

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 23 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). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 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. 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.
- ERRATUM:** Of Agriculture, Land Reform And Rural Development: The position of Senior Agricultural Economist: Gauteng (Pretoria) with Ref 3/2/1/2022/551 that was advertised in Public Service Vacancy Circular no 33 of 2022 dated 02 September 2022 Has reference. The Employment Equity is amended to African, Coloured, Indian and White Males and Coloured, Indian and White

Females and Persons with disabilities are encouraged to apply. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 34/01 : **CHIEF DIRECTOR: PROPERTY MANAGEMENT AND ADVISORY SERVICES REF NO: 3/2/1/2022/475**

Chief Directorate: Property Management and Advisory Services

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 REQUIREMENTS : Gauteng (Pretoria)
: 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 a relevant Bachelor's Degree in Property Studies, Commerce, Law, Built Environment or Advanced Diploma in Property Management / Property Portfolio Management (NQF Level 7). 5 years' senior management experience in the property management environment, land reform programme and development related issues. Job related knowledge: Interim Protection of Informal Land Rights Act. Upgrading of Land Tenure Rights Act. Extension of Security of Tenure Act. Land Reform (Land Tenants) Act. Communal Property Association Act. Transformation of Certain Rural Areas Act. Other laws related to communal land administration. Job-related skills: People management skills, Financial management skills, Presentation skills and Report writing skills. A valid driver's licence.

DUTIES : Manage and provide state land information. Develop and maintain state land information systems (Land Administration Web). Manage and provide state land data. Provide mapping services and technical support on state land asset. Manage immovable asset register. Develop and provide capacity building and training. Provide property management and policy development services. Develop policies, procedures and guidelines. Develop an immovable asset management plan. Monitor and evaluate policies, procedures and guidelines. Develop and provide capacity building and training. Provide property research and immovable asset management support. Coordinate land use audits. Coordinate surveying of immovable asset. Provide Provincial State Land Vesting and Disposal Committee (PSLVDC) support. Provide property research and management of title deeds. Facilitate and manage conveyance process. Manage Financial Assistance Lease Account (FALA). Provide strategic support, lease and contract management, training and capacity building to Provinces on policies and state land management. Analyse governance principles, policies and internal controls to develop action plans for ensuring compliance. Continuously review and update policies and procedures within the Department's functional area for approval. Provide training and capacity building to ensure compliance of all applicable legislation and corporate governance requirements as well as compliance to policy and procedure implementation and maintenance of internal control systems in the Provinces. Comply with reporting requirements in terms of structure. Develop contract / lease management manual for all state land properties under custodianship of the Department. Provide performance management reports and statistics on leased properties of the Department.

ENQUIRIES APPLICATIONS : Mr T Ndove Tel No: (012) 312 9351
: 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.

POST 34/02 : **DIRECTOR: INTERNAL COMMUNICATION SERVICES REF NO: 3/2/1/2022/554**

Directorate: Internal Communication Services

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 or Advanced Diploma in Communication / Journalism / Public Relations / Marketing (NQF Level 7). 5 years relevant experience in middle / senior managerial level in Communications. Job related knowledge: Strategic and analytical thinking. Knowledge of government processes and relevant legislation. Computer literacy and use of standard software packages as well as certain desktop publishing and web software packages. Planning and coordination. Job related skills: Interpersonal and presentation skills, Communication skills (written and spoken), Negotiation and advocacy skills, Interpretation skills, Project management skills, Strategic capability and leadership skills, Computer literacy, Diplomatic skills, Report writing skills and Investigation skills. Ability to work under pressure. Ability to work individually and in a team. A valid driver's licence.
- DUTIES** : Provide corporate communication services. Render internal and inter-departmental communication services. Provide on-line communication services. Provide marketing and brand management services. Manage events and exhibitions. Manage branding and advertising services. Manage public interface services. Provide print production services. Provide audio visual services. Provide layout and design services. Manage publication inventory. Coordinate and schedule publications.
- ENQUIRIES** : Ms L Page Tel No: (012) 312 8502
- 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.
- POST 34/03** : **DIRECTOR: INTERNATIONAL TRADE PROMOTIONS REF NO: 3/2/1/2022/555**
Directorate: International Trade Promotions
- 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 Agricultural Economics / Economics / Marketing / International Relations / Development Studies (NQF Level 7). 5 years relevant experience in middle / senior managerial level in International Relations / Economics / Agricultural Economics / Agricultural Management. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Labour relations Act etc. Knowledge of government policies and priorities in terms of Agriculture, Land Reform and Rural Development. Understanding of the governments international relations policy framework. Understanding of governments vision in terms of international forum and the intergovernmental relations framework. Knowledge and understanding of Agriculture, Land Reform and Rural Development sector, public administration, various structures and programmes (Southern African Development Community (SADC), New Partnership for Africa's Development (NEPAD), African Union (AU), United Nations (UN)). Understanding of relevant regional conventions and protocols. Understanding of Diplomatic protocol. 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 (written and verbal), Honesty and integrity and Change management skills. A valid driver's licence. Willingness to work extended hours and to travel (including international travel).
- DUTIES** : Manage the negotiation of international trade agreements (bilateral and multilateral) policies related to agriculture. Manage the analysis and development of policies and advise bilateral trade. Manage the analysis and

development of policies and advise multilateral trade. Provide inputs with regards to signing of trade agreements. Provide the necessary documentation for stakeholder consultations. Manage the implementation of international trade (bilateral and multilateral) policies and agreements related to agriculture. Implement obligations in terms of trade agreements. Monitor the implementation of trade agreements by the Department. Facilitate, coordinate and support the implementation of international trade agreements and policies. Monitor the implementation of trade policy and trade obligations by other trading partners. Facilitate, coordinate and guide the support of international relations with Governments, organisations and forums in the Americas, Australasia, Europe and Middle East. Facilitate, coordinate and guide the sector participation in multilateral forums and Rome based agencies. Manage, undertake and support trade negotiations in order to improve international market access and contribute towards fair trade rules. Manage the preparation of policy discussion documents to inform South Africa's international trade in agriculture (including cross cutting e.g. non-tariff barriers). Manage the preparation of negotiating positions for the relevant bilateral and multilateral trade negotiations. Coordinate and manage research that forms the basis for negotiation of treaties. Undertake, manage and support trade negotiations regarding agriculture. Represent the Department in international trade for a. Undertake and manage support negotiation of bilateral agreements. Manage the provision of trade intelligence to the agriculture sector. Provide input with regards to the development of export and import policies and regulations. Manage the preparation of and collaboration with the Department of Trade and Industry (DTI) in compiling economic impact assessments of international trade policies on procedures, exporters and consumers. Coordinate and manage research into foreign trade policies and best practice. Provide advice and recommendations on research outcomes. Manage, coordinate and guide international and multilateral relations with governments, organisations and forums in the United Nations, Americas, Australasia, Europe and Middle East. Manage and negotiate and implement the bilateral agreements with South Africa and North-South Regions. Manage, negotiations and implement multilateral agreements relating to Agriculture, Land Reform and Rural Development. Manage the participation of the Department in the Official Development Assistance Programme and implementation of global norms and standards by International Organisations.

**ENQUIRIES
APPLICATIONS**

: Ms P Dingile Tel No: (012) 319 7348
 : 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.

OTHER POSTS

POST 34/04

: **CHIEF GEOGRAPHIC INFORMATION SYSTEM (GISc) PROFESSIONAL
REF NO: 3/2/1/2022/564**
 Directorate: Spatial Planning and Land Use Management

SALARY

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

**CENTRE
REQUIREMENTS**

: Western Cape (Cape Town)
 : Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in GISc field (NQF level 7). Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional on appointment. 6 years post qualification GISc professional experience required. Job related knowledge: GIS implementation. Geo database design and repository management. Geo statistical analysis. Standards development and policy formulation. Technical report writing. Spatial analysis knowledge. GIS applications. Knowledge of legal requirements and compliance. High level spatial design and modelling. Job related skills: Organising skills, process knowledge skills, systems maintenance skills, mobile equipment operating skills, advanced computer skills, interaction skills and communication skills (verbal and written). A valid driver's licence.

DUTIES

: Provide strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Profile and position GISc function strategically within the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects activities. Monitor

and evaluate GISc function within the organisation. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify organisational GISc challenges. Provide policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organizational objectives. Provide implementation guidance on new GIS innovations. Manage project and financial management. Determine and manage human resource requirements. Approve tender documents and terms of reference. Approve service level agreements. Approve project cost and quality level. Determine and source financial requirements for project. Adhere to financial legislations and regulations. Manage, review and monitor budget to ensure that the financial required procedures are adhered to. Manage stakeholder issues. Provide stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key stakeholders. Build and maintain alliances and networks of clients, colleagues and interest groups inside and outside the organisation. Manage human resources. Manage the development, motivation and utilisation of human resources. Apply and manage performance management and development system.

- ENQUIRIES** :
- APPLICATIONS** : Mr T Bolton Tel No: (021) 658 4300
- 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, Coloured and Indian Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 34/05** : **CONTROL GEOGRAPHIC INFORMATION SYSTEM (GISC) TECHNOLOGIST REF NO: 3/2/1/2022/566**
Directorate: Spatial Planning and Land Use Management
- SALARY** : R762 816 – R1 383 789 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a 3 - 4 year GISc Degree. 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and project management. GISc, legal and operational compliance. GISc Implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge. Maintenance knowledge. Knowledge of mobile equipment. Knowledge of system. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: process knowledge skills, maintenance skills, mobile equipment operating skills, system skills, strategic management and direction skills, research and development skills, analytical skills, creativity, self-management skills, communication skills (written and verbal), language proficiency skills, computer literacy, change management skills, negotiation skills and knowledge management skills. A valid driver's licence.
- DUTIES** : Design, plan and perform advanced GISc analysis to address organizations strategic objective. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis mapping and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Develop training manual end users in skills regarding to GISc all times. Ensure interoperability between system to maximize efficiency. Publish data into a web based GISc system to provide geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Provide stakeholder management services. 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. Provide GIS implementation support. Support GIS and technical system audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms or Reference for GIS projects. Manage maps production and customize to meet client needs accordingly. Conduct research. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

- ENQUIRIES** : Mr T Bolton Tel No: (021) 658 4300
- 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, Coloured, and Indian Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 34/06** : **DEPUTY DIRECTOR: PROVINCIAL PERFORMANCE MONITORING REF NO: 3/2/1/2022/566**
Directorate: Provincial Performance Monitoring
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Social Sciences / Development Studies and Agriculture (Natural Science). Minimum of 3 years supervisory experience at junior management level in monitoring and evaluation environment. Job related knowledge: Knowledge of monitoring and evaluation system, tools, indicators, research methodology, analytical skills, legislation, and policies administered by the Department. Knowledge and understanding of Rural Development and Land Reform programmes. Job related skills: Computer literacy, communication skills (written and verbal), problem solving skills, interpersonal skills, facilitation skills, conflict management skills and analytical skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Oversee the processes of monitoring and reporting between DALRRD, Provincial Departments and Public Entities (PE's). Analyse Provincial Department of Agriculture (PDAs) and Public Entities performance reports. Compile the Monitoring and Evaluation oversight comments for both PDAs and Public Entities. Create / maintain the excel workbook for PDA performance reports. Consolidate PDAs and Public Entities performance reports. Validate performance information reported. Discuss reports to Provincial Monitoring and Evaluation (PME) working groups. Submit report up to the Minister. Publish validated performance information on DALRRD website. Analyse factors that are affecting sector performance to inform the environmental scanning process. Assess the relevancy and alignment of departmental strategies and structure to implement planned priorities. Monitor and analyse the performance against predetermined plans. Coordinate quarterly performance reviews. Facilitate the development of performance verification system. Compile programme performance reports. Interact with relevant external stakeholder on performance matters. Facilitate the development and support implementation of Monitoring and Evaluation frameworks and guidelines for PDA's and State-Owned Entities (SOE's). Provide guidelines in the development of performance standards. Monitor the quality of services implementation in line with service excellence model. Facilitate the development of Service Delivery Improvement Plans. Promote the implementation of service excellence model through proper monitoring, reporting, feedback sessions and development of improvement plans. Coordinate performance reviews. Assist programmes in developing programme logic frameworks. Develop the reporting tools for the project monitoring. Coordinate the monitoring of the implementation of departmental projects and purpose corrective action. Analyse government legislations and policies relevant for the sector. Conduct literature review and assessment of best practices for benchmarking. Draft monitoring and evaluation frameworks

and governance guidelines. Engage in consultative processes with relevant stakeholders. Present the draft through relevant departmental approval structures and the SOEs / PEs. Coordinate and support the implementation of monitoring and evaluation frameworks. Review the framework incorporating changes in the Departments Planning, Monitoring and Evaluation (DPME) framework. Circulate the framework to PEs for endorsement. Submit to departmental committees for approval processes. Coordinate the report, analysis, and compile report on project performance progress. Ensure reporting back of the project monitoring results. Ensure correction of the identified warning signs and deviation. Facilitate and coordinate planning, monitoring and evaluation working groups. Coordinate and facilitate the Provincial Monitoring and Evaluation forum. Facilitate and ensure knowledge sharing and support Monitoring and Evaluation capacity development. Monitor implementation of lesson learned. Provide regular feedback to enhance the ongoing learning experience and to improve the planning process and effectiveness of intervention. Provide capacity building and training for Monitoring and Evaluation. Provide capacity building support programmes / Branches and Provincial Monitoring and Evaluation. Capacitate and provide technical support to the provincial Monitoring and Evaluation officers. Coordinate evaluation studies to enhance efficiency during implementation. Assess performance gaps that warrant evaluation. Facilitate the development of evaluation concept notes. Engage with stakeholders regarding significance and support needed. Facilitate development and capacity building of evaluation within the Department, Provinces, and State-Owned Entities. Monitor the implementation of studies according to evaluation plans. Assist with the incorporation of recommendations into the departmental plans or reviews. Facilitate the development and maintenance of the information system that supports the performance of the Department, Provinces, and State-Owned Entities. Continuously assess the suitability of the reporting / information system to departmental performance and knowledge management. Ensure the population of planned information into the reporting system. Monitor compliance with departmental reporting requirements. Coordinate training for usage of the system by the Department. Manage the process of verification and integrity of data and evidence. Continuously assess the application of the system to satisfy legislative requirements. Interact regularly with business units regarding performance information. Supervise staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Dr FR Munyai Tel No: (012) 319 9990
 : 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 34/07

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: 3/2/1/2022/557**
 Directorate: Management Accounting
 Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Cost and Management Accounting / Public Administration / Public Management. Minimum of 3 years' supervisory experience in the budget planning environment. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets, analytical and numerical abilities, project management skills, accuracy and an eye for detail, interpersonal skills, computer literacy skills, problem solving and decision-making skills, time management skills, communication skills (verbal and written) and basic numeracy skills. A valid driver's licence. Ability to work under pressure and in a team.

DUTIES

: Initiate budget compilation process annually. Develop, implement and evaluate budget inputs for budget framework processes: Adjusted Estimates of National

Expenditure (AENE), Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Manage the Branch budget process as per the action plan. Attend information sessions for Budget Programme Managers. Consolidate budget inputs from the Branch. Monitor budget in accordance with the vote. Monitor budget implementation for programmes in accordance with the appropriation bill. Monitor the implementation for capturing the original budget (ENE) and adjusted budget (AENE) on BAS annually. Monitor Standard Chart of Accounts (SCOA) segment aligned to the vote. Monitor and advise responsibility managers to reallocate budget to items with a negative balance. Monitor balancing report at the end of the month. Monitor and advise with the preparation of realignment documents quarterly. Monitor budget maintenance. Monitor the implementation of BAS budget structures. Monitor economic reporting format allocation combinations. Manage human resources. Ensure management of staff. Ensure compliance with the Employee Performance Management System (EPMS) policy.

ENQUIRIES : Ms N Mkhanyiswa Tel No: (012) 312 8470 / Mr G Visser Tel No: (012) 312 8190

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

POST 34/08 : **PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/560**
 Directorate: Operational Management
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Western Cape (Cape Town)
 : 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 Studies. Minimum of 1 year experience in Restitution / Land Reform environment. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of Rural Development. Knowledge of African languages spoken in the Province. Job related skills: sound communication skills, negotiation skills, excellent report writing skills. Initiative skills, able to take responsibility and meet deadlines and computer literacy skills, Ability to produce reports, Ability to facilitate community meetings, Project management skills, Good networking skills, Ability to draft terms of reference for service providers and Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's license. Ability to work under pressure.

DUTIES : Validate lodged claims. Establish the validity of land claims. Verify validated claims. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Gazette land claims. Prepare for negotiations regarding settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim. Prepare settlement agreement. Facilitate negotiations through settlement phase and package land claims. Facilitate community participation in projects and write reports and submissions. Settle negotiated claims. Prepare and package Section 42D memorandum for presentation. Manage, monitor and evaluate the implementation of projects. Complete the necessary administrative task related to implementation of projects.

ENQUIRIES APPLICATIONS : Mr D Smit Tel No: (021) 409 0300
 : 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, White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.