DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

POST: DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES (Reference: S8/3/2012/497)

SALARY: R719 613 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: DIRECTORATE: DEMAND AND ACQUISITION MANAGEMENT SERVICES (PRETORIA)

REQUIREMENTS:

DUTIES:
* Formulate demand and acquisition policies, procedures, rules and regulations. * Coordinate the activities of the Directorate. * Manage the development of procurement plan. * Ensure compliance to Public Finance Management Act and Treasury Regulations. * Provide on-going advisory and institutional support to internal and external clients. * Facilitate effective, efficient, economical and transparent procurement of goods and services

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement

ENQUIRIES: Mr TS Motsoeneng
Tel: (012) 312 9770

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: ASSISTANT DIRECTOR: PERSONNEL CONTROLLER (Reference: S8/3/2012/535)

SALARY: R221 058 per annum (Level 9)

CENTRE: DIRECTORATE: PERSAL CONTROL (PRETORIA)

REQUIREMENTS:
* Three year Human Resource Management Degree/Diploma or an equivalent qualification with at least 3 years relevant and appropriate experience.
* Successful completion of local orientation courses related to PERSAL.
* Knowledge on the functioning of PERSAL.
* Interpersonal skills.
* Communication skills.
* Organisational skills.
* Financial and knowledge management skills.
* Problem solving and analysis skills.
* Extensive knowledge of the SCC system will be an added advantage.
* Thorough knowledge of the requirements applicable to their work sphere and that of users, supervisors, establishment specialist and salary controller.

DUTIES:
* Control PERSAL related to Personnel aspects in the Department.
* Be responsible for the creation and maintenance of the departmental codes on the departmental code file.
* Evaluate and recommend/reject requested changes to the PERSAL system.
* Manage and control PERSAL notices and messages and bring important issues to the attention of management.
* Monitor the effective utilisation of the PERSAL system.
* Ensure interaction between the PERSAL User Support and the Department/administration.
* Oversee the implementation of various Occupational Specific Dispensation (OSD) groups in the Department.
* Ensure that sound and effective personnel and salary management exists in the Department.
* Establish a well trained PERSAL User group.
* Provide guidelines on the maintenance of the paper file and the information on PERSAL.
* Monitor and manage statistics and information on PERSAL.
* Orientation of Users of the system.
* Register Users on the system and monitor the selective allocation of functions.
* Responsible for the composition and maintenance of departmental manuals and procedures.
* Monitor the work done on PERSAL by Consultants.
* Implement control and audit measures including the work done by Consultants on the PERSAL system.
* Approval and authorization of suspense file transactions in terms of local delegation.

NOTE: African, White, Coloured and Indian Males and White, Coloured and Indian females are encouraged to apply

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management.
POST: LAND INFORMATION SPECIALIST: SPATIAL DATA (Reference: S8/3/2012/536)

SALARY: R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: STATE LAND SYSTEMS AND DATA MANAGEMENT (PRETORIA)

REQUIREMENTS:
* An appropriate recognised National Diploma/Degree in Cartography or GIS or Geography or Town and Regional Planning. * 5 years working experience in a GIS environment. * Competent in all ESRI suite of products. * Experience in managing and maintaining Spatial Database Engine (SDE). * Experience in developing GIS applications/tools/products. * Experience in database software (SQL, Geodatabases, Microsoft Access). * Experience in performing spatial analysis on spatial data. * Extensive experience in land data management (Spatial and Alpha-Numeric Data). * Very good communication (verbal and written) and interpersonal relationships/skills. * Must be able to work in a team as well as be able to work independently. * Be able to take initiative and responsibility to organise own work. * Must be in possession of a valid driver’s license.

DUTIES:

NOTE: African male and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: SECRETARY (Reference: S8/3/2012/537)

SALARY: R121 290 per annum (Level 6)

CENTRE: DIRECTORATE: SOCIAL, TECHNICAL, RURAL LIVELIHOODS AND INSTITUTIONAL FACILITATION: GAUTENG

REQUIREMENTS:

DUTIES:

NOTE:
All females encouraged to apply.

ENQUIRIES:
Ms Tebogo Moroka
Tel: (012) 310 6600

CLOSING DATE: 24 August 2012

IMPORTANT:
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management.
POST: SENIOR PROJECT OFFICER (8 POSTS) (Reference: S8/3/2012/538)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: SOCIAL, TECHNICAL, RURAL LIVELIHOODS AND INSTITUTIONAL FACILITATION: GAUTENG

REQUIREMENTS:

DUTIES:
* Implement all STRIF projects in the Local Municipality. * Asses household and community needs. * Organise meetings and workshops. * Facilitate the assessment of institutional development needs. * Facilitate the identification and establishment of local institutions (governance institutions, traditional institutions). * Strengthen the local institutions. * Conduct interactive engagements/meetings with existing community institutions. * Facilitate partnerships with civil society organisations in building community institutions. * Facilitate the conducting of household profiling. * Facilitate the conducting of skills audits at organisational and institutional level. * Identify various stakeholders with expertise in various training fields. * Facilitate training and capacity building of various individuals, organisations and institutions. * Facilitate the assessment of technical support and skills development needs of existing rural enterprises and projects. * Identify economic opportunities linked to assets. * Identify food security interventions (creating a farm opportunity, facilitating market access and gender sensitive development). * Facilitate the development of survival strategies for communities in distress. * Facilitate intra-communal and inter-communal trade linkages. * Identify appropriate policies, areas and sectors to strengthen the adaptive capacity or rural livelihoods. * Report to District Project Co-ordinator.

NOTE: Indians, Coloureds, Whites and African females are encouraged to apply.

ENQUIRIES: Ms Kgaladi Nchabaleng
(012) 432 4232

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST : PROJECT COORDINATOR (3 POSTS) (Reference: S8/3/2012/539)

SALARY : R211 058 per annum (Level 9)

CENTRE : DIRECTORATE: SOCIAL, TECHNICAL, RURAL LIVELIHOODS AND INSTITUTIONAL FACILITATION: GAUTENG


DUTIES : *Implement and co-ordinate all STRIF projects in the District Municipality. * Facilitate the assessment of institutional development needs. * Facilitate the identification and establishment of local institutions (governance institutions, traditional institutions). * Strengthen the local institutions. * Conduct interactive engagements/meetings with existing community institutions to restore and strengthen the traditional values. * Facilitate partnerships with civil society organizations in building community institutions. * Facilitate the conducting of skills audit at household level. * Facilitate the conducting of skills audit at organizational and institutional level. * Identify various stakeholders with expertise in various training fields. * Facilitate training and capacity building of various individuals, organisations and institutions. * Facilitate the assessment of technical support and skills development needs of existing rural enterprises and projects. * Identify economic/enterprise opportunities linked to assets. * Identify food security interventions which entail: creating a farm opportunity, facilitating market access and gender sensitive development. * Facilitate intra-communal and inter-communal trade linkages. * Identify appropriate policies, areas and sectors to strengthen adaptive capacity of rural livelihoods. * Project design and implementation. * Project information management. * Prepare reports and Ministerial memorandums. * Supervise Senior Project Officers. * Report to District Manager.

ENQUIRIES : Mr Mzwanele Tola
Tel: (012) 432 4232

NOTE : Persons with disabilities are encouraged to apply.

CLOSING DATE : 24 August 2012

IMPORTANT : Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger Street, Pretoria, for the attention of: Human Resource Management.
POST: DEPUTY DIRECTOR COMMUNICATION SERVICES: PROVINCIAL SHARED SERVICE CENTRE (Reference: S8/3/2012/540)

SALARY: R434 505 per annum (Level 11) (All-inclusive package to be structured in accordance with the MMS)

CENTRE: DIRECTORATE: SUPPORT SERVICES: GAUTENG


DUTIES: Develop and execute a comprehensive GCIS complaint communication strategy for the Provincial Shared Service Centre. * Develop and execute Media Liaison strategy and provide writing and editing services for the Province, in line with the departmental Communication strategy. * Develop and execute Stakeholder liaison strategy for the province in line with the departmental Communication strategy. * Manage the performance of Communication Services staff in the province, as well as the budget for communication services and submit bi-weekly, monthly as well as quarterly on the implementation of the departments Communication Strategy including campaigns in the province. * Monitor and track performance of the communication projects

CLOSING DATE: 24 August 2012

NOTE: White Males are encouraged to apply.

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: ADMINISTRATIVE OFFICER (Reference: S8/3/2012/541)

SALARY: R149 742 per annum (Level 7)

CENTRE: DIRECTORATE: RURAL INFRASTRUCTURE DEVELOPMENT: NORTH WEST (MAFIKENG)

REQUIREMENTS: Applicants must be in possession of an appropriate recognised Bachelors degree or 3 year National Diploma. * At least two years appropriate experience in finance and supply chain management. * Computer literacy as well as good interpersonal communication, networking, organising and planning. * Knowledge of the Public Financial Management Act. * A valid driver’s licence. * A valid code 08 driver’s license will serve as an added advantage.

DUTIES: Budgeting and financial administrative support. * Collecting, analysing and monitoring data and planning of events. * Liaison with service providers, arranging venues, accommodation, presentations, etc. * Managing and maintaining the Unit’s financial /document recording system. * Secretarial functions: preparation of agendas, taking minutes and monitoring the implementation of decisions. * Transport and information management. * Oversee the provision and maintenance of office building, cleaning and security services.

CLOSING DATE: 24 August 2012

NOTE: Coloured, Whites and Indians are encouraged to apply.

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (Reference: S8/3/2012/542)

SALARY: R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: SUPPORT SERVICES: MPUMALANGA

REQUIREMENTS: Relevant bachelor’s degree or national diploma in human resource, labour relations, industrial psychology or equivalent qualification. * Five years’ experience as human capital generalist of which two years must be at managerial level. * Advance knowledge of Word, Excel, PERSAL. * Knowledge of Public Service Regulations, Employment Equity Act, Basic Condition of Employment Act, PFMA, Labour relations Act and the skill development Act. * Knowledge of personnel practices and procedures, including those related to employee classification, staffing and fringe benefits. * Knowledge of recruitment and selection procedures. * Ability to write and present clear and concise reports. * Ability to work independently. * Ability to handle sensitive matters on a confidential basis.

DUTIES: Advise management concerning the development of personnel policies and the impact of budget decisions on personnel administration. * Management the employee performance management system, employee relations, training and development, recruitment, selection, appointment, promotion, transfer and termination. * Develop and maintain systems and programmes to improve personnel operations. * Determine priorities, assign projects, monitor the process assignments and review proposed correspondence, memorandum, reports and other materials. * Administer employee benefits, which include leave, state guarantee, housing allowance and deductions. * Maintain sound record management practices and other auxiliary service.

ENQUIRIES: Mr Matlala
Tel: (013) 755 3499

NOTE: Women from all race groups are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: PROJECT OFFICER (4 POSTS) (Reference: S8/3/2012/543)

SALARY: R149 742 per annum (Level 7)

CENTRE: DIRECTORATE: LAND REFORM: NORTHERN CAPE (PIXLEY KA SEME & SIYANDA DISTRICT OFFICE)

REQUIREMENTS: A Bachelor’s Degree / National Diploma or Equivalent Qualification. * 1 to 2 years working experience in the relevant field. * At least have an understanding of the value-added development of communities at grassroots level, facilitation, negotiation and capacity building will benefit the applicant. * Applicants must be in possession of a valid driver’s license. * Computer literacy (in particular Windows and MS Office) is essential for this position. * Excellent developed liaison and communication skills. * Good interpersonal relations and organising skills. * Knowledge of public sector policies and procedures. * Knowledge of meeting procedures.

DUTIES: * Identify potential projects within area of responsibility to facilitate planning and budgeting. * Ensure that individual or group applicants are fully informed of land reform policy and options available. * Inform potential or existing beneficiaries of support services available (e.g. agricultural training, grants). * Produce project identification reports. * Ensure the effective implementation of project procedures within relevant policy and programme guidelines. * Ensure the viability and sustainability of individual projects. * Ensure accuracy and accessibility of project documentation and records. * Ensure the delivery of agreed projects within deadlines. * Ensure accurate recording of financial information and recommendation for project expenditure within approved budget. * Verify project-related expenditure. * Ensure the relevant role-player/stakeholders are fully informed of project support requirements. * Ensure that formal agreements/memoranda of understanding are established to secure post-transfer support to beneficiaries. * Alternative duties may be added as decided by the Senior Manager.

ENQUIRIES: Mpho Makebe Tel: (053) 830 4015

NOTE: Indian and white males and white females are encouraged to apply.

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: SENIOR PROJECT OFFICER (14 POSTS) (Reference: S8/3/2012/545)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: LAND REFORM: NORTHERN CAPE (JT GAITSEWE, FRANSES BAARD, PIXLEY KA-SEMSE, SIYANDA AND NAMAKWA DISTRICT OFFICES)

REQUIREMENTS: *To be considered candidates must be in possession of a relevant three year tertiary qualification. * Appropriate 2 years’ experience in and exposure to Land Reform, Community Development, Project management and implementation experience. * Knowledge of land-related legislations communication and networking skills, a code 08 driver’s license. * The applicant should be prepared to travel extensively throughout the province and working irregular hours.

DUTIES: Answering to the Deputy Director in Sub Directorates, the successful applicant will be expected to perform in the following key areas: * Identify potential projects within area of responsibility to facilitate planning and budgeting. * Ensure that individual or group applicants are fully informed of land reform policy and options available. * Produce project identification reports. * Ensure the effective implementation of project procedures within relevant policy and programme guidelines. * Ensure the viability and sustainability of individual projects. * Ensure accuracy and accessibility of project documentation and records. * Ensure the delivery of agreed projects within deadlines. * Ensure accurate recording of financial information and recommendation for project expenditure within approved budget. * Submit accurate financial plans (estimates and cash flows) for each project. * Verify project-related expenditure. * Ensure the relevant role-player/stakeholders are fully informed of project support requirements. * Ensure that formal agreements/memoranda of understanding are established to secure post-transfer support to beneficiaries.

NOTE: Indian Male, White Males and White Females are encouraged to apply. The Department reserves the right to place and move candidates anywhere in the Northern Cape Province in responding to the needs of beneficiaries of land reform

ENQUIRIES: Mpho Makebe
053 830 4015

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: PROJECT COORDINATOR: STATE LAND ADMINISTRATION (Reference: S8/3/2012/546)

SALARY: R221 058 per annum (Level 9)

CENTRE: DIRECTORATE: LAND REFORM: NORTHERN CAPE

REQUIREMENTS: *A three year Degree / National Diploma with three years experience in State Land Administration and land reform in general.* Knowledge and understanding of as well as practical experience in Land Administration and Management (e.g. Leasing, acquisitions, disposals, vesting, land inspections, report writing, IPILRA, upgrading of Tenure Rights etc.). * Understanding of research methods on State Land and in the public land context.* Computer skills (Excel, PowerPoint, Microsoft Word etc.) and good written/verbal communication skills are essential.* Sound knowledge of deeds, SG Diagrams, map reading and knowledge of legislation governing State Land.* Valid code EB driver’s license.* Willingness to work irregular hours and travel long distances.

DUTIES: * Ensure the integrity of State Land immovable and movable asset register. * Perform duties around State Land Asset Management. * Field visits conduct mediation to resolve conflicts on State Land. * Compile and manage statistics. * Ensure accuracy and accessibility of assets information. * Submit monthly reports to the Head of the Unit. * Ensure accuracy recording information. * Implement request for disposal of State Land servitudes, long term leases, mining/prospecting applications obtaining of community resolutions etc. * Provide support to District offices ant to ensure that the appropriate /accurate information on State Land is provided to clients. * Perform all State Land Administration functions assigned to the section by the Head of the Unit. * Manage and coordinate the obtaining, gathering and maintenance of relevant land information on state land in order to identify superfluous and/or underutilized land that can be used for other purposes.* Assets verification of all state assets (Movable and immovable). * Supervise and mentor the respective section of the unit in the execution of their performances.

NOTE: Coloured Male and White Males and people with disabilities are encouraged to apply

ENQUIRIES: Mr CM Makebe
053 830 4015

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: DEPUTY DIRECTOR: PLANNING (Reference: S8/3/2012/547)

SALARY: R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: LAND REFORM: NORTHERN CAPE NAMAKWA

REQUIREMENTS:
* An appropriate 3 year degree tertiary qualifications.* At least proven track record and experience in programme design, project management and budgeting is absolutely essential.* 5 years appropriate experience and an understanding of the value-added development of communities at grassroots level, facilitation, negotiation and capacity building it will benefit the application.* Knowledge of land reform policy and programs, rural development management (including strategic and project management experience).* Good conflict management skills will be an added advantage.* Excellent developed liaison and communication skills.* Good interpersonal relations and organising skills.* Knowledge of public sector policies and procedures.* Knowledge of meeting procedures.* A self-motivated dynamic, technical, competent, result oriented manager who wishes to pursue a career in the Public Service, serving officials who meet the criteria set are also invited to apply. Computer literacy (In particular windows and Ms Office).* Be prepared to travel around the Northern Cape and must have driver’s license.

DUTIES:
* Manage the implementation of land reform in the allocated region.* Formulate District based implementation strategies.* Set performance targets.* Manage the overall implementation of programmes and projects against the budget.* Manage the consultants against set departmental guidelines.* Manage and provide support to project officers.* Manage project information systems.* Evaluate rural development and land reform implementation strategies in the region.* Establish institutional mechanisms to support land reform implementation.* Communication with stakeholders.* Responding to management and Ministerial enquiries.* Manage the day to day running to sub-directorates.

NOTE: Coloured Mal, Indian, Indian, White Female are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare) Pretoria for attention Human Resources Management.
POST: DEPUTY DIRECTOR COMMUNICATION SERVICES (Reference: S8/3/2012/548)

SALARY: R434 505 per annum (Level 11) (All-inclusive package to be structured in accordance with the MMS)

CENTRE: DIRECTORATE: SUPPORT SERVICES: NORTHERN CAPE


DUTIES: Develop and execute a comprehensive GCIS complaint communication strategy for the Provincial Shared Service Centre. * Develop and execute Media Liaison strategy and provide writing and editing services for the Province, in line with the departmental Communication strategy. * Develop and execute Stakeholder liaison strategy for the province in line with the departmental Communication strategy. * Manage the performance of Communication Services staff in the province, as well as the budget for communication services and submit bi-weekly, monthly as well as quarterly on the implementation of the departments Communication Strategy including campaigns in the province. * Monitor and track performance of the communication projects

NOTE: Coloured and white males are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST : PROJECT MANAGER (Reference: S8/3/2012/549)

SALARY : R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : DIRECTORATE: RURAL INFRASTRUCTURE DEVELOPMENT: (NORTHERN CAPE)

REQUIREMENTS : An appropriate Bachelors / B-Tech degree in civil engineering or equivalent qualification. * Five years work experience in the civil engineering and related fields. * At least two years experience in design of rudimentary water schemes; rural sanitation schemes or irrigation schemes. * At least two years experience in the compiling of CIDB aligned construction bid documents. * Experience in construction project management. * Knowledge of the Department’s CRDP program.* Sound knowledge of government procurement policies. * Excellent communication and networking skills. * Working knowledge of Microsoft Word and Excel. * A valid driver’s license.

DUTIES : Facilitate social, economic and ICT related infrastructure development. * Effectively manage state resources. * Conceptualize, design and implement infrastructure projects. * Coordinate the alignment of intra and inter departmental budgets at project level. * Represent the Department at district and provincial fora.

NOTE : Coloured, Indian and White males and White females are encouraged to apply.

CLOSING DATE : 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: PROJECT COORDINATOR (12 POSTS) (Reference: S8/3/2012/550)

SALARY: R221 058 per annum (Level 9)

CENTRE: DIRECTORATE: RURAL INFRASTRUCTURE DEVELOPMENT: EASTERN CAPE (OR TAMBO2, ALFRED NZO 2, CACADU 2, CHRIS HANI 2, JOE QGABI 2, AMATHOLE 2)

REQUIREMENTS: *An appropriate recognised Degree in the Built Environment Professions (Engineering, Town and Regional Planning, Architecture, Quantity Surveying etc.). * 1-2 years work experience in the built environment.* At least 1 year experience in design of rudimentary water schemes, rural sanitation schemes or irrigation schemes.* At least 1 year experience in the compiling of CIDB aligned constructions bid documents. * Knowledge of Project Management, Budgetary planning, Expenditure reporting, Monitoring and evaluation, Infrastructure planning and implementation and Community mobilization.* Knowledge of government procurement policies.* Ability to work in a high production environment.*Communication and network skills.* Working knowledge of Microsoft Word and Excel.* Knowledge of MS project will be an added advantage.* A valid driver’s license.* Willingness to travel.* Proficiency in English and isiXhosa

DUTIES: *Drafting of project specification and CIDB aligned bid documents.* Determine Project budget requirements. * Assessments designs and project plans developed by consulting engineers. * Facilitate project implementation. * Report on Project progress.* Participate in the technical task teams at local level. * Monitor and follow-up with stakeholders on the implementation of infrastructure interventions per CRDP site. * Arrange and facilitate local and local district meetings. * Act as a link between the identified stakeholders and service providers and Council of Stakeholders(COS).Monitor and liaise with the local and district offices on issues that need support and intervention.

NOTE: Coloured, Indian and White males and African, Coloured, Indian and White females are encouraged to apply..

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference to: The Department of Rural Development and Land Reform, P O Box 1958, East London, 5201, or have it delivered to Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London for the attention of: Human Resource Management.
POST: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (Reference: S8/3/2012/551)

SALARY: R221 058 per annum (Level 9)

CENTRE: DIRECTORATE: SUPPORT SERVICES: EASTERN CAPE (EAST LONDON)

REQUIREMENTS:

DUTIES:
* Marketing and implementation of Employee Health and Wellness and HIV & AIDS Programmes to all provincial employees. * Conduct employees’ needs assessment and analysis. * Conduct Life-skills/educational programmes which include the following: Personal Finance Management, Management of Absenteeism, Substance Abuse, Stress and Change Management. * Conduct Health Promotion Programmes which include HIV & AIDS and TB Management, Voluntary Counselling and Testing, and Management of Chronic illnesses. * Support and Management of Provincial EWP Committees.

NOTE: All race and gender groups are encouraged to apply.

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: Provincial Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver the application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention HRM.
POST: PRINCIPAL GEOMATICS OFFICER (AERIAL TRIANGULATION & ELEVATION CAPTURE)
(Reference: S8/3/2012/554)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: MAPPING SERVICES: MOWBRAY (CAPE TOWN)


NOTE: African males and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray
POST: PRINCIPAL GEOMATICS OFFICER (ANCILLARY DATA) (Reference: S8/3/2012/555)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: SURVEY SERVICES: MOWBRAY (CAPE TOWN)

REQUIREMENTS:
* A Survey/Geomatics Officer Certificate or equivalent qualification.
* 6 years post-qualification appropriate experience.
* Knowledge of geo-spatial information.
* Excellent stakeholder relations.
* Excellent computer skills.
* Data search skills.
* Good communication skills (both verbal and written)

DUTIES:
* The incumbent will be required to:
  * Acquire ancillary data for mapping purposes.
  * Process ancillary data through integration and structuring of data.
  * Undertake office annotation of imagery.
  * Update database.

NOTE: African males and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterr Building, Rhodes Avenue, Mowbray
POST: FOOD SERVICE ASSISTANT (Reference: S8/3/2012/556)

SALARY: R71 289 per annum (Level 3)

CENTRE: CHIEF DIRECTORATE: NATIONAL GEO-SPATIAL INFORMATION: MOWBRAY (CAPE TOWN)

REQUIREMENTS: * Grade 8 or equivalent. * Catering/cleaning experience. * Ability to provide catering and cleaning service. * Written and verbal communication in English.

DUTIES: * The incumbent will be required to: * Prepare and provide refreshments for meetings. * Prepare meeting rooms for meetings. * Clean crockery and cutlery in all tea rooms/kitchens and meeting rooms. * Engage with managers and other staff.

NOTE: African males and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray
POST: OFFICE ASSISTANT (Reference: S8/3/2012/557)

SALARY: R149 742 per annum (Level 7)

CENTRE: CHIEF DIRECTORATE: NATIONAL GEOSPATIAL INFORMATION: MOWBRAY, CAPE TOWN

REQUIREMENTS:
* A national diploma in office administration or a secretarial qualification. * At least 3 years of appropriate experience in secretarial or office administration. * Excellent computer skills, particularly in MS-Word and MS Excel. * Excellent communication (written and verbal) skills in English and at least one other official language. * Excellent telephone etiquette. * Organisational and planning skills. * Excellent report writing skills.

DUTIES:

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag x 10, Mowbray, 7700 or have it delivered to Van Der Sterre Building, 19 Rhodes Avenue, Mowbray 7705 for the attention of: Human Resource Management.
POST: SENIOR DATA TECHNOLOGIST (GEO-SPATIAL DATA MANAGEMENT) (Reference: S8/3/2012/558)

SALARY: R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: CHIEF DIRECTORATE: NATIONAL GEO-SPATIAL INFORMATION (MOWBRAY: CAPE TOWN)

REQUIREMENTS:
* A three-year tertiary qualification in an information technology/data management related field.
* At least 6 years of appropriate post-qualification experience.
* Excellent knowledge of database management.
* Excellent knowledge of digital data archiving.
* Knowledge of geo-spatial data models.
* Excellent computer literacy.

DUTIES:
The incumbent will be required to: maintain the integrated geo-spatial data model.
* Ensure data integrity of the integrated topographic information database.
* Archive digital data in a secure environment.
* Engage with Oracle 10g database administrator for the optimal operation of the database.
* Ensure proper access to data.
* Engage with Departmental Chief Information Office staff to provide services.
* Advise on information technology matters.

NOTE:
African males and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Sterre Building, Rhodes Avenue, Mowbray.
POST: GISc TECHNOLOGIST (IMAGERY ANALYST) (GRADE A-C) (Reference: S8/3/2012/559)

SALARY: R213 603 to R327 459 per annum (OSD) (The salary will be based on the number of years; post qualification experience in accordance with OSD)

CENTRE: CHIEF DIRECTORATE: NATIONAL GEO-SPATIAL INFORMATION (MOWBRAY: CAPE TOWN)

REQUIREMENTS: * A 3 to 4 year’s GISc or related Bachelor’s degree in a remote sensing/image processing/image interpretation related field. * 3 year post qualification GISc Technologist experience. * Registration with SA Council for Professional and Technical Surveyors as a GISc Technologist. * Excellent computer literacy. * Excellent communication skills. * A valid driver’s licence.


NOTE: African males and African females are encouraged to apply

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at: Van Der Ster Building, Rhodes Avenue, Mowbray.
POST : CONTROL GISc TECHNOLOGIST (CONTROL GEOMATICS TECHNOLOGIST) (IMAGERY ANALYST) (Reference: S8/3/2012/560)

SALARY : R445 338 per annum (OSD) (Salary in accordance with OSD)

CENTRE : CHIEF DIRECTORATE: NATIONAL GEO-SPATIAL INFORMATION (MOWBRAY: CAPE TOWN)

REQUIREMENTS : * A 3 to 4 years GISc or related Bachelor’s degree in a remote sensing/ image processing/ image interpretation related field. * Registration with SA Council for Professional and Technical Surveyors as a GISc Technologist. * At least 6 years of appropriate post-qualification GISc Technologist experience. * Excellent computer literacy. * Excellent communication skills. * A valid driver’s licence.


NOTE : African Males and African females are encouraged

CLOSING DATE : 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Ster Building, Rhodes Avenue, Mowbray.
POST: SURVEY TECHNICIAN (GEOMATICS TECHNICIAN) (25 POSTS) (Reference: S8/3/2012/561)

SALARY: R181 344 to R277 986 per annum (OSD) (The salary will be based on the number of years; post qualification experience in accordance with OSD)

CENTRE: CHIEF DIRECTORATE: NATIONAL GEO-SPATIAL INFORMATION (MOWBRAY: CAPE TOWN)


NOTE: Employees undertaking field surveys must have a valid code EB driver’s licence and provide their own camping gear, if camping. They can expect to be on field trips of up to 6 weeks duration. Employees undertaking any photogrammetric work must have excellent stereoscopic vision. African males and African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray.
POST: ADMINISTRATION CLERK (2 POSTS) (Reference: S8/3/2012/562)

SALARY: R101 007 per annum (Level 5)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES (LIMPOPO)

REQUIREMENTS:
* National Senior Certificate or equivalent qualification coupled with one year relevant experience in Supply Chain Management outlined duties, office accommodation and office administration. * Knowledge of Treasury Regulations, Public Finance Management Act (PFMA). * Knowledge and experience of one year of LOGIS mainframe, BAUD and BAS system. * Excellent written and verbal communications skills. * Analytical and innovative skills. * Proficient in computer literacy. * To compile technical specifications for all the disciplines that are applicable in performing task. * Good knowledge of the terms used for the compiling of specifications. * Ability to work in a team. * Client and customer focus. * Ability to work under pressure and deliver to tight deadlines. * Report-writing skills. * Familiarity with Supply Chain practices.

DUTIES:
* Assist in the management of office accommodation and facilities. * Manage the reproduction and printing services for the department. * Provide administrative support on a daily basis, maintain the filling systems according to the National Archives Act. * Supervise and manage food services aids. * Assist with the telecommunication services. * Conduct maintenance of the departmental building, repairs and physical movements of assets. * Conduct assets verification, barcoding of assets and capture on BAUD system.

ENQUIRIES:
Mr. O Thulare
Tel: (015)284 6300

CLOSING DATE: 24 August 2012

NOTE: African, Coloured, White, Indian Male and Female are encouraged to apply.

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: SENIOR ACCOUNTING CLERK (2 POSTS) (Reference: S8/3/2012/563)

SALARY: R121 290 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: LIMPOPO

REQUIREMENTS: * A National Senior Certificate or equivalent qualification coupled with minimum of one year relevant experience in Finance* * Knowledge of the Public Finance Management Act and Treasury Regulations. * Must be computer literate. * Have good interpersonal skills and good communication skills both written and verbal. * Must be willing to travel.


ENQUIRIES: Mr O Thulare
Tel. (015)284 6300

CLOSING DATE: 24 August 2012

NOTE: African, Coloured, White, Indian Male and Female are encouraged to apply.

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: STATE ACCOUNTANT (Reference: S8/3/2012/564)

SALARY: R149 742 per annum (Level 7)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN AMANGEMENT SERVICES: LIMPOPO

REQUIREMENTS:
* An appropriate 3 year Bachelor's Degree or National Diploma in Finance or equivalent qualification and 2 years experience in Financial Management.
* Good operational knowledge of Basic Accounting System (BAS), PERSAL, LOGIS & SAFENET.
* Good understanding of application and interpretation of PFMA and Treasury Regulations.
* Must be computer literate (Ms Word, Excel & PowerPoint).
* Presentation and report writing skills.
* Good verbal and communication skills.
* Analytical and innovative thinking and problem solving ability.
* Ability to work independently, long hours and under pressure.
* Valid driver’s license and be willing to travel.

DUTIES:
* Capturing of payments and claims in BAS and Persal system.
* Monitor expenditure trends.
* Ensure that budget shift is implemented.
* Ensure that BOG system and PLAS spreadsheet is properly maintained and updated.
* Prepare PLAS payments.
* Responsible for collecting revenue due to state.
* Lease management.
* Ensure replenishment of petty cash.
* Check and verify Travelling and Subsistence claims as well as payments on BAS.
* Ensure that details of new suppliers are updated and captured correctly.
* Responsible for monthly payments claims.
* Provide support with regard to the planning and budgeting processes within the Department.
* Ensure that unauthorized, fruitless and wasteful expenditure is reported.
* Proper maintenance of payment register.
* Implement and comply with departmental policies.
* Perform duties as requested and instructed by the supervisor.

ENQUIRIES: Mr O Thulare
Tel.: (015) 284 6300

CLOSING DATE: 24 August 2012

NOTE: African, Coloured, White, Indian Male and Female are encouraged to apply.

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: SENIOR ADMINISTRATION OFFICER (2 POSTS) (Reference: S8/3/2012/565)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES (LIMPOPO)


ENQUIRIES: Mr O Thulare
Tel: (015)284 6300

CLOSING DATE: 24 August 2012

NOTE: African, Coloured, White, Indian Male and Female are encouraged to apply.

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: PROJECT MANAGER (Reference: S8/3/2012/568)

SALARY: R434 505 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: RURAL INFRASTRUCTER DEVELOPMENT (KWAZULU NATAL)

REQUIREMENTS:
* An appropriate Bachelors or B-Tech degree in civil engineering or B Eng Agriculture degree. *
* Five years post qualification work experience in the civil engineering and related fields with at least three years experience in the design of irrigation schemes and other agricultural related infrastructure. *
* Experience in the compiling of CIDB aligned construction bid documents. *
* Experience in construction project management. *
* Knowledge of the Department's CRDP program. *
* Sound knowledge of government procurement policies. *
* Excellent communication and networking skills. *
* Working knowledge of Microsoft Word and Excel. *
* A valid driver’s license.

DUTIES:
* Facilitate and implementation of infrastructure projects. *
* Effectively manage state resources. *
* Conceptualize, design and implement infrastructure projects. *
* Coordinate the alignment of intra and inter departmental budgets at project level. *
* Represent the Department at district and provincial fora.

ENQUIRIES:
Mr R F Dawjee
Tel: (033) 355 4315

NOTE:
White and Indian males and Coloured, White and Indian females are encouraged to apply

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X 9132, Pietermaritzburg, 3201 or applications can be hand delivered at 270 Jabu Ndlovu Street, Pietermaritzburg 3201, 1st floor. Marked for the attention: Human Resource Management.
POST: SECRETARY (Reference: S8/3/2012/569)

SALARY: R121 290 per annum (Level 6)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: KWAZULU NATAL (PIETERMARITZBURG)

REQUIREMENTS:

DUTIES:
* Manage the diary and coordinate other office activities. * Manage all incoming and outgoing correspondence. * Manage and maintain a well updated filing system for the office. * Co-ordinate and prepare for meetings, workshops including typing of necessary documents. * Provide assistance in monitoring the budget. * Receive the visitors. * Render other administrative duties as may be required including receiving telephone calls as well as attending accurately and timorously to messages. * Make travel and accommodation arrangements and also prepare subsistence and travel claims. * Handle confidential documents and information. * Operate standard office equipment (fax, photocopy machine and telephone). * Type correspondence such as reports, submissions, memorandums and letters. * Perform all general secretarial and administrative tasks such as taking minutes and arranging/serving refreshments.

NOTE: African females are encouraged to apply.

CLOSING DATE: 24 August 2012

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X 9132, Pietermaritzburg, 3201 or applications can be hand delivered at 270 Jabu Ndlovu Street, Pietermaritzburg 3201, 1st floor. Marked for the attention: Human Resource Management.
POST: PRINCIPAL HUMAN RESOURCE OFFICER (2 POSTS) (Reference: S8/3/2012/570)

SALARY: R149 742 per annum (Level 7)

CENTRE: DIRECTORATE: SUPPORT SERVICES: GAUTENG

REQUIREMENTS:
* An appropriate three year diploma/degree in Human Resources or equivalent qualification plus 1-2 years’ experience in Human Resources/Labour Relations environment. * Practical experience and knowledge of Human Resource practices and systems, PERSAL will be an added advantage. * Knowledge of Skills Development Act, Employment Equity Act and Labour Relations Act. * Computer literacy and good interpersonal relations. * Good written and verbal communication skills.

DUTIES:
* The candidate will be responsible for administration of Human Resource benefits. * Co-ordinate of recruitment and selection. * Assist with the development and implementation of the Human Resource plan for the Provincial Shared Service Centre. * Administration of appointments, promotions, transfers and service termination. * Provide support functions to line functionaries in respect of Labour Relations, including disputes to all clients’ offices. * Provide assistance regarding employee relations issues. * Manage attendance registers for the office.

NOTE: White males and persons with disabilities are encouraged to apply.

ENQUIRIES: Ms K Klopper  
Tel: (012) 432 4223

CLOSING DATE: 24 August 2012

IMPORTANT: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to 184 Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger streets, Pretoria, for the attention of: Human Resource Management.
POST: CHIEF HUMAN RESOURCE OFFICER (Reference: S8/3/2012/571)

SALARY: R185 958 per annum (Level 8)

CENTRE: DIRECTORATE: SUPPORT SERVICES: GAUTENG


NOTE: White males and persons with disabilities are encouraged to apply.

ENQUIRIES: Ms K Klopper
Tel: (012) 432 4223

CLOSING DATE: 24 August 2012

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

IMPORTANT: The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component’s Employment Equity Plan.

The Department reserves the right not to appoint any applicant in this position and reserves the right to conduct pre-employment security screening.

Persons with disabilities are encouraged to apply.

Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates, driver’s license and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. In addition to completing the Z83, applicants are required to disclose any
pending criminal, disciplinary or any other adverse allegations or investigation against them. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered. (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

Applications will not be considered after the closing date.