

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 01 July 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. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. 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.

MANAGEMENT ECHELON

- POST 22/01** : **CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/2/1/2022/340**
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** : Western Cape (Cape Town)
- 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 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 in order 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 and 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.

ENQUIRIES

: Mr Z Bastile Tel No: (021) 409 0570

APPLICATIONS

: 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

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. 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 the successful completion of the course before the interview commences. 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.

- POST 22/02** : **DIRECTOR: COOPERATIVES REF NO: 3/2/1/2022/345**
Directorate: Cooperatives
- 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** : Gauteng (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 Bachelor's Degree in Economics / Agricultural Economics / Business Economics / Public Management / Development Studies (NQF Level 7). 5 years' middle / senior management experience in cooperatives / enterprise development. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act, Treasury Regulations, Public Service Act and Labour Relations Act. Knowledge of Government policies and priorities in terms of the Agricultural Sector, Knowledge and understanding of all relevant legislation and regulations relating to cooperatives, Knowledge and understanding of the white paper on the transformation of the Public Service (Batho-Pele). Job related skills: Financial management skills, Strategic capability and leadership skills, Programme and project management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and customer focus skills, Communication skills, Honesty, integrity and Change Management skills. Willingness to work extended hours and travel. A valid driver's licence.
- DUTIES** : Develop strategies, policies and programmes for cooperative development. Develop strategies for cooperative development in agriculture. Develop policies and norms and standards for cooperative development in agriculture. Devise entrepreneurial development growth strategies and identify partners. Coordinate departmental and provincial policy inputs into programmes with regard to cooperatives. Present concept documents to the Department's senior management team for input and discussion. Make amendments and incorporate recommendations into concept documents. Manage the implementation of cooperative development policies, strategies and programmes. Develop a supporting communication plan and operational manual for the implementation of policies and strategies. Develop an implementation plan for the delivery of programmes in the Province and sector. Establish institutional structures for the implementation of the sector programmes. Promote and coordinate entrepreneurial development linkages. Review, monitor, evaluate and report on progress made on various programmes. Analyse and provide progress reports on the impact of the various programmes. Compile annual reports on the state of cooperatives in the agricultural sector. Develop and modify data gathering instruments in collaboration with stakeholders. Liaise with stakeholders to collect and update data on agricultural cooperatives. Capture new and update existing data on Cooperative Data Analysis System (CODAS). Analyse data captured on CODAS. Compile annual report on the state of cooperatives in agricultural sector. Manage implementation of the AgriBEE fund. Receive, assess, package and present funding proposals to the fund committee. Review the

memorandum of agreement between the Department and fund manager as well as the operations manual for the fund. Market and promote the fund. Conduct impact assessment on approved and implemented projects. Provide secretariat support services to the fund committee. Compile annual report on implementation of the fund.

**ENQUIRIES
APPLICATIONS**

: Ms K Komape Tel No: (012) 319 6201 / 6533
: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. 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 the successful completion of the course before the interview commences. 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 22/03

: **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO:
3/2/1/2022/332**

Chief Directorate: Cadastral Advisory and Research Services

SALARY

: R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and 4 years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.

- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/04** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2022/342 (X2 POSTS)**
Directorate: Geo-Spatial Information and Professional Support
- SALARY** : R912 048 – R1 704 492 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and 4-years BSc Degree in Survey / Geomatics. 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning

- and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- APPLICATIONS** : 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** : African and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 22/05** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/343**
Directorate: District Office
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Vhembe)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agricultural Studies/Agricultural Economics / Development Studies. 3 years' junior management experience. Job related knowledge: Land Reform, Provision of land and assistance Act as amended, Land Reform (Land Tenants) Act, Restitution Act, Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts. Job related skills: Communication skills, Strategic management skills, Negotiation skills, Computer literacy skills, Stakeholder relationship skills, Facilitation / coordination skills, Presentation skills, Financial management skills, Project management skills and Interpersonal relations skills. A valid driver's licence.
- DUTIES** : Provide land acquisition and warehousing services. Manage the conducting area-based plans. Manage the identification of movable and immovable assets

for acquisition by the state for merging farmers. Manage development of service level agreement on leased assets with merging farmers and caretaker or service provider. Manage the process of valuation of immovable assets. Facilitate the identification and facilitation of land reform strategic institutional partnership. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the service provider and the emerging farmers. Provide regional land acquisition services. Manage the implementation of the land redistribution programme. Manage and coordinate the implementation of land acquisition and development support services. Coordinate the selection of suitable candidates for land allocation. Facilitate allocation acquired land to category and targeted groups. Facilitate the alignment of land allocated to the beneficiary's selection policy. Coordinate the selection process of beneficiaries for the land allocation. Facilitate land allocation approval process through relevant approval structures. Manage human, financial, and other resources of the sub-directorate. Manage and supervise human resource of the Directorate. Manage and monitor finances of the Directorate. Manage procurement of items for the Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

**ENQUIRIES
APPLICATIONS**

: 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.

NOTE

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

POST 22/06

: **DEPUTY DIRECTOR: BUSINESS CONTINUITY REF NO: 3/2/1/2022/350**
Directorate: Risk Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and B.Com Degree / National Diploma in Internal Auditing or Risk Management or Bachelor's Degree / National Diploma in Information Management Systems. Certified Business Continuity Practitioner. 3 years' working experience within Business Continuity Management environment at junior management level. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards and Financial management. Job related skills: Leadership skills, Computer skills, Management skills, Project management skills, Communication skills (written and verbal), Conflict resolution skills and Analytical skills. A valid driver's license.

DUTIES

: Provide a central source of information and guidance on Business Continuity Management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a Business Continuity Plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy and Strategy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop Business Continuity Plans and maintenance of all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and / or whenever significant changes are made to these components. Encourage and create awareness of Business Continuity Management throughout DALRRD. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in the event that

activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual Business Continuity Assessment Plans for the Directorate in conjunction with line management. Plan and coordinate at least on simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of service providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

ENQUIRIES
APPLICATIONS

: Ms L Pike Tel No: (012) 319 7268
: 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 22/07

: **ASSISTANT DIRECTOR: CLIENT LIAISON AND COMMUNICATION REF NO: 3/2/1/2022/334**
Chief Directorate: Land Restitution Support

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Eastern Cape (East London)
: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or National Diploma in Communications / Public Administration / Public Relations. 3 years' experience in related work environment. Job related knowledge: Query management, Client relation management, Knowledge of Land Restitution Programme, Knowledge of Rural Development and Land Reform mandates, Business / Organisational management and Stakeholder management. Job related skills: Strong ability to communicate with members of the public at all levels, Analytical skills, Organising skills, Interpersonal relations skills, Report writing skills, Communication skills, Strong business / Organisational acumen skills, Project / Programme management skills, Advanced computer literacy skills, Problem solving and decision-making skills. A valid driver's licence.

DUTIES

: Build and maintain client relationships. Administer client database. Ensure that services are delivered to customer specifications within the organisations business plan. Seek customer feedback and ensure that it is used to improve the provision of service standards. Make adjustments to services to improve quality and customer satisfaction. Strengthen relationships with the media: media visits and outings. Advise colleagues on enquiries received. Perform administrative functions. Ensure that communication takes into account social and cultural sensitivity and tact. Analyse communication environment (national and local) and submission of specific recommendations, i.e. communication environment reports. Provide ideas and information to colleagues which are accepted and supported. Identifies appropriate course of action when required and ensure that contingencies are in place. Apply technologies effectively to manage work priorities and work activities. Ensure that deadlines are met as set out in team and organisation processes. Manage and resolve queries. Attend to daily walk in clients. Provide report back to internal and external clients. Provide communication and providing feedback on the status of claims to the external clients (claimants and stakeholders). Facilitate feedback sessions to inform claimants about the progress of their claims. Provide strong communication support to the operational division of the Restitution Office. Ensure all officials are clear on the vision and mission of the Commission in order to communicate correct message across the organization. Provide and facilitate the use of internal platforms to communicate to staff. Advise clients on land restitution programme. Arrange meetings between clients. Facilitate District Based Stakeholder engagements so as to inform the clients about the Land Restitution programme. Communicating progress by the office in settling and finalizing the restitution claims. Strengthen stakeholders engagements in the Province by hosting or attending the communication forums in the local municipalities, district municipalities and the Province in order to engage the relevant parties and share information on the progress of land restitution. Provide communication services. Communicate with the stakeholders by regular use of media and advertising platforms i.e. community radio station, local newspapers, television and social media space. Maintain and strengthen

- relations with media fraternity. Facilitate community outreach programmes as per communication plan.
- 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** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 22/08** : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/335**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Financial Management / Accounting / Commerce / Economics. 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 levels of management and Ability to perform supply chain management services. Job related skills: Computer literacy, Communication skills (verbal and written), Organising, Supervisory 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 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, African, Indian, and White females and Persons with disabilities are encouraged to apply.
- POST 22/09** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2022/338**
Directorate: Corporate Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government systems and structures. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organising skills, Communication skills (verbal and written), Interpersonal skills, Analytical and 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 and work in a team.
- DUTIES** : Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form users and submit new novel forms for creation. Provide feedback on new creations. Compile Reports. Maintain Information Technology (IT) application. Update antivirus / facilitate an update of antivirus. Scan computers for antiviruses.

- Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer Network Support, Planning, Scheduling and Annual reports are submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement time frame. Manage subordinates and leave arrangements.
- 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, Indian and White males, African, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 22/10** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2022/339**
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 National Diploma in Information Management and / or Records Management or Public Administration / Management. 3 years' supervisory experience in Information and Records Management. Job related knowledge: Knowledge of National Archives Act, Knowledge of information management, Understanding of most prevalent systems (i.e. Database Management Systems, Transaction Processing System, Document Management System), Practical knowledge of Public Finance Management Act, Treasury Regulations and other related prescripts, Computer literacy with expert knowledge of full Microsoft Office suite, Knowledge of relevant standards, statutory and regulatory framework. Job related skills: Computer software skills, Archiving skills, Program and project management skills, Good inter-personal skills, Good Communication skills (written and verbal), Planning and organising skills and Supervisory skills. A valid driver's licence.
- DUTIES** : Facilitate implementation of records management policies and guidelines. Monitor and evaluate records management practices for compliance to sound records management practices. Implement Restitution file plan. Manage registry counter services. Manage messenger services. Coordinate and manage disposal of records. Identify the retention schedule for Restitution records. Administer and maintain database for status of Restitution and land claims. Manage data capturing of lodged Restitution claims. Ensure data integrity of captured claims. Manage the access to the database. Provide and coordinate training on records administration. Identify training needs for staff. Coordinate training on the implementation of the file plan to registry staff and Restitution officials. Manage information and records. Coordinate and manage the response to enquiries regarding status of claims. Verify statistical information with National Office. Coordinate and manage statistical information.
- 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, Indian, and White males and African, Indian, and White females and Persons with disabilities are encouraged to apply.
- POST 22/11** : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2022/346**
Directorate: National Rural Youth Service Corps
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle,

		Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance, training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation, coordination and establishment of cooperative and support for the existing ones.
<u>ENQUIRIES</u>	:	Mr N Mgoqi Tel No: (021) 409 0300
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and people with disabilities are encouraged to apply.
<u>POST 22/12</u>	:	<u>ASSISTANT DIRECTOR: SECTORAL COLLEGES REF NO: 3/2/1/2022/348</u> Directorate: Sectoral Colleges
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Studies. 3 years relevant supervisory experience. Job related knowledge: Knowledge and understanding of Higher Education Act of 1998, South African Qualification Authority Act of 1995, Knowledge of Sector Education and Training Authority and their functions, Knowledge in management of training and skills development, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Preferential Procurement Policy Framework Act. 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, Time management skills, Communication skills and Project management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
<u>DUTIES</u>	:	Implement and evaluate programmes for Agricultural Training Institutes. Facilitate the implementation of vocational training strategy and linkages with relevant stakeholders. Facilitate the implementation of colleges revitalisation

plan. Facilitate the development and review of Agricultural Training Institutes curriculum, learnerships and skills programmes at NQF levels 1 – 7. Facilitate and implement the provision of ad hoc skills training below NOF level 1. Facilitate the identification of accredited, qualified and registered training providers for the sector short courses and skills development programmes. Ensure the implementation of sector strategies and programmes in respect of Agricultural Training Institutes. Report on implemented programmes at all NQF training levels from 1 – 7. Coordinate and facilitate the articulation and linkages of qualifications with tertiary institutions. Facilitate infrastructure development in support of training programmes. Facilitate and implement the transformation of sectoral institutes into centres of excellence. Facilitate the implementation of sectoral institute specific intervention strategies in the area of infrastructure, curriculum development, registration and accreditation, Information and Communication Technology and staff development. Facilitate the implementation of extension suite online student version by Agricultural Training Institutes. Facilitate the implementation of value adding and agro-processing programmes. Ensure effective alignment of Provincial agro-ecological needs in the curricula and improvement plans. Facilitate the linkages with external donors in support of Agricultural Training Institutes. Facilitate the implementation of colleges business plans in support of the Agricultural Training Institutes transformation and revitalisation plan of colleges. Facilitate establishment and refurbish of infrastructure for practical work and mobile training units. Facilitate and implement the review of training curricula. Facilitate the tasks and allocate resources to public bodies and key Provincial stakeholders for reviewing and developing sectoral training programmes and short courses. Facilitate the development of training resources materials. Facilitate the development of mechanisms to identify areas within the theoretical training and curriculum that requires improvement or development. Facilitate the development and review of training curricula that will ensure empowerment beneficiaries. Facilitate quality assurance measures for curriculum implementation and practical training provided to the beneficiaries. Facilitate change management in the sector. Facilitate the development of change management framework for measuring change in training institutes that offer accredited programmes. Facilitate the identification of initiatives that require change management support. Facilitate the evaluation and assessment of each training institute against the set norms and standards of education and training.

- ENQUIRIES** : Ms M Macucwa Tel No: (012) 319 7211
- 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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 22/13** : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/2/1/2022/351 (X2 POSTS)**
Directorate: Compliance Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Internal Auditing / Financial Management / Law / Risk Management. 3 years' supervisory experience working in compliance management. Job related knowledge: knowledge of corporate governance issues, Compliance management, Public service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills, Good computer literacy in Microsoft Office Suite, Proven project management skills, Excellent communications skills (verbal and written) and Excellent facilitation skills. Must be results oriented. Ability to work under pressure and customer focus. A valid driver's licence. Team management.
- DUTIES** : Implement a compliance management strategy. Implement compliance management process which includes compliance identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the Departmental compliance universe on an on-going basis. Provide assistance in compiling the annual compliance management

implementation plan. Participate in committees that serve as advisory bodies in the area of compliance risk management. Provide assistance in compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department in order to understand the Departmental business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the Department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standards for compliance functionality. Research on what are the compliance best practice methodologies and contribute in improving the Departmental compliance management methodology.

ENQUIRIES : Ms N Mfuphi Tel No: (012) 312 9521
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 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 22/14 : **SENIOR TELECOM OPERATOR REF NO: 3/2/1/2022/347**
Directorate: Financial and Supply Chain Management Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R211 713 per annum (Level 06)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. 1-year relevant working experience within the switchboard environment. Job related knowledge: Knowledge of Microsoft package. Job related skills: Telephone etiquette skills, Computer literacy, Customer care skills, Good communication skills, Interpersonal skills, Switchboard operation skills. Ability to communicate well with people at different levels and different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives and work independently. Ability to organise and prioritise work.

DUTIES : Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward incoming calls. Receive and record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that customers are referred promptly and correctly. Ensure that customers are attended to at all times. Supply basic information to customers regarding the Department's services when required. Manage switchboard services. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify and inspect default and defective equipments. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in good working condition at all times. Administer telephone accounts. Complete telephone register and submit to the supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal user's when required. Print telephone cost reports for each extension monthly. Allocate and monitor pin codes.

ENQUIRIES : Mr S Zwane Tel No: (021) 409 0605
APPLICATIONS : 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 : African, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.