

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

- POST** : ADMINISTRATION CLERK (Reference: 3/2/1/2016/1)
- SALARY** : R132 399 per annum (Level 5)
- CENTRE** : **DIRECTORATE: QUALITY ASSURANCE (PRETORIA)**
- REQUIREMENTS** : *Grade 12 certificate or equivalent qualification. *No experience required. *Knowledge of clerical duties, practices as well as the ability to capture data and operate computer. *Knowledge and understanding of the legislative framework governing the public services. *Understanding of the working procedures in terms of the working environment. *Computer skills. *Planning and organization skills. *Language skills. *Good verbal and written communication skills. *Accurate and thorough. *Analytical
- DUTIES** : *Attend to clients. *Handle telephonic and other enquiries received. *Record, organize, store, capture and retrieve correspondence and data (line function). *Update registers and statistics. *Allocate access numbers to all submissions. *Using spreadsheet to track all outgoing submissions. *Handle routine enquiries. *Make photocopies and receive or send facsimiles. *Distribute documents/ packages to various stakeholders as required. *Keep and maintain the filing system for the component. *Type letters and/ or other correspondence when required. *Keep and maintain the incoming and outgoing document register of the component. *Liaise with internal and external stakeholders in relation to procurement of goods and services. *Obtain quotations, complete procurement forms for the purchasing of standard office items. *Stock control of office stationery. *keep and maintain the asset register of the component (district office). *Maintain a leave register for the component. *Keep and maintain personnel records in the component. *Keep and maintain the attendance register of the component. *Arrange travelling and accommodation. *Capture and update expenditure in component. *Check correctness of subsistence and travel claims of officials and submit to manager for approval. *Handle telephone accounts and petty cash for the component.
- NOTE** : **Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.**
- ENQUIRIES** : **Mr. SD Phala**
: **Tel: (012) 312 9161**
- CLOSING DATE** : **29 January 2016 at 16:00**



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : ADMINISTRATIVE OFFICER: EMPLOYEE HEALTH AND WELLNESS MANAGEMENT
(Reference: 3/2/1/2016/2)
- SALARY** : R196 278 per annum (Level 7)
- CENTRE** : **DIRECTORATE: HUMAN RESOURCES MANAGEMENT (PRETORIA)**
- REQUIREMENTS** : *National Diploma in Office Management / Public Administration. *1-2 years' experience in relevant working environment. *Knowledge of implementation and management of Employee Health and Wellness Management (EHWM). *Knowledge of HIV & AIDS and TB Management. *Principle of Confidentiality. *Computer literacy skills. *Client orientation skills. *Problem-solving skills. *Communication and interpersonal skills. *Report writing skills.
- DUTIES** : *Render administrative support services. *Provide support to EHWM Strategy. *Provide support for psycho-social/counselling services – process referrals and authorisations. Design and distribute EHWM articles. *Provide logistical support for workshops, seminars and meetings. *Procure goods and services for the EHWM Unit. Process payments of service providers and validate eligibility of claims. *Make travel and accommodation arrangements for EHWM officials. *Maintain confidential filing system. *Safe record keeping and filing. *Administer leave register. *Manage flow of correspondence. *Make photocopies, scan, fax, etc.
- NOTE** : **African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **SENIOR STATE ACCOUNTANT: PAYABLES (Reference: 3/2/1/2016/3)**
- SALARY** : R243 747 per annum (Level 8)
- CENTRE** : **DIRECTORATE: FINANCIAL ACCOUNTING AND REPORTING (PRETORIA)**
- REQUIREMENTS** : *National Diploma in Accounting/ Finance Management. *2-3 years' experience in the relevant field (payables). *Knowledge of Treasury regulations. *Public Finance Management Act. *Transversal Systems. *Intermediate computer literacy especially in spread sheets. *Time management. *Computer literacy skills. *Interpersonal skills. *Written and verbal communication skills. *A valid driver's license
- DUTIES** : *Ensure effective expenditure management through Basic Accounting. *Processing of payments on BAS system. *Receiving and processing of S&T advances and claims. *Assist in coordinating effective financial management. *Ensuring that spending is in line with DMP/ budgeted items. *Develop and implement policies and procedures in area of responsibility. *Assist with developing the sectional policies (S&T) and petty cash policy. *Provide support to organisational communications. *Give support to client offices on S&T. *Participate in management and development of staff. *Supervisory. *Determine the applicable or relevant courses. *Attend to standard chart of accounts enquiries. *Ensure that correct allocations are utilised.
- NOTE** : **Coloured, Indian and White Males and Coloured Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

POST : SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER (2 POSTS) (Reference: 3/2/1/2016/4)

SALARY : R243 747 per annum (Level 8)

CENTRE : **DIRECTORATE: MANAGEMENT ADVISORY SERVICES (PRETORIA)**

REQUIREMENTS : *Degree/ Diploma in Management Services/ Operational Management/ production management or equivalent qualifications. (Certificate in Job Evaluation will be an advantage). *1-2 years' experience in Organisational Development and Design. *Knowledge of People and Project management skills. *Client orientation skills. *Problem solving skills. *Conflict management skills. *Report writing skills. *Presentation and facilitation skills. *Influencing/ negotiation skills. *Analytical skills. *Project Management skills. *Communication and Interpersonal skills. *Computer literacy (Ms Word, Excel, Visio, ORGPLUS). *Performance management. *Driver's license. *Willingness to travel.

DUTIES : *Conduct and review job evaluation services. *Conduct organisational design and establishment investigation. *Review, align and develop structure based on Departmental strategic objectives and mandates. *Facilitate process of obtaining sign-off reviewed/ aligned or developed structure. *Conduct business process management services. *Identify and update current processes. *Develop new processes. *Develop of job profiles/job descriptions. *Identify job profiles to be developed and reviewed. *Facilitate the development and the review of the identified job profiles. *Obtain sign-off sheet. *Maintain job profiles database. *Conduct Job evaluation services. *Identify and prioritise jobs to be evaluated. *Conduct job evaluation on identified and prioritized jobs. *Preliminary QA evaluated jobs. *Panel job evaluation results. *Update JE register in line with approved JE result.

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

CLOSING DATE : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **PROJECT COORDINATOR (Reference: 3/2/1/2016/5)**
- SALARY** : R289 761 per annum (Level 9)
- CENTRE** : **DIRECTORATE: RESTITUTION COORDINATION SUPPORT (PRETORIA)**
- REQUIREMENTS** : *A Bachelor's Degree/ National Diploma in Social, Natural, Economic Science, Law and Development Studies from any accredited institution. *3-5 years' relevant experience in developing policies and conducting research. *Knowledge of policy development. *Research methodology. *Strategic management. *Project management. *Computer literacy skills. *Communication skills. *Interpersonal skills. *Management skills. *Supervisory skills. *Skills in preparing budget. *A valid driver's license.
- DUTIES** : *Manage, coordinate and advice on new existing policies and procedures. *Develop new policies and implementation guidelines. *Review existing policies. *Ensure compliance to policy and procedures. *Advise on the compliance of S42D memoranda with existing policies and implementation guidelines. *Render advice and support to all Land Restitution support components. *Provide advice on policies of the commission. *Conduct workshops and other information sharing session with Commissioner staff. *Undertake thematic and research studies. *Conduct research to inform policy propels. *Participate in the review of policy of the commission. *Communicate and coordinate of strategic plans in terms of restitution issues per directive of the Chief Land Claims Commissioner.
- NOTE** : **African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.**
- ENQUIRIES** : **Mr. SR Rasalanavho**
: **Tel: (012) 312 9569/ 9161**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : ASSISTANT DIRECTOR: INTERNAL CONTROL (Reference: 3/2/1/2016/6)
- SALARY** : R289 761 per annum (Level 9)
- CENTRE** : **DIRECTORATE: FINANCIAL ACCOUNTING AND REPORTING (PRETORIA)**
- REQUIREMENTS** : *Degree/ National Diploma in Accounting, Auditing, Internal Audit and Risk Management or equivalent qualification. *3-5 years' experience in an accounting or auditing or risk management environment with specific experience in internal controls. *Articles will be an added advantage. *Knowledge of Public Financial Management Act. *Treasury regulations. *Internal Controls principles. *Generally Recognised Accounting principles/ Generally Accepted Accounting Practice. *Supervision skills. *Written and verbal communication skills. *Computer literacy skills. *Analytical skills. *Problem solving skills. *Financial management skills. *Interpersonal skills. *Decision making skills. *A valid driver's licence. *Ability to work under pressure. *Ability to work irregular hours.
- DUTIES** : *Develop, implement and maintain internal control monitoring and evaluation mechanisms. *Review policies and procedures. *Make recommendations where gaps in the internal control system are identified. *Make inputs into the policy development of all financial policies and procedures (including supply chain management. *Control policy rollouts on all approved financial management policies. *Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. *Conduct periodic provincial inspections. *Conduct pre-inspections of the validity, accuracy and completeness of the payment batches. *Conduct internal control, financial and related system inspections to identify ineffective internal controls in the department (including all provincial offices) and report on internal control deficiencies with recommendations. *Conduct periodic inspections on the compliance with the internal control systems and report thereon. *Conduct awareness and information sessions on the internal control environment. *Identify potential financial risks and facilitate management action to mitigate the identified risks. *Assess operational and financial risks. *Recommend mitigation factor where gaps are identified. *Identify cases of irregular, fruitless and wasteful expenditure and report thereon. *Make recommendations as to how to avoid/ curb these transactions from reoccurring. *Develop, implement and maintain a financial information retention/ repository system. *Maintain a nodal point for all financial management policies, procedures and circulars.
- NOTE** : **African, Coloured, Indian and White Males and African, Coloured and Indian Females and people with disabilities encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **CHIEF LAND RESEARCH SPECIALIST: CONVEYANCING (Reference: 3/2/1/2016/7)**
- SALARY** : R289 761 per annum (Level 9)
- CENTRE** : **DIRECTORATE: PROPERTY RESEARCH AND SUPPORT (PRETORIA)**
- REQUIREMENTS** : *Degree in Property Management, Law or equivalent qualification. *3 years in Property Management, Portfolio immovable Asset Management or Land Administration. *Knowledge of Property Research Techniques. *Interpretation of relevant legislations on Land Administration and Immovable Properties. *Ability to interpret Tittle Deeds and any other legal documents. *Project Management skills. *Communication skills (written and verbal). *Interpretation skills. *Computer skills. *Research skills. *Analytical skills. *Planning and organizing skills. *Valid driver's licence. *Ability to work in a team as well as independently.
- DUTIES** : *Prepare and provide vesting registrations. *Prepare and provide disposal registrations. *Prepare and provide servitudes registrations. *Prepare and provide other registrations in terms of the Deeds Registries Act. *Record request for the registration of transaction from stakeholders. *Obtain original title deeds to and from Property Research unit. *Verify conveyancing documents before submitting to relevant authority for signing. *Verify invoices for payment of services rendered by conveyancers. *Conduct follow-ups and updates progress on matters referred. *Administer conveyancing records. *File original approved submissions and copies of original Item 28 (1) Certificates. *Maintain the updated information on the LAW and Title Deed Manager system. *Prepare and provide reports and statistical information on conveyancing. *Compile monthly, quarterly and annual reporting. *Provide statistical returns. *Write submissions.
- NOTE** : **African, Coloured, Indian and White Males and Coloured Females and people with disabilities encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : PROJECT COORDINATOR: CPI REGISTER (Reference: 3/2/1/2016/8)
- SALARY** : R361 659 per annum (Level 10)
- CENTRE** : **DIRECTORATE: COMMUNAL PROPERTY INSTITUTIONS (PRETORIA)**
- REQUIREMENTS** : *A Degree/ National Diploma in Law, Public/ Business Administration, Social Sciences or equivalent. *3-5 years' experience in the registration and/ or monitoring and evaluation of CPAs, managing or administering Trusts, company registration. *Knowledge of the Communal Property Association Act. *Strong work ethic skills. *Ability to learn. *Strong interpersonal skills. *Strong written and verbal communication skills. *Highly organised and able to manage multiple tasks simultaneously.
- DUTIES** : *Collate all the documents required for registration of CPI for submission to the Director. *Ensure all the necessary documentation is attached. *Register all the CPI as per instructions of the Director. *Open departmental file accordance with the departmental practice. *Allocate registration number to the association. *Enter groups details into the register. *Disseminate registration duplication certificates as prescribed in the regulations. *Issue one copy of the registration certificate to the provincial Chief Director. *Ensure that the registration certificate is forwarded to the Chairperson of the association.
- NOTE** : **Coloured, Indian and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : SENIOR DATA CAPTURER (Reference: 3/2/1/2016/9)
- SALARY** : R158 985 per annum (Level 6)
- CENTRE** : **DIRECTORATE: SUPPORT SERVICES (LIMPOPO)**
- REQUIREMENTS** : *Grade 12 or equivalent qualification with Typing as a subject. *1 year experience in typing large volumes of documents. *Knowledge of Public Service sector requirements and typing policy. *Computer literacy in Word, Excel, PowerPoint and e-mail programmes. *Typing skills. *Verbal and written communication skills.
- DUTIES** : *Capture the documents received. *Type standard letters, circulars, reports and any other documents. *Records incoming documents. *Develop applications database/longlist. *Capture all the received applications of employment according to the name of post and reference numbers. *Ensure that all long lists are available on request. *Store completed documents in the appropriate location. *Safe keeping of the applications of employment in the storage. *Store the completed documents electronically on the system. *File all the printed lists in the specific file. *Maintain logs of activities and completed work. *Keeping the completed shortlisting schedules and long lists per reference numbers.
- NOTE** : **African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X9552, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane 0700, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **SENIOR HUMAN RESOURCE PRACTITIONER (Reference: 3/2/1/2016/10)**
- SALARY** : R243 747 per annum (Level 8)
- CENTRE** : **DIRECTORATE: SUPPORT SERVICES (WESTERN CAPE)**
- REQUIREMENTS** : *Degree/ National Diploma in Labour Relations, Human Resource Management or equivalent qualification. *2-3 years' working experience in labour relations environment. *Knowledge of human resource policies and prescripts. *Performance management and development system. *Knowledge and understanding of legislation framework governing the public services. *Labour and employment legislations. *Public service regulations. *Computer literacy skills. *Interpersonal skills. *Planning and organising skills. *Presentation skills. *Communication skills (written and verbal). *Negotiation skills. *Conflict resolution skills. *Facilitation skills. *Problem solving skills. *Investigation skills. *A valid driver's licence. *Team work. *Working under pressure and meet deadlines.
- DUTIES** : *Effective application of the labour relations policies, procedures, regulations and legislation. *Provide advice to clients and ensure efficient and effective application of labour relations policies. *Facilitate the prompt finalisation of misconduct cases. *Facilitate grievance cases and ensure that they are dealt with within 30 working days/ agreed upon timeframes from the date of receipt. *Ensure effective advice towards the resolution of grievances. *Monitor implementation and adherence of prescripts governing grievances. *Ensure prompt referral of grievances to the Executive Authority, and PSC when necessary. *Ensure and monitor the implementation of the outcome of grievances. *Facilitate the prompt finalisation of grievances. *Represent the department at conciliation and arbitration set downs. *Obtain mandate and or negotiate settlement agreement to resolve dispute, where applicable. *Identify cases that need to be dealt with by legal services/ external service provider/ counsel. *Proper preparation and presentation of cases. *Facilitate capacity building programmes implemented. *Provide and facilitate training to business units on request. *Assist service providers with the facilitation of SMS training in the province. *Advise employees and management on daily basis. *Manage relationships with organised labour and assist in collective bargaining process. *Assist with the preparation for DBC meetings, as required. *Attend policy consultation meetings, as requested. *Attend to any industrial unrest that occurs in area of responsibility. *Promote and enforce a cordial relationship with shop stewards in area of responsibility. *Maintain an effective labour relations reporting system for allocated cases. *Timely submission of monthly statistical reports. *Timely submission of quarterly, annual and ad hoc reports.
- NOTE** : **African, Indian and White Males and Indian and White Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X9159, Cape Town, 8001 or hand it delivered to: 14 Long Street, 1st Floor, Cape Town, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE (Reference: 3/2/1/2016/11)
- SALARY** : R361 659 per annum (Level 10)
- CENTRE** : **DIRECTORATE: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT: (WESTERN CAPE)**
- REQUIREMENTS** : *A Bachelor's Degree / National Diploma in Business Studies/ Development Studies/ Agricultural Economics. *3-5 years' experience in the field of cooperatives development. *Knowledge of operational planning. *Human resource management. *Financial management. *Supply chain management. *Knowledge of rural development techniques. *Understanding of business development. *Strong leadership and managerial qualities, a good track record of working with communities. *Communication skills (excellent verbal and written communication skills. *Negotiation skills. *Marketing networking skills. *Strategic management skills and leadership skills. *Project management skills. *Team management skills. *Presentation skills. *A valid driver's licence. *Willingness to travel.
- DUTIES** : *Manage small business marketing and trade development. *Facilitate market linkages. *Manage small business research and technology development. *Facilitate access to market intelligence and information and linkages to other stakeholders. *Manage small business education and skills training. *Provide skills development to small business and ensuring compliance to small business. *Manage small business development finance. *Facilitate access to finance for small business. *Provide liaison with districts and local municipalities. *Facilitate compliance with corporative legislation and policy. *Identify, facilitate establishment and registration of primary cooperatives. *Facilitate social cooperatives (burial societies, consumer and savings cooperatives). *Provide skills development and support to cooperatives. *Receive referrals from knowledge unit.
- NOTE** : **Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : **29 January 2016 at 16:00**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X9159, Cape Town, 8001 or hand it delivered to: 14 Long Street, 1st Floor, Cape Town, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

<u>POST</u>	:	<u>DIRECTOR: MAPPING SERVICES (Reference: 3/2/1/2016/12)</u>
<u>SALARY</u>	:	R864 177 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	DIRECTORATE: MAPPING SERVICES: WESTERN CAPE (MOWBRAY)
<u>REQUIREMENTS</u>	:	*Bachelor's Degree in Cartography/ Surveying/ Geomatics/ Geospatial Information Science (NQF 7). *Registration with SA Council for Professional and Technical Surveyors. *5 years of experience at a middle/ senior managerial level. *Appropriate post qualification experience in cartography and geomatics. *Knowledge of Geo-spatial information management. *Topographic framework information. *Cartography. *Map design. *Map production. *Digital photogrammetry. *Performance management and monitoring. *Government systems and structures. *Government decision making processes. *Programme setting process. *Understanding of the management information and formal reporting system. *Dealing with misconduct. *Public financial management. *Internal control and risk management. *Project management principles and tools. *The political landscape of South Africa. *Project management skills. *People management skills. *Team management skills. *Interpersonal skills. *Computer literacy skills. *Resource planning skills. *Strategic planning skills. *Problem solving and decision making skills. *Time management skills. *Business skills. *Communication skills.
<u>DUTIES</u>	:	*Ensure and monitor the processing of earth imagery. *Manage the ortho-rectification of imagery in accordance with standards and the annual production plan. *Manage the determination of image positions and orientation through photogrammetric methods, ongoing. *Manage the collection of elevation data and computation of digital elevation models in accordance with standards and the annual production plan. *Provide map production service. *Manage the production of orthophoto maps in accordance standards and the annual production plan. *Manage the production of medium and small-scale maps in accordance with standards and annual production plan. *Manage the production of land cover maps and land use map in accordance with standards and the annual production plan. *Manage the design and production of customized maps. *Archive and retrieve survey and mapping records, in accordance with archive and security standards at all times. *Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. *Render advisory services, as required. *Manage the provision of cartographic services to the Department of Basic Education, as required. *Manage the production of aeronautical charts on behalf of south African Civil Aviation Authority, as required. *Participate in development projects in Africa.



rural development & land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

*Plan and execute projects in accordance with best practice for project management, as required.

NOTE : The Department further reserves the right to test Candidates by means of case studies as part of the interview process. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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 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.

CLOSING DATE : 29 January 2016 at 16:00

Please forward your application, quoting the relevant reference number to:
The Department of Rural Development and Land Reform, Private Bag X833,
Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **DIRECTOR: SERVICE DELIVERY COORDINATION (Reference: 3/2/1/2016/13)**
- SALARY** : R864 177 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : **BRANCH: CORPORATE SUPPORT SERVICES (PRETORIA)**
- REQUIREMENTS** : *Bachelor's Degree or Advanced Diploma in Public/ Business Administration / Management (NQF Level 7). *5 years' experience in middle management or senior managerial level. *Understanding of corporate governance principle. *Ability to implement performance management and monitoring systems. *Knowledge of government systems. *Ability to communicate effectively across a wide spectrum. *A thorough understanding and practical experience of Project management. *Analytical and problem solving skills. *Facilitation and co-ordination 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 concepts to modify corporate policies, procedures and processes. *Presentation skills- comfortable creating and communicating compelling arguments for modifying a course of action. *Computer literacy skills. *A valid driver's license. *Willingness to travel. *Ability to work under pressure and long hours.
- DUTIES** : *Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Shared Services Centre (PSSC) in a province through the Corporate Governance Framework. *Lead the development and implementation of consistent corporate performance monitoring to focus on the delivery of PSSC Annual Performance Plan outcomes. *Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. *Provide professional advice and support to the Chief Director: PSSC in Community participation, Community planning, Corporate and Operational Planning, Programme Performance Reporting, Corporate Project, Policy, Strategy and Infrastructure Development and Implementation, and Corporate Governance development and implementation. *Coordinate and facilitate the development, implementation, integration and monitoring of the PSSC Corporate and Operational Plans, performance and governance functions to deliver corporate-wide integration of strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at an executive level. *Provide assistance to the Chief Director PSSC Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Service Centre's ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. *Establish and maintain internal and external networks to monitor trends and best



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

practice in corporate governance. *Lead communication and collaboration with senior management and staff across the department to improve the understanding of the department's corporate governance agenda.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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 DPSA Directive on the implementation of competency based assessments⁰). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE : 29 January 2016 at 16:00

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : DIRECTOR: LABOUR RELATIONS (Reference: 3/2/1/2016/14)
- SALARY** : R864 177 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : **CHIEF DIRECTORATE: HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (PRETORIA)**
- REQUIREMENTS** : *Bachelor's degree / Bachelor of Laws/Labour Law or Advanced Diploma Human Resource Management / Labour Relations (NQF Level 7). *5 years middle management work experience. *Knowledge of the following: Labour Relations Act, Basic Condition of Employment Act, Public Services Regulations as amended, Public Service Act, Policy development and implementation, Collective Bargaining within unionized environment, Management of individual employee relations matters. *Computer literacy. *Basic understanding of Project Management Methodology. *Good verbal, written and presentation communication skills. *Facilitation skills. *Analytical skills. *Problem-solving skills. *Conflict resolution skills. *Interpersonal skills. *Financial Management skills. *Conflict Management skills. *Leadership Skills. *Driver's license. *Working under pressure. *Team work.
- DUTIES** : *Manage Labour Relations Directorate in a manner that ensures compliance to all labour relations and public service prescripts including adherence to applicable timeframes. *Ensure that efficient, effective and responsive labour relations services is provided to all levels within the organisation. *Develop required labour relations policies and procedures, and review existing policies to improve the operations of the Directorate. *Provide strategic direction in the management of misconduct cases, as well as the initiation of complex/ high level cases. *Provide strategic direction in the management of grievances, as well as the investigation of complex/ high level cases. *Provide strategic direction in the management of labour disputes, as well as representing the Department at arbitrations and managing labour court processes. *Manage collective bargaining
- NOTE** : **This is a re-advertisement and applicants who applied previously need not re-apply. The Department further reserves the right to test Candidates by means of case studies as part of the interview process. Appointment is subject to a positive security clearance and the signing of a performance agreement. 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 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.**



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

CLOSING DATE : 5 February 2016 at 16:00

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

- POST** : **CHIEF DIRECTOR (Reference: S8/3/2016/15)**
- SALARY** : R1 042 500 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : **CHIEF DIRECTORATE: HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**
- REQUIREMENTS** : *A relevant tertiary qualification equivalent to NQF Level 7. *5-years experience at a senior management level. *Practical knowledge and experience in the administration and application of organisational development, performance and talent management, employee relations, training and development, employee service benefits, *Research and planning skills *Strategic capability and leadership skills. *High level communication skills. *Advanced interpersonal skills. *Analytical thinking skills. *Well developed problem solving and decision making skills. *Presentation skills. *Project management skills. *Financial management skills. *Strong customer focus. *Ability to meet tight deadlines. *Ability to critically assess situations and propose solutions. *Ability to work under pressure with limited resources and extended hours. *Experience in the use of innovation to enhance service delivery. *Competent in extracting and analysing HR data from various sources. *Knowledge of an integrated financial management system of which HCM forms a critical part. *Ability to understand and utilise PERSAL
- DUTIES** : *Implement a turnaround strategy to ensure that the human resource management support function in the department is client-focussed and responsive to the business needs of the department. *Ensure compliance with the human resource management framework for the public sector. *Ensure that effective human resource policies and plans are in place. *Develop and implement effective systems to manage and enhance performance. *Implement efficient recruitment and retention strategies. *Implement a responsive employee health and wellness programme. *Facilitate and monitor internal transformation strategies. *Oversee the human resource development function through monitoring the implementation of the Skills Development Act, bursary and internship/ learnership programmes. *Provide expert advice to address the organisational development requirements of the department. *Facilitate effective employer-employee relationships. *Manage the maintenance and effective utilisation of the Personnel and Salary Administration System (PERSAL). *Provide meaningful management information to assist with effective decision making around HR matters.
- NOTE** : **This is a re-advertisement and applicants who applied previously must re-apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of**



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

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 DPSA Directive on the implementation of competency based assessments⁰). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CLOSING DATE : 5 February 2016 at 16:00

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

IMPORTANT : DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts and as contemplated by the relevant component's EE Plan. We reserve the right not to fill a position.

Persons with disabilities are encouraged to apply.

All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). We encourage all applicants to declare any pending criminal, disciplinary or any other allegations or investigations against them.

Applications must be submitted on form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Applicants must also provide three referees with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the candidate.

Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post in the DRDLR, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. If you have not been contacted for an interview within three months of the



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

Applications will not be considered after the closing date.



rural development
& land reform

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA