

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 30 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.

## MANAGEMENT ECHELON

- POST 35/01** : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 3/2/1/2022/571**  
Office of the Minister
- 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 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 Undergraduate qualification in Secretariat / Management Assistant / Office Management and Technology / Public Administration / Public Management (NQF level 7). 5 years relevant experience at middle / senior managerial level. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Good grooming and presentation skills, Good telephone etiquette, Good organisational skills, Good people skills, High level of reliability, Communication skills (verbal and written) and Language skills. Ability to act with tact and discretion. Ability to communicate well with people.
- DUTIES** : Manage the administrative activities within the office of the Executive Authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Develop, implement and maintain a filing system for the office of the Executive Authority. Manage the registry of the Executive Authority. Ensure that documents are classified in accordance with the Minimum Information Security Standards (MISS) prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the Executive Authority. Brief the Chief of Staff on matters with regard to the Executive Authority's portfolio on the agenda of Cabinet / executive council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Render a cabinet / executive council support service to the Executive Authority. Manage the distribution of memoranda to Cabinet / Executive Council Members. Manage the distribution of documents and submissions to the relevant legislature and standing / portfolio committees. Keep record of decisions of Cabinet / executive council and alert the Chief of Staff and Executive Authority of actions to be taken and due dates. Supervise employees. General supervision of employees in the office of the Executive Authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr LM Phosa Tel No: (012) 319 7374  
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 35/02** : **DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/489**  
Directorate: Land Development Support
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at a junior management level within Land Development environment. Job related knowledge: Knowledge of the Land Reform Provision and Assistance Act, Land Reform (Labour Tenants) Act, Knowledge of Agrarian transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes, Recapitalisation and Development Programmes, Relevant prescripts pertaining to land reform and redistribution. Job related skills: Communication skills, People management skills, Strategic thinking skills, Facilitation skills and Presentation skills, Financial management skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project). A valid driver's licence.
- DUTIES** : Manage the identification and implementation of potential Land Development Support (LDS) projects. Prioritise selected projects within the Province in accordance with policy and implementation framework of the province. Facilitate the identification of projects with Restitution and Project Management Unit (PMU) in the province. Identify projects that require de-commitment. Coordinate planning, implementation, monitoring and reporting mechanism of LDS implementing agents in line with government priorities systems. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment and appointment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Development of project registers. Facilitate the appraisal of business plans for Land Development Support. Ensure effective promotion and practice of good corporate governance and compliance with financial policies, legislations, and regulations in the implementation of LDS. Ensure application of the LDS manual in implementing of projects. Oversee appropriate application of LDS systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them with the program, circulars and implementation manual and related prescripts. Oversee the population of reporting templates for information gathering. Facilitate the cooperation / collaboration with the development partners, e.g. commodity organisations, financial institutions. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Coordinate provincial steering committee meetings and generate necessary reports. Oversee the development of Cluster Value Chain Integrated Model.
- ENQUIRIES** : Mr TD Mahori Tel No: (013) 754 8084
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 35/03** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 3/2/1/2022/573**  
Office of the Minister
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Public Administration / Public Management / Political Science / Business Administration (NQF level 6). Minimum of 3 years' experiences in relevant working environment. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Communication skills (verbal and written),

- Report writing skills, Negotiating skills and Interpersonal skills. A valid driver's licence. Ability to work within a team.
- DUTIES** :
- Monitor events in Parliament to identify matters that have bearing on the Executive Authority. Peruse document like Hansard speeches, minutes of standing committees and monitor meetings of legislative structures to identify matters that have a bearing on the Executive Authority. Liaise with structures like standing committee, etc. on matters that have a bearing on the Executive Authority and brief Departments on decisions taken. Monitor events in cabinet to identify matters that have a bearing on the Executive Authority. Peruse documents like minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures to identify matters that have a bearing on the Executive Authority. Liaise with structures, by attending meetings, like Cluster and Cabinet Committees. Render an efficient and effective Parliamentary and Cabinet services. Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Provide advice and support in terms of policy and procedure to the Department in respect of key parliamentary events, like the tabling of the budget vote of the Executive Authority. Co-ordinate and control movements between the Pretoria and Cape Town Offices for parliamentary and cabinet sessions. Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain. Remain abreast with the procedures and processes applicable to the Executive Authority.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr LM Phosa Tel No: (012) 319 7374
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 35/04** :
- CHANGE CONTROL MANAGER REF NO: 3/2/1/2022/572**  
Directorate: Information And Communication Technology (ICT) Planning and Governance
- 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 a National Diploma in Computer Science / Information Technology (IT). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Knowledge of Information Systems. Knowledge of hardware and software. Knowledge of Business Information. Understanding of Information Technology Infrastructure. Knowledge of Information Technology Infrastructure Library / Control Objectives for Information and Related Technologies (CoBIT). Job related skills: Management skills, Planning skills, Organising skills, Analysing skills, Interpersonal skills, Leadership skills, Report writing skills and Communication skills (verbal and written).
- DUTIES** :
- Develop, review and implement change policies, processes and procedures. Ensure governance documents and structure are in place. Defining the change request management process. Leading the change management activities within a structured process framework. Ensure compliance of change policies, processes and procedures. Communicate policies, processes and procedures. Monitor and report on compliance. Coordinate, facilitate and chair change advisory board. Oversee the change control process. Preside at change advisory board meetings. Monitor, advise and report on changes affecting service level agreements with both clients and service providers. Evaluating the change impact and organisational readiness to limit potential risk. Evaluating and improving the change management process. Initiating process

- improvements. Manage life cycle of IT system change. Leading the change management activities within a structured process framework.
- ENQUIRIES APPLICATIONS** : Ms N Jonas Tel No: (012) 407 4524
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 35/05** : **ICT REGIONAL SERVICE MANAGER REF NO: 3/2/1/2022/574**  
Directorate: Information and Communication Technology (ICT) Service Management
- 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 a National Diploma in Computer Science / Information Technology (IT) (NQF 6). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Relevant ICT security legislation, regulations and directives. Sound knowledge of Control Objectives for Information and Related Technologies (CoBIT) and Information Technology Infrastructure Library (ITIL) standards. Client's relationship management. Ability to work with diverse group of people is required. Job related skills: Project management skills, Business process analysis skills, Computer literacy (Microsoft Word, Excel, Power Point), Communication skills (verbal and written), Facilitation skills, Report skills, Analytical skills and Problem solving skills. A valid driver's licence.
- DUTIES** : Communicate all ICT developments to the Branches. Have good understanding of client's business drivers and operations to best advice and guide stakeholders concerned (Office of the Chief Information Officer (OCIO) and business) on ICT requirements. Participate in strategic planning for the Branches. Attend and participate in Branch Management Meeting and relevant forums. Communicate all existing IT projects and those that are on pipeline. Represent the need / requirements of Branches within the OCIO. Align the business requirements to IT priorities. Present the Branch requirements to OCIO management team. Formulate the service delivery plan within OCIO based on the Branch's requirements to attain Branch's strategic goals. Maintain awareness of business needs and changing requirements and make recommendations to ICT management. Report on IT service status within the Department. Attain the reports from service desk and service owners, analyse it and present it to the Branches. Provide a status report on availability of IT service. Deliver and maintain IT services within Branches. Develop, implement, review and manage relevant business Service Level Agreements, Operation Level Agreements and other related contracts. Review Service Level Agreements and service scope against business requirements and make recommendations for improvements (instigate and review Service Improvement Plan). Convene and minute monthly Service Level Agreement review meetings with the Branches. Develop and maintain the relationship between OCIO and Branches. Establish, manage and maintain good client relations between OCIO and the business. Conduct regular client satisfaction surveys, analyse results and make recommendations for improvements. Manage business (client) expectations.
- ENQUIRIES APPLICATIONS** : Mr R Naidoo Tel No: (012) 407 4169
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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** : White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

- POST 35/06** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/570 (X4 POSTS)**  
Directorate: Legal Support
- SALARY** : R480 927 – R1 157 940 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 LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Law interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. Interpersonal and leadership skills. A valid driver's licence. Preparedness to travel.
- DUTIES** : Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and / or amend legal documents. Manage the performance of the external legal team (where applicable) i.e. State Attorney, State Law Advisers and / or counsel. Provide legal opinions and general legal advice. Conduct research and provide legal opinions or provide legal advice. Manage the performance of the external Legal Team (where applicable) i.e. the State Attorney, State Law Advisers, Legal Counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to records held by the Department. Redirect the request to the relevant Deputy Information Officer / line function. Advise the relevant Deputy Information Officer / line function on the processing of the request. Compile and submit annual Section 32 report to the Information Regulator. Manage subordinates. Manage staff. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Obtain monthly, quarterly and annual statistics on the subordinates' performance against the Operational Plan for reporting purposes.
- ENQUIRIES** : Mr A Mokoena Tel No: (012) 312 8404
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 35/07** : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2022/575**  
Directorate: Mapping Services
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in geomatics, geospatial or cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills, Decision-making skills, Team leadership skills, Creativity skills, Customer focus and

**DUTIES**

responsiveness skills, Communication skills, Computer skills, Planning and organising skills, Conflict Management skills and Negotiation skills.

: Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

**ENQUIRIES**

: Mr Y Rasonti Tel No: (021) 658 4461

**APPLICATIONS**

: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.

**NOTE**

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

**POST 35/08**

: **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/576**  
Directorate: Operational Management

**SALARY**

: R321 543 per annum (Level 08)

**CENTRE**

: Western Cape (Cape Town)

**REQUIREMENTS**

: 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. Minimum of 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, ability 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 reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. 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**

: Mr D Smit Tel No: (021) 409 0300

**APPLICATIONS**

: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.

**NOTE**

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