

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 14 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 reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 26/01</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/494</u> Chief Directorate: Financial Management
<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 in Financial Management / Management Accounting / Accounting / Commerce (NQF Level 7). Minimum of 5 years' experience at senior managerial level in the Finance Field. Job related knowledge: Preferential Procurement Policy Framework Act (PPPFA). Knowledge of corporate governance issues. Knowledge of Municipal Finance Management Act (MFMA). Knowledge of Public Service environment. Knowledge of General Accepted Accounting Principles (GAAP). Public Finance Management Act (PFMA) and National Treasury Regulations. Job related skills: Leadership skills. Computer skills. Management skills. Project management skills. Communication skills (verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills / presentation skills. Negotiations skills. Ability to work under pressure. Meeting deadlines. A valid driver's licence.
<u>DUTIES</u>	:	Oversee the provision of effective and sound financial management in the Department. Ensure compliance to financial management standards by adhering to policies and guidelines. Manage bookkeeping activities for all accounts to ensure transparency and accountability. Monitor the payables, receivables and lease management functions to ensure credibility of processes. Administer the administration of the salary and payroll function of the Department to ensure timely payments. Manage financial legislative reporting. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Manage the legislative reporting. Provide management accounting services. Establish and enforce proper accounting methods, policies and principles. Manage the departmental budget. Manage financial systems. Conduct financial analysis. Ensure and oversee effective governance and compliance pertaining to financial management. Provide leadership and direction with regards to the identification of policy gaps and determination of policy goals. Oversee the development and effective implementation of financial management policies, processes, procedures, standards, system and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Monitor compliance with all relevant legislation, regulations, policies and procedures. Ensure compliance with all audit requirements. Ensure the development and implementation of risk management frameworks, standards and practises. Provide leadership, direction, advice and support. Ensure the development of financial management strategic objectives. Assist the Chief Financial Officer in discharging his / her responsibilities. Advise senior management on financial matters and financial consequences of draft policies including strategic planning issues. Ensure the provision of timely and accurate financial and operational information necessary for strategic decision-making. Liaise with relevant role players in the financial environment regarding transversal financial matters. Oversee the management of 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 respective Directorate and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of the set targets of the Directorate, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorate. 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 (ENE). Ensure implementation of Service Level Agreements with Provincial Departments of Agriculture and relevant State-Owned Entities. Take responsibility for 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 : Ms K Kgang Tel No: (012) 312 9461
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

OTHER POSTS

POST 26/02 : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/502**
Directorate: District Office

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

CENTRE : Mpumalanga (Gert Sibande District)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Humanities / Social Science / Legal Qualification. Minimum of 3 years' experience at junior management level in the relevant field. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills. Leadership skills. Project management skills. Networking skills. Team management skills. Customer and client focus. Statistical forecasting skills. A valid driver's licence and willingness to travel.

DUTIES : Manage and Implement communal land tenure programmes. Oversee awareness initiatives and capacity building on communal land management and relevant laws to stakeholders. Manage land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Manage the implementation of the communal tenure upgrade programmes. Manage and Implement land rights programmes. Monitor all queries on land rights programmes. Manage land rights management structures by providing legal protection and awareness. Maintain land rights mediation and adjudication processes. Oversee the implementation of the land rights upgrade programmes. Manage land rights management facility. Manage and implement the establishment and support of communal property entities. Oversee the establishment implementation of Communal Property Association (CPA). Manage the database of CPAs and similar entities. Oversee awareness initiatives of CPA activities. Monitor investigations and intervene on the affairs and activities of registered CPAs. Ensure mediation and dispute resolution proceedings of the CPAs. Provide implementation support on strategic leadership and support on land tenure programmes. Lead and manage the sub-directorate. Manage provincial implantation plan on tenure programme at the district level. Manage stakeholder relations. Represent and present the Directorate at various Fora. Ensure that CPAs are compliant to legislation. Manage external and internal audits. Ensure implementation of action plan. Manage risk and audit plan. Produce reports.

ENQUIRIES : Mr PZ Lukhele Tel No: (017) 819 1373
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 26/03 : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/499**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.
- ENQUIRIES APPLICATIONS** : Mr G Chandler Tel No: (021) 658 4300
: Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 26/04** : **CONTROL SURVEY TECHNICIAN (GRADE A) REF NO: 3/2/1/2023/497**
Directorate: Mapping Services
- SALARY** : R499 275 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE REQUIREMENTS** : Western Cape (Mowbray)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design

principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms TG Rambau Tel No: (021) 658 4303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001
- NOTE** : African, Indian and White Males and Persons with disabilities are encouraged to apply
- POST 26/05** : **CONTROL GEOGRAPHIC INFORMATION SYSTEM (GISc) TECHNICIAN (GRADE A) REF NO: 3/2/1/2023/500**
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R499 275 per annum, (Salary will be in accordance with the Occupational Specific Dispensation (OSD) requirements)
- CENTRE** : Eastern Cape (East London)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in GISc or Cartography. Minimum of 6 years' post qualification technical (GISc) experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Job related knowledge: Programme and project management. GISc, legal and operational compliance. GISc Implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Research and development skills. Analytical skills. Creativity. Self-management. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's licence.
- DUTIES** : Manage, supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial databases. Manage maps production and customise to meet client needs accordingly. Manage the operations of GIS equipment, software, data and products. Undertake spatial analysis with regards to GIS projects. Ensure data compatibility and preparing / interpreting metadata. Develop, test and

perform data capturing, analysis and quality control procedures. Maintain GISc unit effectiveness. Maintain GISc tools. Train end-users on basic GISc skills. Compile content for web publishing. Capture and maintain metadata. Update GISc software and renewal of licence. Document GISc processes. Render functional requirement analysis. Identify organisational challenges. Undertake and document user requirements and analysis. Identify gap analysis. Identify gap analysis on available spatial information in the organisation. Evaluate software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Assist in determining operational and project requirements. Conduct research. Research, investigate and advice on new GISc technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GISc standards.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

POST 26/06 : **PRINCIPAL GEOMATICS OFFICER REF NO: 3/2/1/2023/496**
 Directorate: Mapping Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years post qualification experience in Geomatics, Geospatial or Cadastral environment. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geo-spatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge in feature identification and data representation. Knowledge of Geographical Information Systems software. Performance Management and Monitoring. Theory, principles, and practices of standards. Job related skills: Problem solving and analysis skills. Decision-making skills. Team leadership skills. Creativity skills. Customer focus and responsiveness skills. Communication skills (verbal and written). Computer skills. Planning and organising skills. Conflict management skills and Negotiation skills.

DUTIES : Capture different geospatial data into the integrated Topographic system. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographic features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archive tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipments and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flightlines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. All aerial imagery ground position system data files must be stored in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalization principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Validate the captured elevation data in accordance with standards and specifications. Perform quality check

and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and assure quality of geospatial information and services to clients. Provide and ensure correctness of geospatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to assure quality. Assist with the renewal of service level agreements with vendors and district municipalities. Assist with the revision of datasets of products and services for established vendors and district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on the use of products and services including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geospatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

- ENQUIRIES** : Mr Y Rasonti Tel No: (021) 658 4300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 1st Floor, Cape Town, 8001
- NOTE** : African, Coloured, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 26/07** : **FORENSIC INVESTIGATOR REF NO: 3/2/1/2023/498**
Directorate: Forensic Investigation
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Policing / Accounting. Minimum of 2 years' experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic Investigations methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical skills. Problem-solving skills. Conflict management skills. Interpersonal skills. Computer skills.
- DUTIES** : Perform the Planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the

approved preliminary review projects plans. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

ENQUIRIES : Mr ME Rammutla Tel No: (012) 312 9840
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, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 26/08 : **OFFICE ADMINISTRATOR REF NO: 3/2/1/2023/495**
Directorate: Intergovernmental Relations

SALARY : R294 321 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year administrative experience. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Communication skills (verbal and written). Interpersonal relations. Flexibility. Computer literacy. Planning and organization skills. Teamwork. Working under pressure. Meeting deadlines.

DUTIES : Provide a meeting support service to the unit. Annual meeting schedules, Invitations, Attendance register etc. Venue arrangements (Include refreshments). Drafting and circulating agenda items. Consolidating and circulating meeting packs (hardcopy and electronic). Taking minutes and circulating the minutes for input and approval. Provide an administrative support service. Manage document flow (includes incoming and outgoing registers, document tracking etc). Receive telephonic calls, messages, visitors and direct to relevant role players and provide relevant information as required. Operate office equipment such as fax machines and photocopies. Provide logistical support and financial support services to the unit. Procurement of goods and services (include venue and catering for meetings, workshops and strategic planning sessions). Manage petty cash. Travel arrangements. Order stationery. Submit monthly budget inputs and expenditure statements as per Public Finance Management Act requirement for the unit. Render information management. Capture and update expenditure in the component. Consolidate weekly, monthly and quarterly reports for business units. Collect and coordinate submission of leave forms to Human Resource for the business units. Scan, copy and file documents in line with the Department's approved file plan and system (sharepoint). Database management (capturing). Receive and register hand delivered mails / files.

ENQUIRIES : Ms K Tloubatla Tel No: (012) 312 1788
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, White Males and Coloured, Indian, and White Females and Persons with disabilities are encouraged to apply.

POST 26/09 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/503**
Directorate: Corporate Services

SALARY : R294 321 per annum (Level 07)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council

- (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES APPLICATIONS** : Ms ZP Hadebe Tel No: (013) 754 8020
- Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 26/10** : **SECRETARY REF NO: 3/2/1/2023/501**
Directorate: Cooperatives and Enterprise Development
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
KwaZulu Natal (Pietermaritzburg)
- Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr MB Thabethe Tel No: (033) 355 4300
- Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE

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