

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	29 July 2022 at 16:00
<u>NOTE</u>	:	The application <u>must include only</u> completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. 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 be 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.

OTHER POSTS

<u>POST 26/01</u>	:	<u>DEPUTY DIRECTOR: COMMUNAL TENURE UPGRADING REF NO: 3/2/1/2022/436</u> Directorate: Communal Land Tenure Policy and Systems Development: Gauteng
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of a Grade 12 Certificate and a Degree in Law / Social Science / Humanity / Sociology. 3 years junior management experience in Land Reform environment. Job related knowledge: Transformation of Certain Rural Areas Act 94 of 1998, Communal Land Tenure Bill, Upgrading of Land Tenure Rights Act 31 of 1993, Interim Protection of Informal Land Rights Act 31 of 1996, Distribution of Certain State Land Act 119 of 1993 and Land Titles Adjustment Act 111 of 1993. Job related skills: Presentation skills, Facilitation skills, Organising skills, Report writing skills, Planning skills, Good communication skills (verbal and written) and Interpersonal relations. A valid driver's licence.
<u>DUTIES</u>	:	Develop policies, procedures, guidelines and products. Engage with different stakeholders (other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy gaps. Collate, analyse and consolidate information into policy proposals. Design an internal systems, procedures and guidelines based on the new policies. Disseminate approved policies to stakeholders (internal and external). Ensure implementation of policies. Prepare draft policy submissions for approval by the Director-General and Minister. Monitor and review products, procedures, guidelines and policies. Conduct consultative workshops with various stakeholders. Identify policy gaps. Develop draft reviews on the existing products, procedures, guidelines and policies. Prepare draft submissions for approval by the National Joint Strategic Committee. Provide training and capacity building. Facilitate training needs assessment. Develop

training schedules. Conduct capacity building workshops on products, procedures and guidelines. Provide relevant information to different stakeholders in the area of Communal Land Tenure. Provide policy and legislation support. Screen submissions for compliance with policies and legislations. Provide advise on policy and legislation upon request. Standardise interpretation of policies and legislations to ensure uniformity.

**ENQUIRIES
APPLICATIONS**

: Ms Q Filani Tel No: (012) 312 9032
: 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 26/02

: **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT
REF NO: 3/2/1/2022/440**
Directorate: District Office

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum (Level 10)
: Eastern Cape (Chris Hani)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business Management / Financial Management / Economics / Development Studies. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of Departmental Land Reform programmes, Legislations and Procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation skills. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms A Van Vuuren / Ms A Kili Tel No: (043) 701 8135
: Applications can be forwarded by post to: PO Box 1716, East London, 5200 or Hand delivered to: Corner Moore and Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

NOTE

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

POST 26/03

: **EDITORIAL ASSISTANT REF NO: 3/2/1/2022/441**

Directorate: Media and External Communications

This is a re-advertisement, applicants who applied previously are encouraged to reapply.

SALARY
CENTRE
REQUIREMENTS

: R321 543 per annum (Level 08)

: Gauteng (Pretoria)

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Language Practice / Linguistics. 2 years' experience in editing and translation. Job related knowledge: Knowledge of language grammar and usage. Knowledge of editing, proofreading and translation methods and practices. Knowledge of policies and legislations governing language services and communication. Knowledge of the Use of Official Languages Act, 2012. Knowledge of publication standards and procedures. Knowledge of publishing processes, including copyright, plagiarism and confidentiality. Job related skills: Excellent writing skills. Applying editing, translation and proofreading standards and practices. Ability to work under pressure. Computer literacy. Extensive knowledge of Microsoft Office. Excellent time management skills. Interpersonal skills. Excellent communication skills. Analytical skills. Research proficiency. Decision-making skills. Problem solving skills. Acquainted with online communication platforms (Zoom, Microsoft Teams).

DUTIES

: Evaluate and edit manuscripts or other materials submitted for publication. Edit and rewrite original copy to improve readability. Liaise with clients to discuss the content and due dates. Proofread to detect and correct errors in spelling, publication and syntax (policy documents, reports, newsletters and any other publication materials). Conduct technical editing according to the publication's style, editorial policy and publishing requirements. Condense and paraphrase information. Verify facts, dates and statistics using standard reference sources. Verify that material submitted is not plagiarised. Compile publication materials. Collect inputs from the various sources (Directorates, Public Entities, etc). Analyse and consolidate information (compile draft publication material). Translate departmental publication materials. Analyse original material and determine the target language. Evaluate the document to determine the size and whether it should be translated internally or outsourced. Check translations for technical terms and terminology to ensure accuracy and consistency throughout translation materials / documents (use of jargon of specific fields). Translate publication material and provide clients with a grammatically correct, well expressed version of the translated text, usually as a word-processed document. Liaising with clients to discuss any unclear points. Quality check and edit the document. Compile / Edit / Proofread / Translate internal and external correspondence.

ENQUIRIES
APPLICATIONS

: Dr L Ramuedzisi Tel No: (012) 312 8881

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NOTE

: Shortlisted candidates will be required to undergo competency test as part of the selection process. African, Coloured and Indian Males and Coloured and Indian Females are encouraged to apply