

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 22 August 2022 at 16:00
- NOTE** : The application must include only 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 report. 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, please 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

- POST 29/01** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/498**  
Directorate: Human Resource Administration
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). 3 years junior management experience in Recruitment and Selection environment. Job related knowledge: Knowledge of human resource strategy, planning and systems. Human resource transformation, monitoring and evaluation. Public Service Act. Public Service Regulations and Public Service and Departmental prescripts and policies. Basic knowledge of budgeting and financial management. Job related skills: Communication skills (verbal and written). Good Interpersonal skills. Good interpretation of relevant documents. Good telephone and email etiquette. Ability to communicate well with people at different levels. Strategic planning and leadership. Presentation and Facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Problem solving skills. Negotiation and conflict resolutions skills. Ability to act with tact and discretion. Customer focus. Computer literacy. A valid driver's licence and willing to working irregular hours.

**DUTIES**

: Manage and monitor the recruitment, selection and placement processes in the Department. Facilitate the recruitment, selection and placement of all employees in the Department. Review and align recruitment selection policy and procedures. Ensure compliance and adherence to recruitment and selection policy, procedures and prescripts. Manage the vacancy rate, statistics and other related issues. Monitor vacancy progress in the Department. Provide secretarial services during shortlisting and interviews selection committee meetings. Report to management on all recruitment and selection statistics and progress. Facilitate media selection, advertisement design and response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Facilitate the filling of all vacancies in the Department. Communicate with line management to determine staff requirements. Provide support in developing job advertisements. Manage placement of advertisement in relevant media platforms (newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice board). Coordinate the receiving of job applications. Manage the verification processes of candidates (qualifications checks, employment confirmation, financial checks, citizen and criminal checks). Compile contracts of employment and offer letters. Manage the advertisement and response handling. Provide recruitment and selection advisory and administrative services. Respond to audit, cabinet or presidential hot lines. Provide advice, guidance and training to the Department's line functionaries and Senior Management Services (SMS) Members. Identify and advise line managers on critical and priority posts in the Department. Advise line management on Employment Equity and other legislative requirements. Conduct regular workshops and information sessions with regards to recruitment and selection. Ensure proper maintenance of recruitment and selection databases. Conduct regular guidance and training of trade union representatives and line management on recruitment and selection processes. Provide regular guidance and training to all Provincial and Regional offices on recruitment and selection processes. Manage the administration of recruitment and selection related information. Maintain and update a vacancy database on the progress on the filling of all vacancies. Maintain and update the Service Delivery Feedback Systems and provide a quarterly report in this regard. Avail monthly statistics on the vacancy rate in the Department per Branch. Provide recruitment and selection information to DPSA, Public Service Commission (PSC), Auditor-General etc. Maintain database on all outstanding verifications. Manage the resources of the sub-directorate (physical, human and financial). Ensure procurement of goods and services and proper utilization of the budget by monitoring and reporting expenditure. Compile tender for the appointment of advertisement and response handling service provider. Compile tender documents for the appointment of verification's services provider for the financial and employment checks. Serve as a Project Manager for all recruitment and selection related tenders. Ensure compliance with the specifications in terms of the bid. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity development of staff. Manage discipline in the sub-directorate.

**ENQUIRIES**

**APPLICATIONS**

: Mr C Mathebula Tel No: (012) 319 6824  
: 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 and Coloured Females and Persons with disabilities are encouraged to apply.

**POST 29/02**

: **PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/491**  
Directorate: District Office: KwaZulu-Natal

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R477 090 per annum (Level 10)  
: Richards Bay  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business management / Financial Management / Economics. 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, legislation 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.
<b><u>DUTIES</u></b>	:	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 / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives 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 and manuals 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 Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that 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 cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with 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. Organize workshops for Small Medium and Micro Enterprises (SMMEs). 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. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.
<b><u>ENQUIRIES</u></b>	:	Mr NS Myeza Tel No: (035) 789 1035
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 29/03</u></b>	:	<b><u>PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION</u></b> <b><u>REF NO: 3/2/1/2022/490</u></b> Directorate: District Office
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal (Vryheid)
<b><u>REQUIREMENTS</u></b>	:	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), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management skills. Networking skills. Team management and People management skills. Customer and client focus skills. Statistical forecasting skills. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (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 / LTA (Labour Tenants Act). 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 Offices to incorporate changes in land reform policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the interim Protection of Land Rights Interventions. Respond to all queries to Interim Protection of Informal Land Rights Act (IPLRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) cases that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the affected 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 reports.

**ENQUIRIES  
APPLICATIONS**

: Mr.BE Ntuli Tel No: (033) 355 4300  
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**

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

**POST 29/04**

: **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/499 (X2 POSTS)**  
 Directorate: Operational Management  
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R321 543 per annum (Level 08)  
 : North West (Mmabatho)  
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, able to take responsibility and meet deadlines. Ability to produce report on a word processor. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

**DUTIES**

: Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research report and gazette land claim. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification report. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

**ENQUIRIES  
APPLICATIONS**

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

**NOTE**

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