support to all Land Restitution Support offices. Programme management support to research projects and service providers. Provide technical and strategic support on research to all Provinces.
- ENQUIRIES** : Ms C Van Der Merwe Tel No: (012) 407 4400

- 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** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/03** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/190**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Northern Cape (Namakwa)
: Applicants must be in possession of a Grade 12 Certificate and a 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 of staff and role players in the Land Reform. Assist staff in the District Office 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 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 notices 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** : Ms T Oliphant Tel No: (053) 830 4056
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : Coloured, Indian, and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/04** : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/192 (X2 POSTS)**
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Northern Cape (Kimberley)
: Applicants must be in possession of a Grade 12 Certificate and 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 skills, Leadership skills, Computer literacy skills, Communication skills, Ability to draft terms of reference for service providers and manage

- consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
- DUTIES** : 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.
- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/05** : **PROJECT COORDINATOR: PROPERTY HOLDINGS AND DISPOSAL REF NO: 3/2/1/2022/196**
Directorate: Property Management
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / Property Management / Law (Property law). 3 years supervisory experience in property management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act, 1999. Government Immovable Asset Management Act, 2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. Any other relevant law. Job related skills: Project management skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organising skills, Facilitation and presentation skills and Report writing skills and interpersonal relations. A valid driver's licence and willingness to travel.
- DUTIES** : Manage and maintain immovable asset register and records. Maintain the land register. Confirm vesting in terms of item 28 (1). Identify items for disposal. Facilitate the transfer of disposable assets. Provide supporting documents for the disposal assets. Provide secretariat services to the Asset Disposal Committee. Manage investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PSLVDC) support to all state land custodians. Manage state land periodic verifications. Provide and coordinate state land verification (periodic inspection). Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land. Facilitate the transfer of state land.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
- APPLICATIONS** : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/06** : **ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/194**
Directorate: Quality Assurance and Administration
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Management / Financial Accounting / Auditing. 3 years' experience in related environment with at least 1-year

supervisory experience. Job related knowledge: Thorough knowledge of Public Service Regulation, Public Finance Management ACT (PFMA), Basic Accounting System (BAS), Treasury Regulations, Generally accepted accounting Principles (GAAP), Knowledge of spread sheet, database and financial systems applications. Job related skills: Computer literacy. Communication skills, Management skills, Ability to produce reports, Supervisory skills, Skills in preparing budget, setting cash flows, forecasting and variance analysis, Numerical accuracy and attention to detail. A valid driver's licence.

DUTIES : Manage allocated budget. Analyse and review allocated budget in terms of in-year management (IYM), Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF) as per PFMA and relevant policies. Compile and submit Demand Management Plan and Procurement Plan in terms of need analysis of the Branch. Monitor expenditure and manage budget shifts using correct information in terms Standard Chart of Accounts (SCOA). Manage service providers payments in accordance Treasury Regulations. Monitor, in a broad scope, compliance with all policies and guidelines. Manage batch control process. Manage proper record keeping for all financial documents for reporting and audit purpose. Manage Restitution payments and expenditure. Compile and process land purchases, conveyancing and grant payments. Verify project payments list and perform reconciliation. Verify payments instructions using correct information of claimants, allocation and matching fields. Manage the Commitment Register of the Chief Directorate. Produce management reports e.g. spending plan, expenditure register, land parcels, Equity Capital Market (ECM) reports, court order and project analysis. Prepare expenditure and units reports for submission. Authorises BAS and Personnel and Salary Administration (PERSAL) payments. Compile and coordinate financial reports. Prepare and submit financial and performance reports on a quarterly, monthly and annually in compliance with all relevant policies and guidelines. Manage the suspense account. Manage reconciliation process. Identify incorrect allocations on the suspense account. Reconcile financial management system (FMS), BAS main account, BAS Standing Committee on Public Accounts (SCOPA) and SCOA.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 18/07 : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/197**
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a 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 and Ability to liaise at different levels of management. Job related skills: Computer literacy, Communication skills (verbal and written), Organising skills, Supervisory skills and 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 : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135

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

APPLICATIONS : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

POST 18/08 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (CONTROL UNIT)**
REF NO: 3/2/1/2022/198
Directorate: Restitution Finance and Supply Chain Management

SALARY : R382 245 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : 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 relevant experience in the financial management environment. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations, Budget and reporting procedures and Sound financial management knowledge. Job related skills: Financial management skills, Supervision skills, Communication skills (written and verbal) and Computer literacy. A valid driver's licence.

DUTIES : Manage the compilation of financial reports. Reconciliation of the suspense account and age analysis reports monthly in line with BAS reports. Reconciliation of the revenue account from the suspense account monthly. Submission of financial reports to departmental financial management i.e. monthly, quarterly. Prepare and submit inputs for the interim and annual financial statement. Updating of financial reporting spreadsheets accordingly. Manage the reconciliation process and allocation of ABSA refunds. Check reconciled lists received from ABSA for correctness i.e. Province, project names, list numbers and amounts. Submit correct allocations of refunds to national bookkeeping for suspense allocations. Reconcile the Restitution ABSA accounts accordingly. Attend to queries relating to the misallocations. Follow up on outstanding ABSA rejections / refunds. Control of the re-issue payments. Check and verify suspense and revenue re-issue payments in line with BAS reports. Authorise expenditure for suspense and revenue re-issues payments. Oversee the journals compiled for correctness. Attend to queries relating to the re-issue payments. Submit updated re-issue reports to Provincial Offices. Declaration of funds to revenue. Receive declarations and capture declarations registers. Review submissions for declaration of funds, reconcile projects, provide supporting information and route for approval. Update the declaration reports accordingly. Update Provincial Offices on the status of the declaration.

ENQUIRIES : Ms R Taole Tel No: (012) 407 4543

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

POST 18/09 : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/207**
Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of 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 and 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 Departmental budget. Align Departmental budget with the Demand Management Plan. Ensure that quarterly alignment is done.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
- APPLICATIONS** : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 18/10** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/201**
Directorate: Legal Support
- SALARY** : The salary will be between R201 387 - R926 193 per annum, based on the number of years' post qualification experience in accordance with the OSD requirements for legal personnel
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a LLB or B Proc Degree. Admission as an Attorney or Advocate (member of General Council of the Bar of South Africa). At least 5 years appropriate post qualification legal experience. Job related knowledge: Thorough knowledge of Land Reform Law, especially Restitution of Land Rights Act 22 of 1994. Knowledge of budgeting processes. Basic Knowledge of financial and administration systems. Knowledge of Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA). Knowledge of expenditure reporting. Knowledge of monitoring and evaluation. Knowledge of supply chain management. Job related skills: Law interpretation skills, Ability to research law, Client relation skills, Contract drafting skills, Presentation skills, Computer literacy, Communication skills, Negotiation skills and Interpersonal skills. A valid driver's licence.
- DUTIES** : Assist in management of litigation and alternative dispute resolution processes in the Commission on Restitution of Land Rights. Receive, assess and distribute court process and correspondence to relevant Regional Land Claims Commissioner (RLCC) legal units. Where applicable, liaise with State Attorney, Advocates and other experts in respect of court process and correspondence received. Request litigation monitors from all RLCC legal unit and compile final monthly litigation monitor reports. Assist in the management of provision legal representation to indigent parties at the expense of the Commission. Draft or vet contracts and other legal documents. Draft and or vet various RLCC office memoranda routed for approval. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Provide legal support in the effective settlement of claims, and in effective expenditure management. Providing legal assistance to the office of the RLCC as well as the office of the Chief Land Claims Commissioner. Providing legal Opinions. Managing PAIA matters. Assist in the Administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the commission.
- ENQUIRIES** : Mr S Phala Tel No: (012) 407 4452
- 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** : African, Coloured, Indian, and White males and Coloured, Indian, and White females and Persons with disabilities are encouraged to apply.