

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 04 August 2023 at 16:00

NOTE : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website 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 the South African Qualifications Authority (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 the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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 committee 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. 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 reorganization of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

ERRATUM: The position of Senior Security Officer (X4 Posts) Ref No: 3/2/1/2023/464 for the Directorate: Physical Security and Special Events: Gauteng (Pretoria) and position of Senior Security Officer (X2 Posts) Ref No: 3/2/1/2023/465 for the Directorate: Physical Security and Special Events:

Western Cape (Stellenbosch) that was advertised in Public Service Vacancy Circular 24 dated 14 July 2023 has reference. The qualifications have been amended to Grade 12 Certificate and Security Certificate Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. The closing date has been extended to the 04 August 2023. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

- POST 25/01** : **CHIEF DIRECTOR: CADASTRAL SPATIAL INFORMATION REF NO: 3/2/1/2023/485**
Chief Directorate: Cadastral Spatial Information

- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelors' Degree in Geomatics / Surveying (NQF Level 7). Registered as a Geomatics Professional / Geomatics Technologist / Geomatics Technician with the South African Geomatics Council (SAGC). Minimum of 5 years' experience at a senior management level in a Land Surveying environment. Job related knowledge: Cadastral Survey knowledge. Technical System. Cadastral Spatial Information. 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. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). Stakeholder management skills. Ability to work efficiently and effectively at all times. A valid driver's licence.

- DUTIES** : Manage the development and maintenance of Cadastral Information Systems modules. Manage enhancement of the Cadastral Information System operational platform. Manage user inputs and development requirements. Monitor user experiences and development needs. Monitor completeness, accuracy, currency and correctness of national cadastral spatial information repository. Provide technological support for the Cadastral Information System. Ensure maintenance and support of Cadastral Information Systems. Keep abreast with technological developments in Cadastral Information Systems. Provide leadership on technological advancements in Cadastral Information Systems. Inform the strategic trajectory on technological requirements. Provide web application support. Ensure maintenance of Chief Surveyor-General (CSG) web content and applications. Ensure provision of online information services. Manage user inputs and system development requirements. Monitor user experiences and development needs. Manage the national dataset. Manage maintenance and hosting of the national spatial dataset. Administer the supply of national spatial data on request. Develop policies for South African cadastral spatial data. Ensure implementation of spatial data infrastructure and standards. Ensure development of technical tools. Promote sound management of cadastral spatial data. Ensure development and implementation of standard data management procedures. Ensure development and application of tools to enhance the quality of data. Guide research and development on management of cadastral spatial data. Ensure data quality management, monitoring and evaluation.

- ENQUIRIES APPLICATIONS** : Ms M Kekana Tel No: (012) 312 8344
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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| <u>POST 25/02</u> | : | <u>CHIEF DIRECTOR: COOPERATIVES DEVELOPMENT REF NO: 3/2/1/2023/486</u> Chief Directorate: Cooperatives Development |
| <u>SALARY</u> | : | R1 371 558 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Social Sciences / Economics (NQF Level 7). Minimum of 5 years' experience at a senior management level. Job related knowledge: Knowledge and understanding of all relevant Legislation and Regulations that govern the Public Services including the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of Government's vision in terms of the international forums and the Intergovernmental Relations Framework. Knowledge of the Government's policies and priorities for Agriculture, Land Reform and Rural Development. Knowledge of the Department of Agriculture, Land Reform and Rural Development strategy and business plan. Knowledge of the Agriculture, Land Reform and Rural Development sectors, the economic sector, Public Administration, supporting structures and programmes. Understanding of International Trade Policy and Regulations e.g. World Trade Organization (WTO) etc. Understanding of relevant regional and international conventions and protocols. Understanding of relevant legal principles. Understanding of relevant Trade and International Relations operating procedures as prescribed by relevant Departments. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Financial management skills. Strategic capability and leadership skills. Programme and project management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communications skills (verbal and written). Honesty and integrity. Change management skills. Willingness to work extended hours and to travel. A valid driver's licence. |
| <u>DUTIES</u> | : | Oversee the development of policies, strategies and programmes with regards to Broad Based Black Economic Empowerment (BBBEE) within the sector and Implementation thereof. Ensure the development of BBBEE charters, norms and standards. Ensure the effective communication of policies, strategies and programmes and the implications for key stakeholders. Ensure analysis and report on BBBEE compliance in the sector. Ensure synergies with the relevant Departments to monitor and report on non-compliance to the sector code. Ensure the review of implementation challenges, experienced by businesses in the sector and develop appropriate responses to those challenges. Oversee the provision of support to the charter councils. Ensure status reports on BBBEE compliance in the sector. Oversee the development of policies, strategies and programmes to support co-operative development and implementation thereof. Ensure the development of operational guidelines for implementation of policies strategies and programmes. Ensure development of supporting communication plans and operational manuals for the implementation of policies and strategies. Ensure implementation of the agricultural cooperative development policies, strategies and programmes. Ensure that relevant institutional arrangements are in place for the implementation of policies, strategies and programmes. Ensure monitoring, evaluation and reporting on progress made on various programmes. Ensure cooperatives educational and skills training to enhance performance and efficiencies. Oversee the development of policies, strategies and programmes to support enterprise development and implementation thereof. Ensure coordination of sector small businesses readiness to enhance market access. Ensure support sector small businesses in acquiring information on research methodologies and technologies. Ensure coordination of entrepreneurial development from Small, Medium and Micro Enterprises (SMMEs) in the sector. Ensure the management of small business education and skills training to enhance internal business performance and efficiencies. Oversee the implementation of programmes and resources to increase participation of agribusinesses and SMMEs within the sector mainstream economy. Ensure efficient and effective implementation of allocated resources for the |

advancement of small and measured entities in the Sector. Ensure governance structures for the management of resources are in place. Ensure agreements between the Department and partners are in place. Ensure marketing and promotion to improve uptake. Ensure monitoring and evaluation pre and post implementation of projects. Ensure impact assessment on approved and implemented projects. Ensure promotion and coordination of entrepreneurial development.

ENQUIRIES : Ms K Komape Tel No: (012) 319 6533
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

POST 25/03 : **CHIEF DIRECTOR: NATURAL RESOURCES AND DISASTER MANAGEMENT REF NO: 3/2/1/2023/487**
Chief Directorate: Natural Resources and Disaster Management

SALARY : R1 371 558 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma (NQF Level 7) in Agriculture / Natural Resources Management. Minimum of 5 years of experience at senior management level. Job related knowledge: Knowledge and understanding of International Agricultural Trade, World Trade Organisation (WTO) Sanitary and Phytosanitary Measures (SPS) import and export regulatory systems, WTO Technical Barriers to Trade (TBT), Convention on Biological Diversity (CBD) and other related agreements. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge and understanding of: Strategies, policies and strategies that govern natural resource management. Policies and legislative framework applicable to the sector. Policies and legislative framework applicable to Public Sector Administration and Management. The sector and key partners / stakeholders within the sector. The imperatives of government with regards to land use and soil management. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills (verbal and written). Honesty and integrity. Ability to work efficiently and effectively at all times. A valid driver's licence.

DUTIES : Provide guidance in the development and revitalization of irrigation water schemes and water use. Facilitate research on the development and revitalization of irrigation water schemes and water use. Ensure the development / review of policies and strategies on development and revitalization of irrigation water schemes and water use. Support the implementation of policies and strategies on development and revitalization of irrigation water schemes and water use. Monitor the implementation of relevant policies and strategies. Ensure that evaluation studies on the development and revitalization of irrigation water schemes and water use are conducted. Provide guidance and policy advice to management and key stakeholders on the development and revitalization of irrigation water schemes and water use. Approve and submit reports on Department's efforts with regards to the development and revitalization of irrigation water schemes and water use. Ensure and monitor awareness building and education initiatives on the development and revitalization of irrigation water schemes and water use. Participate in relevant national, regional, continental and international structures. Facilitate climate change mitigation and adaptation, risk and disaster management. Facilitate research on climate change mitigation and adaptation, risk and disaster management as it relates to agriculture. Ensure the development / review of policies and strategies on climate change

mitigation and adaptation, risk and disaster management. Coordinate and support the implementation of climate change programmes in support of risk and disaster management and ensure sectoral compliance with the National Climate Change Response Framework and regional and international obligations. Ensure effective planning and implementation of an early warning system in support of associated sector risk management. Monitor the implementation of relevant policies and strategies. Provide strategic and policy advice to management and key stakeholders on climate change mitigation and adaptation, risk and disaster management. Prepare and submit reports on Department's efforts with regards to climate change mitigation and adaptation, risk and disaster management. Facilitate and guide awareness building and education initiatives on climate change mitigation and adaptation, risk and disaster management. Participate in relevant national, regional, continental and international structures. Promote, regulate and coordinate the sustainable use of natural resources (land and soil). Facilitate research on sustainable use of natural resources (land and soil). Ensure the development of policies and strategies on sustainable use of natural resources (land and soil). Support the implementation of policies and strategies on sustainable use of natural resources (land and soil). Monitor the implementation of relevant policies and strategies. Ensure the effective management of the process of undertaking evaluation studies to determine the extent to which policies and strategies implemented have had a sustainable impact on the use of natural resources (land and soil). Support the process for transferring land rights and ensuring that the process is sustainable. Provide guidance and policy advice to management and key stakeholders on the sustainable use of natural resources (land and soil). Issue directives in line with legislation on the sustainable use of natural resources (land and soil). Manage the enforcement of legislation and directives with regards to the sustainable use of natural resources (land and soil). Approve and submit reports on Department's efforts with regards to the sustainable use of natural resources (land and soil). Approve and submit reports to management and key stakeholders on land use and soil management (trends and forecasts). Approve and submit reports to the World Trade Organisation and other international organizations with regards to support provided in respect of land use. Promote awareness building and education initiatives on the sustainable use of natural resources (land and soil). Participate in relevant national, regional, continental and international structures. Develop and implement technical tools and systems for disaster management. Manage the training, capacitating and promotion of awareness on environmental risk reduction measures. Conduct risk analysis and vulnerability classification to address potential rural disasters. Undertake pre and post disaster assessments and make informed recommendations on required interventions. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered – in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Ensure that priority targets are realised by respective Directorates and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorates while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates. Define processes required for the delivery of sets targets. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure implementation of Service Level Agreements with Provincial Departments of Agriculture and relevant State-Owned Entities. Take responsibility for coordination and communication in relation to the functions of the Chief Directorate. Create an enabling environment including ensuring soliciting resources as needed in support of the Directorates for achievement of their targets. Take responsibility for the development of annual business plans. Ensure the management and development of human resources.

ENQUIRIES
APPLICATIONS

- : Mr D Serage Tel No: (012) 319 6504
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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| <u>POST 25/04</u> | : | <u>CHIEF DIRECTOR: INSPECTION AND QUARANTINE SERVICES REF NO: 3/2/1/2023/488</u> Chief Directorate: Inspection and Quarantine Services |
| <u>SALARY</u> | : | R1 371 558 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) |
| <u>CENTRE REQUIREMENTS</u> | : | Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma (NQF Level 7) in Agriculture. Minimum of 5 years' experience at a senior management level in agricultural production regulatory services, agricultural enforcement services, sanitary and phytosanitary services or equivalent. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge and understanding of World Trade Organisation (WTO) Agreements on the application of Sanitary and Phytosanitary Services measures (SPS Agreement). Knowledge and understanding of International Agricultural Trade, WTO-SPS import and export regulatory systems, WTO- Technical Barriers to Trade (TBT), Convention on Biological Diversity (CBD) and other related agreements. Knowledge and experience in all agricultural production regulatory laws. Knowledge of laboratory and inspection services requirements, processes and procedures. Knowledge and understanding of obligations in respect of International Plant and Protection conventions. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills (verbal and written). Honesty and integrity. Ability to work efficiently and effectively at all times. A valid driver's licence. |
| <u>DUTIES</u> | : | Provide guidance and support in the development and implementation of risk management strategies and plans. Provide guidance with regards to the identification of high-risk agricultural facilities and ports of entry / borders. Facilitate the development, monitoring and maintenance of risk management systems in order to ensure the effective identification of high-risk areas. Provide strategic advice and ensure the development of risk management strategies to mitigate identified risks. Oversee, facilitate and guide the implementation of contingency plans and risk management strategies for national pests and diseases control programmes. Facilitate, guide and ensure the effective implementation of the risk management strategies and plans. Ensure the provision of effective border control management in order to reduce risks in the import and export of plant and animal products and inputs. Facilitate and ensure compliance with regards to agricultural legislation, frameworks and norms and standards. Provide guidance and monitor the implementation of biosecurity, policies, regulation, norms and standards for inspection and quarantine services. Monitor and ensure compliance with national frameworks (policy, prescripts, legislation). Provide feedback in the review of policies, strategies, norms and standards. Ensure the provision of effective inspection / auditing services at official ports of entry points. Ensure the provision of effective national Sanitary and Phytosanitary (SPS) and Technical Barriers to Trade (TBT) inspection / auditing services. Oversee the issuing of certifications in accordance with applicable legislation and regulations. Ensure the provision of an effective national plant quarantine, diagnostic services, animal quarantine and inspection services. Ensure that there is coordination and collaboration with other internal Directorates that deals with plant and animal health matters in respect of the control of diseases outbreaks. Ensure that there is coordination and collaboration with other Departments and agencies (Department of Health, South African Police Services (SAPS), South African Revenue Service (SARS), Border Management Authority (BMA) etc) in respect of the control of diseases outbreaks. Provide guidance and ensure compliance with regional and international obligations and legislations at ports of entry. Ensure and promote food safety and quality assurance of agricultural products |

and inputs through legislation. Provide guidance and monitor the implementation of policies, related legislation, norms and standards in respect of food safety. Provide guidance with regards to the safety, quality and efficacy of agricultural production inputs and agricultural products. Ensure regulation of food safety and quality of agricultural products. Guide and support awareness campaigns with regards to the promotion of food safety, bio-security issues and risk management. Monitor and ensure the provision of an effective analytical laboratory services. Guide and support awareness and educational campaigns with regards to the promotion of food safety of agricultural products and inputs. Ensure that regional and international food safety obligations are complied with. Ensure the education and skills transfer of new developments in technologies to farmers in the crop production industry. Ensure the development and implementation of risk management awareness programmes. Ensure effective management and coordination of inspection of phytosanitary matters and quality control in collaboration with the Food Safety Directorate and the Perishable Products Export Control Board PPECB (PPECB). Represent the Department in National and International bodies and stakeholders as required. Provide guidance and ensure the safety, quality and efficacy of agricultural production inputs. Provide guidance in the evaluation of technical data on farm feeds, fertilizers and sterilizing plants, agricultural remedies and stock remedies. Ensure the provision of effective registration and administration services in terms of Act 36 of 1947. Provide guidance in the setting of registration standards and ensure that they comply with international norms and standards. Provide guidance and ensure liaison with other government departments (e.g. Department of Health, DWEA, etc) and industry on the application of the Act. Facilitate and promote the reduction of risks through the provision of import and export standards. Ensure the effective management of SPS information to maximise stakeholder interest and involvement. Promote compliance with regional and international obligations and legislations. Oversee the provision of strategic advisory services to clients and other stakeholders in terms of import and export control standards. Provide guidance in the dissemination of import and export information to clients and other stakeholders. Ensure the development of food import, export control standards and monitor the implementation thereof. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy with special reference to how priority projects should be resourced and delivered in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Ensure that priority targets are realised by respective Directorates and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorates while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates. Define processes required for the delivery of sets targets. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure implementation of Service Level Agreements with Provincial Departments of Agriculture and relevant State-Owned Entities. Take responsibility for coordination and communication in relation to the functions of the Chief Directorate. Create an enabling environment including ensuring soliciting resources as needed in support of the Directorates for achievement of their targets. Take responsibility for the development of annual business plans. Ensure the management and development of human resources.

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OTHER POSTS

POST 25/05

- : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/493**
Directorate: Operational Management
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

- : R958 824 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Free State (Bloemfontein)
: Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc Degree. Minimum of 6 years extensive post-qualification legal professional and advisory experience (with 4 years supervisory experience). Admission as an Attorney or Advocate of the High Court of South Africa. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, law and other relevant acts and legislative prescripts. Specialised knowledge of constitutional Law. Law of contracts. Knowledge of legislation: The administration of Estates Act 1965, The Wills Act 1953 and Intestate Succession Act 1987. Knowledge of South African law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES

: Ensure legal compliance to the Restitution of Land Rights Act. Check Research report e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholders' engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representation by landowners. Check Gazette notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representation by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Association CPA1 to CPA8 and CPA constitution. Check Deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons, and other court proceedings. Draft memorandum informing National Office about new matter and request instructions from the Chief land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress identify cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court documents (pleadings). Attend Pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the Commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondence to various stakeholders e.g. Attorneys, companies, claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandum requesting signing of settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution, CPA1-CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from

municipality. Prepare memorandum for payment of rates. Acquire proof of payment of rates. Obtain certificate from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land components. Liaise with research Institution for research and data collection purposes. Analyse collected data and develop provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

ENQUIRIES : Ms D Peters Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300

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

POST 25/06 : **RESOURCE AUDITOR REF NO: 3/2/1/2023/489**
 Directorate: Land and Soil Management

SALARY : R424 104 per annum (Level 09)
CENTRE : North West (Potchefstroom)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Agriculture, Natural Resources Management or Resources Utilization as a minimum requirement. Minimum of 3 years relevant experience. Job related knowledge: Conservation of Agricultural Resources (CARA), Act no 43 of 1983, National Environmental Management Act (NEMA), Act no 107 Of 1998, National Environmental Management Biodiversity Act (NEMBA), Act 10 of 2004, Protected Areas Act. Knowledge of policy development. Public Service Act. Public Service Regulations, Public Finance Management Act. Labour Relations Act and Water Act. Job related skills: Geographic information system. Policy development and analysis skills. Monitoring and research skills. Leadership skills. Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Inspection and auditing skills. Problem solving skills. Facilitation and coordination skills. Computer literacy. Honesty and integrity. Teamwork. Interpersonal relations. Flexibility. Client orientation and customer focus. Planning and execution. Ability to work under pressure. Ability to work independently. A valid driver's licence. Willing to work extended hours and to travel extensively and be away from home for an extended periods.

DUTIES : To audit compliance to sustainable use of natural agricultural resources, assess the status of land degradation and compilation of farm management plans for farm unit, land users areas, landscape and at District level. Inspect and assess the state of natural agricultural resources. Inspect and assess the state of land degradation for all forms of degradation. Audit compliance with provision of the Act. Prescribe remedial action by means of a directive. Compile farm management plans farm unit, land users areas, landscape and at district level in terms of applicable control measures. Monitor compliance over time. Prosecute noncompliance with provision of Acts and directives. Compile a report on the state of land degradation and rehabilitation works undertaken. Maintain a geo-referenced database of state of land degradation and farm management plan implementation. Liaise with organized agricultural organization, relevant stakeholder's and conservations committees. Take appropriate action in line with the provisions of the Act. Enforce protection of the production potential of rangeland and promote the sustainable use thereof. Inspect and assess the state of rangeland for all forms of degradation. Audit compliance with provisions of the Act. Prescribe remedial action by means of a directive. Monitor compliance with directive. Prosecute noncompliance with provision of Act and directives. Process applications in terms of applicable control measures. Document all actions taken. Report on state of rangeland and action taken. Maintain a geo-referenced database of state of rangeland and action taken. Ensure protection of the production potential of cultivated land and promote the sustainable use thereof. Inspect and assess the state of cultivated land for all forms of degradation. Audit compliance with provisions of the Act. Prescribe remedial action by means of a directive. Monitor compliance with directive. Prosecute noncompliance with provision of Act and directives. Process applications in terms of applicable control measures. Document all actions taken. Report on state of cultivated land and action taken. Maintain a

geo-referenced database of state of cultivated land and action taken. Enforce protection of water sources and promote ecological integrity thereof and maintain flow-pattern of runoff water. Inspect and assess the state of water sources for all forms of degradation. Audit compliance with provisions of the Act. Prescribe remedial action by means of a directive. Monitor compliance with directive. Prosecute noncompliance with provision of Act and directives. Process applications in terms of applicable control measures. Document all actions taken. Report on state of water sources and action taken. Maintain a geo-referenced database of state of water sources and action taken. Stakeholder management for sustainable use of agricultural resources and CARA enforcement. Co-regulate with other legislations impacting on the state and use of natural agricultural resources in conjunction with relevant authorities. Promote sustainable use of natural agricultural resources through interaction with relevant authorities and stakeholders. Engage with conservation groups, committees and non-Governmental Organisation agencies focused to promote sustainable land use in a wide area approach. Coordinate and facilitate conservation committees. Assess effectiveness and efficiency of policies, legislation, control measures, standard operating procedures and provide recommendations for improved service delivery. Create awareness about objects CARA, the state of rangeland, cultivated land, weeds, invader plants and bush encroachment and promote better management practices to land users.

ENQUIRIES : Ms NC Ntlokwana Tel No: (012) 319 7567
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
NOTE : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 25/07 : **INFORMATION SECURITY OFFICER REF NO: 3/2/1/2023/490**
 Directorate: Document Security Compliance and Occupational Health and Safety (OHS)

SALARY : R294 321 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Degree / National Diploma in Public Administration / Management / Records Management / Security Management. Minimum of 1-year experience in the relevant working environment. Job related knowledge: Knowledge of the information security. Knowledge of record management. Knowledge of Minimum Information Security Standards (MISS). Job related skills: Communication skills (verbal and written). Facilitation skills. Report writing skills. Interpersonal relations. Analytical skill. Good presentation skills. Basic computer literacy. A valid driver's licence. Must be able to travel extensively.

DUTIES : Perform document / information management control. Implement document and information security in terms of MISS. Monitor and inspect the movement of information within DALRRD. Implements standards for ensuring controlled access of information. Implement departmental security policies and standard operating standard procedures. Develop standard operating procedures in line with MISS. Ensure classification of sensitive information in line with MISS. Ensure that all official complete declaration secrecy forms. Perform security audits. Perform after-hours inspections. Report incidents pertaining to information security. Ensure that all official complete declaration of secrecy forms. Facilitate communication security through procedures. Conduct ad hoc registries security inspection in line with MISS. Integrated Security Strategy of DALRRD in line with MISS and Minimum Physical Security Standards (MPSS). Conduct information security awareness. Conduct induction presentations to newly appointed officials. Conduct feedback session of security audit and assessments. Conduct integrated security awareness. Develop an awareness pamphlet and ensure communication. Develop and communicate information security plans.

ENQUIRIES : Mr K Rathokolo Tel No: (012) 312 8605
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

POST 25/08 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/491**
Directorate: Statistics and Economic Analysis

SALARY : R294 321 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
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 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

DUTIES : Render 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, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurement of goods and services. Compile 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 goods and services on the system (LOGIS, etc). 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 development and / or review of the 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. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms E Matsei Tel No: (012) 319 8453 / 4
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.

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

POST 25/09 : **REGISTRY CLERK REF NO: 3/2/1/2023/492**
Directorate: Quality Assurance and Administration

SALARY : R202 233 per annum (Level 05)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files.

Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
APPLICATIONS

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
 : 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.

NOTE

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