

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 11 November 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

<u>POST 41/01</u>	:	<u>DIRECTOR: RURAL DEVELOPMENT (X2 POSTS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Directorate: Rural Development: Free State (Bloemfontein Ref No: 3/2/1/2022/625) Eastern Cape (East London Ref No: 3/2/1/2022/626)
<u>REQUIREMENTS</u>	:	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 Built Environment Professions (Engineering / Town Planning / Quantity Surveyor, Engineering, Construction Project Management and Architecture) (NQF Level 7). Minimum of 5 years middle / senior managerial level experience. Job related knowledge: Infrastructure development. Construction Industry Development Board (CIDB) procurement policies. Project management. ICT management. Public Funds Management Act (PFMA). Systems analysis and development. Monitoring and evaluation methodologies. Stakeholder management. Conflict resolution. Job related skills: Planning and implementation skills, Coordination with other Spheres of Government. Managing Infrastructure Projects, Managing an annual budget skills, Policy analysis and interpretation skills, Report writing skills, Service delivery innovation skills, Computer literacy, Interpersonal relations, Project and programme management, Presentation skills and Communication skills (written and verbal). A valid driver's licence.
<u>DUTIES</u>	:	Initiate, facilitate and implement Social and economic infrastructure development in rural areas in accordance with the Comprehensive Rural Development Programme (CRDP). Facilitate the provision of infrastructure and services to rural communities. Improve productivity through the implementation of the Farmer Production Support Units (FPSs) and Agri Hubs in support of the Agri-parks program. Facilitate socio economic infrastructure in support of revitalisation of rural towns and villages through the provision of basic services, rural roads and infrastructure that supports poverty alleviation in rural areas. Facilitate jobs creation and skills development through rural infrastructure development initiatives with priority for youth and rural women. Facilitate and coordinate social and agricultural infrastructure for rural communities in the Province. Facilitate the implementation of production support (Animal Veld Management Project (AVMP) and River Valley Catalytic Programme (RVCP)) infrastructure projects, including the strategic support to the Agri-parks programme through the establishment and development of Farmer Production Support Units (FPSUs) and economic hubs (Agri-hubs) within rural communities. Identify priority projects in line with the departmental priorities and budget allocation. Manage stakeholder consultation including sector specific consultation. Monitor the appointment of professional service providers (PSPs) and contractors. Manage consultant teams. Manage and provide strategic direction for projections implementation. Facilitate the process of resource planning and mobilisation. Ensure that rural infrastructure immovable assets are verified. Track and monitor the assets of the Department aligned to the approved assets register. Provide rural development adversary reports. Approve payment certificates. Provide professional advisory services with regard to infrastructure development in the Department. Support Programmes and Branches within the Department that require built environment technical oversight and advice. Intervene in projects through engagement with contractors, professional service providers, local community leadership and project steering committee stakeholders during projects oversight and monitoring.
<u>ENQUIRIES</u>	:	Enquiries for Free State Province: Mr S Modise Tel No: (051) 400 4200 and Enquiries for Eastern Cape Province: Mr P Mgedezi Tel No: (043) 700 7000
<u>APPLICATIONS</u>	:	Applications for Free State Province: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300. Eastern Cape: Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1 st Floor, East London, 5201.

- POST 41/02** : **DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/627**
Directorate: Tenure Reform Implementation
- 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** : Western Cape (Cape Town)
: 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 the field of Humanities or Social Science (NQF Level 7). Minimum of 5 years' experience at a middle / senior managerial level in the relevant field. Job related knowledge: Knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communications skills (verbal and written), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills. Statistical forecasting skills. Willingness to travel. A valid driver's licence.
- DUTIES** : Coordinate implementation of communal land rights programmes. Promote awareness and capacity building on land rights and relevant laws to stakeholder. Liaise and monitor land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights policies, procedures, guidelines and products. Provide support on communal tenure upgrading. Coordinate implementation of land tenure security programmes. Manage all queries on Extension of Security of Tenure Act (ESTA) accordingly. Oversee the liaison with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm dwellers and local Municipalities on ESTA / The Land Reform (Labour Tenants) Act (LTA). Coordinate training workshops of staff and role players in the land reform. Provide communal property holdings establishment support. Facilitate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in CPA meetings, constitution proceedings. Maintain the register of CPA's and similar entities. Promote awareness of CPA activities. Conduct investigations on the affairs and activities of registered CPA's. Facilitate the mediation and dispute resolution proceedings of the CPA's. Monitor the validity of CPA's transactions in accordance with CPA constitution. Provide legal representation, mediation and advice. Ensure legal compliance with regard to applicable LTA. Manage transfer of properties and establishment of legal entities. Draft legal documents in respect of the LTA, regulations and policies. Monitor and evaluate implementation of land tenure programme. Facilitate land dispute resolutions.
- ENQUIRIES APPLICATIONS** : Mr L Mbekeni Tel No: (021) 409 0500
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.

OTHER POSTS

- POST 41/03** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (EXPENDITURE UNIT) REF NO: 3/2/1/2022/630**
Directorate: Restitution Finance and Supply Chain Management
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Cost and Management Accounting / Financial Management. 3 - 5 years working experience in financial management environment. Job related knowledge: Policies, Procedures and

Prescripts. Financial systems including Personnel and Salary Administration (PERSAL) and Basic Accounting System (BAS). Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Budget and reporting procedures. Job related skills: Financial management skills, Supervisory skills, Communication skills (written and verbal) and Computer literacy. A valid driver's licence.

DUTIES : Budget control and co-ordination. Manage and coordinate the Medium-Term Expenditure Framework (MTEF), drawings, budget adjustment and Estimates of National Expenditure (ENE) processes. Ensure that the appropriated budget of the Branch is correctly allocated to the relevant responsibilities / cost centres. Re-align the budget in line with the operational needs of the Branch. Manage the funds shift process. Management of Restitution households and current payment. Ensure compliance to internal and external financial prescripts in processing payments. Verify and authorise payments in line with the delegated responsibilities. Ensure that payments are processed within the laid down time frames and correctly in terms of Standard Chart of Accounts (SCOA) allocations. Expenditure management. Analyse and monitor the expenditure trends against the spending plans and drawings. Ensure that the expenditure of the Branch is in line with the allocated budget of the Branch. Take effective and appropriate steps to avoid un-authorized, irregular, fruitless and wasteful expenditure. Compilation and coordination of financial reports. Report on spending against the monthly cash flow projections In-year monitoring (IYM) and spending plans for the Branch. Provide expenditure reports and project analysis reports to line managers. Provide financial Management information and advise to line managers.

ENQUIRIES : Mr V Mampholo Tel No: (012) 407 4476
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, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 41/04 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/631**
Directorate: District Office

SALARY : R321 543 per annum (Level 08)
CENTRE : KwaZulu-Natal (Port Shepstone)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Report writing skills.

DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to

queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES
APPLICATIONS**

: Mr NP Radebe Tel No: (039) 682 2295
: 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

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

POST 41/05

: **PROJECT OFFICER: LABOUR TENANTS REF NO: 3/2/1/2022/628**
Directorate: Tenure Reform Implémentation
(12 Month Contract)
This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07), (plus 37% in lieu of benefits)
: Mpumalanga (Gert Sibande District)
: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law, Social Science, Economics, Development Studies. Minimum of 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.

DUTIES

: Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Issue and gazette number of S17 Notices. Trace / locate applicant, property and conduct in loco inspection. Conduct research on the claim / application and compile Land Rights Enquiry report. Ensure that farm owners details are located and updated. Engage Deeds and Surveyor General offices to get property details. Engage National Geo-Spatial Information to get Aerial photographs of the property. Facilitate Gazetting of project. Render administration services. Submit plans, monthly reports and assessments reports. Maintain Labour Tenants database. Update information on the database. Provide statistical information on Labour Tenants.

**ENQUIRIES
APPLICATIONS**

: Ms P Sihlabela Tel No: (013) 754 8027
: 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 41/06** : **SECRETARY REF NO: 3/2/1/2022/629**
Directorate: Corporate Services
- SALARY** : R176 310 per annum (Level 05)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES** : Ms YP Ngubane Tel No: (033) 264 9500
APPLICATIONS : 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** : African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.