

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 September 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 (only when shortlisted). 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 32/01** : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/526**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : North West (Mmabatho)
- 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 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** : Mr KE Sebitiele Tel No: (018) 388 7115  
**APPLICATIONS** : 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.

**POST 32/02** : **ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/527**  
 Branch: Rural Development

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Accounting / Financial Management. 3 years supervisory experience in financial environment. Job related knowledge: Thorough knowledge of Public Service Regulations, Treasury Regulations, Knowledge of spread sheet, Public Finance Management Act (PFMA), Generally Recognised Accounting Practice (GRAP), Prefectural Procurement Policy Framework Act (PPPFA). Knowledge of Departmental Transversal Systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL) and Logistical Information System (LOGIS). Job related skills: Accounting skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership and capability skills, Training and development skills and Interpersonal relations skills. A valid driver's licence. Willingness to travel and work irregular hours. Ability to work under pressure.

**DUTIES** : Administer budget and expenditure of the Branch. Ensure budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projections. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply management policies and procedures maintenance of discipline. Comply with PFMA, PPPFA and Treasury Regulations. Provide financial reports. Compile budget report. Compile weekly and monthly expenditure reports.

**ENQUIRIES** : Ms N Makhani Tel No: (012) 312 8715  
**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 32/03** : **SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2022/533**  
 Directorate: Property Management  
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Mpumalanga (Nelspruit/Mbombela)  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agriculture / Property Management / Law (Property Law). 2 years' experience working in property management field or environment. Job related knowledge: Public Financial Management Act (PFMA), Understanding of the

value-added development of communities, Knowledge of project management, knowledge of land reform prescripts and policies, Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management, Research skills, Analytical skills and Interpersonal skills. A valid driver's licence. Self-driven individual who takes initiative, willing to travel and / or work irregular hours.

**DUTIES** : Facilitates and finalise signing of leases, caretakership agreements and quality assure lease caretakership agreements. Provide inputs to submissions compiled. Prepare submissions for lease portfolio. Provide secretariat services to beneficiary selection committee. Administer electronic lease management and information systems. Capture beneficiary details on Land Administration Web (LAW). Upload approval documents on the systems. Generate contracts and reports on the systems. Administer the signing of land and caretaker agreements. Manage compliance with land management system and support to District. Conduct verification of state land and payment of utility and other statutory charges on agricultural state land subject to agricultural lease and caretaker agreements. Obtain aerial photographs, general plans and verify coordinates. Compile inspection reports. Compile list of immovable assets. Coordinate and conduct verification of state land. Ensure proper usage and maintenance of warehoused and leased assets. Maintain records of contracts and inspection reports. Forward project related documents to registry. Scan and file signed documents. File lease contracts in line with contract filing process. Keeping of records of original contract and inspection reports.

**ENQUIRIES** :  
**APPLICATIONS** : Mr S Njoni Tel No: (013) 754 8120  
Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

**POST 32/04** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/538**  
Directorate: Legal Support

**SALARY** : R201 387 – R541 779 per annum, Salary will be in accordance with the OSD requirements).

**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Knowledge of the South African Law. Job related skills: Ability to interpret the law. Ability to research the law. Writing skills. Presentation skills. Client relations skills. Communication skills. Computer literacy. A valid driver's licence. Willingness to travel and work irregular hours.

**DUTIES** : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documentation such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft, or vet other legal documents. Provide legal opinion and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided

timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr A Mokoena Tel No: (012) 312 8404
- : 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.

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