

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 18 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 42/01</u>	:	<u>DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2022/637</u> Directorate: provincial operations support
<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 REQUIREMENTS</u>	:	Northern Cape (Kimberley) 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 Public Administration / Business Administration / Public Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills: comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DALRRD Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the Province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance Structures. Randomly attend the Provincial Governance Structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at Provincial level. Provide assistance to Chief Director: Provincial Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the

identified DALRRD key programmes and facilitate sharing of best practices and lessons learnt by Provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

**ENQUIRIES
APPLICATIONS**

: Mr K Moeketsi Tel No: (053) 830 4000/1
 : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th Floor, New public building, Knight and Stead Street, Kimberly, 8302.

OTHER POSTS

POST 42/02

: **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET LIAISON REF NO: 3/2/1/2022/636**
 Directorate: Parliamentary Services

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 Bachelor of Laws (LLB) Degree or 4-year legal qualification including BProc / Bluris. Minimum of 3 years' junior management experience in a legal administration environment. Job related knowledge: South Africa government and legislative processes, Departmental policies and processes, South African political landscape. Job related skills: Report writing skills, Communication skills (verbal and written), Negotiations skills, Computer literacy and Interpersonal skills. Ability to work under pressure and work within a team. Confidentiality. Ability to travel and work long / irregular hours. Prescriptive environment / non-negotiable deadlines. A valid driver's license.

DUTIES

: Manage the Director-General's Cabinet operations. Scrutinize all cabinet documentation for DALRRD relevant matters and notify line managers. Assess departmental cabinet documentation for compliance against Cabinet and Minimum Information Security Standard (MISS) guidelines and prescripts. Maintain indexing system and filing system for all Director-General's Cabinet documentation. Control access and supervise safekeeping of Cabinet documentation in compliance with MISS. Manage the processing of Parliamentary legislation. Scrutinize all legislation in Parliament for DALRRD relevance and notify line managers. Monitor the submission of comments on parliamentary bills. Monitor the processing of DALRRD legislation in Parliament in compliance with legislation procedure, constitution and parliamentary rules. Maintain control system and archive of parliamentary legislation. Provide legal opinions. Draft Committee amendments in liaison with principal drafter and State Law Advisors. Render advisory services by interpreting legislation, policy, guidelines and rules etc. Conduct liaison on Parliamentary legislation and Cabinet matters. Liaise with Parliamentary Officers in Ministry, other government Departments, civil society and State Law Attorneys etc. Coordinate attendance and reporting of cabinet and parliamentary meetings, debates, hearings etc. Manage enquiries and submission of outstanding information / reports. Provide support in respect of general management and administration of the Parliamentary Office. Render human resource management (supervise staff). Manage assets and procurement of assets. Compile budget inputs, draft operational, risk plans and reports for the Directorate.

ENQUIRIES

: Ms M Chetty Tel No: (012) 312 8848

- 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. The successful candidate will be required to perform sessional duty in Pretoria and Cape Town
- POST 42/03** : **DEPUTY DIRECTOR: VENDOR MANAGEMENT REF NO: 3/2/1/2022/634**
Directorate: Information and Communications 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** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Supply Chain Management / Finance. Minimum of 3 years' junior management experience in relevant working environment. Job related knowledge: Knowledge of procurement process. Knowledge of hardware and software. Knowledge of Business information / relation. Financial management. Contract negotiation and service level agreement. Job related skills: Computer literacy, Communication skills (verbal and written), Management skills, Planning skills, Organising skills, Analysing skills and Interpersonal skills. A valid driver's licence.
- DUTIES** : Manage audit action plans and governance. Manage, respond and resolve audit queries / findings. Comply with governance requirements. Provide contract management services. Draft contracts for service provider. Ensure that contracts are agreed upon and signed before commencement of any / all services. Monitor contracts. Draft Service Level Agreements and monitor service provider performance. Facilitate all ICT procurement activities / administration. Ensure effective and efficient procurement processes. Facilitate payments of service providers. Monitor and upkeep actions. Ensure service provider relationship management. Build good relations with service provider.
- ENQUIRIES** : Mr R Naidoo Tel No: (012) 407 4169
- 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** : White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 42/04** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/633**
Office of the Surveyor General
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in administration environment. Job related knowledge: Knowledge of Supply Chain Management process. Knowledge of government systems and structures. Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPFMA). Knowledge of Department transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills, Analytical skills, Documents management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resources planning skills, Time management skills, Communication skills (verbal and written), Problem solving and decision-making skills. A valid driver's licence. Willing to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget

inputs. Ensure that Medium-Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasteful or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policy procedures and provide inputs for policy development. Administer the coordination of human resources support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

ENQUIRIES : Ms N Monyake Tel No: (033) 355 2900
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 42/05 : **SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2022/635**
 Directorate: Proactive Land Acquisition Strategy (PLAS) Asset and Lease Revenue Management

SALARY : R321 543 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 2 years' experience within asset management environment. Job related knowledge: Accounting systems (Enterprise Resource Planning (ERP), Asset Register and or similar systems). Public Finance Management Act (PFMA). Treasury Regulations. Generally Recognised Accounting Practice (GRAP). Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Ability to work effectively in a team, Planning and organising skills, Analytical skills and Problem-solving skills. A valid driver's licence. Willingness to travel.

DUTIES : Compilation of the asset register as per prescripts. On receipt of allocation documents (source document and allocation sheets), review and check compliance. Validate and allocate list of items being acquired and review General Ledger codes and item values (valuation and cost price) in accordance to prescripts. Monitor the capturing of all assets in the asset register and coordinate barcoding of assets. Review journals and verify completeness. Maintenance of asset register. Monthly review and manually test the description report to ensure that all depreciable assets are depreciating. Annually assess whether there is any indication that the assets useful lives have changed then review accordingly as per prescripts. Consolidate asset verification reports on receipt. Calculate impairments as guided by the impairment methodology. Compile impairment journals. Coordinate spot check visits as per visit plan. Ensure that the asset register is accurately updated. Implement verification plan and review asset verification reports. Communicate and discrepancies to the verification team. Asset disposals and write-offs. Review disposal reports. Manage disposal process. Review disposal / write-off workings and journals. Review updates on asset register and the General Ledger. Reconciliations Property, Plant, and Equipment (PPE) and Intangibles). Perform monthly reconciliation between asset register and state land register. Consolidate monthly reports. Perform mid-year and year end

reconciliation between asset register and other systems. Compile monthly, interim and yearly asset register and General Ledger asset reconciliation reports and notes to the financial statements. Administration. Facilitate audit queries. Develop and sign performance agreements with subordinates (in line with the Employee Performance Management and Development System (EPMDS) policy). Ensure all asset related documents are filed. Supervise subordinates. Provide asset management support to Provincial Shared Service Centres (PSSC). Assist in developing asset management prescripts and draft any formal documentation as requested.

ENQUIRIES : Mr C Nyamandi Tel No: (012) 312 9215
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, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 42/06 : **PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/2/1/2022/632**
 Directorate: District Office
 Re-advertisement, applicants who applied previously are encouraged to re-apply. African, Coloured, Indian, White Males and Indian, White females as well as people with disabilities are encouraged to apply.

SALARY : R261 372 per annum (Level 07)
CENTRE : Eastern Cape (Alfred Nzo District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate / Property Management / Law (property law). Minimum of 1-year experience in property management field or environment. Job related knowledge: Knowledge of Public Finance Management Act (PFMA), Understanding of the value-added development of communities. Knowledge of project management. Knowledge of Land Reform prescripts, policies and Public Service Regulations. Job related skills: Report writing skills, Presentation skills, Communication skills, Facilitation skills, Project management skills, People management skills, Research skills, Analytical skills and Interpersonal skills. A valid driver's license. An initiative self-driven individual, willing to travel and / or work irregular hours.

DUTIES : Administer and provide property leases and administration support. Receive request for conversion. Facilitate the signing of the contract by the leasee / caretaker. Prepare and finalise leases and caretaker agreement. Administer and provide property holdings and disposals. Identify and facilitate assets for disposals. Provide supporting documents for the disposal of assets. Render support services to district regarding contract administrations. Notify the leasee of the expiry of the lease contracts. Obtain written confirmation from the leasee of intention to renew or terminate contract. Upload approved lease / caretaker agreement on Land Administration Web (LAW). Safeguard contracts and inspection reports. Conduct site inspections and verify movable and immovable assets. Compile report on loss and damage within 5 days. File documents at Provincial registry within 3 days of receipt. Administer electronic lease management and information system. Capture beneficiary detail on LAW. Upload approval documents on the system. Generates contracts and reports on systems.

ENQUIRIES : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to: Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

POST 42/07 : **DRIVER/MESSENGER REF NO: 3/2/1/2022/638**
 Office of the Chief Registrar of Deeds

SALARY : R147 459 per annum (Level 04)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and valid code 8 driver's license. Minimum of 7 months relevant experience. Knowledge of the city (ies) in which the function will be performed. Organising skills. Well organised. Good

communication and interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES

: Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e., log official trips, daily mileage. Collect and deliver documentation and related items in the departmental / Branch or any other component within the Department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES

: Mr R Saila Tel No: (012) 338 7296

APPLICATIONS

: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE

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