DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

POST: SENIOR STATE ACCOUNTANT: DEBTORS (Reference: S8/3/2012/751)

SALARY: R198 975 per annum (Level 8)

CENTRE: OFFICE OF THE CHIEF REGISTRAR OF DEEDS (PRETORIA)


CLOSING DATE: 28 September 2012

NOTE: African Males and Indian and Coloured Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST : ASSISTANT DIRECTOR: DEMAND MANAGEMENT (Reference: S8/3/2012/752)

SALARY : R236 532 per annum (Level 9)

CENTRE : OFFICE OF THE CHIEF REGISTRAR OF DEEDS (PRETORIA)

REQUIREMENTS : *A relevant bachelor's degree / diploma or equivalent qualification in commerce. * Three years' experience in Supply Chain Management. * Experience in Demand Management will be an added advantage. * Knowledge of Financial systems, Supply Chain Management policies or legislation and PFMA. * Strong leadership and financial management skills, problem solving skills, analytical skills and communication skills verbal and written. * Ability to work in a team, under pressure and independently. * Willing to travel and work long hours when required. * Accpac will be an added advantage. * Supervisory skills. * A valid driver's licence.

DUTIES : *Render advisory services to the department on acquisition processes and ensure adherence to SCM policies and procedures. * Develop demand management systems, policy and procedures. * Perform needs, expenditure, commodities and market analysis to develop a procurement plan. * Coordinate and management of the demand management plan's processes and produce a consolidated DMP. * Develop and implement sourcing strategies. * Management of the Bid specification processes. * Provide training and support to subordinates, client offices and other decentralized offices. * Provide Management information and reports to all relevant stakeholders.

CLOSING DATE : 28 September 2012

NOTE : African and White Females and Indian Males and Females are encouraged to apply

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST : JUNIOR EXAMINER (2 POSTS) (Reference: S8/3/2012/753)

SALARY : R160 224 per annum (Level 7)

CENTRE : OFFICE OF THE REGISTRAR OF DEEDS (VRYBURG)

REQUIREMENTS : *B.Uris / B.Proc / LLB Degree or a National Diploma in Deeds Registration. * Extensive knowledge and proven ability in the interpretation and application of the Deeds Registration Act, Sectional Title Act, and other Acts, ordinances, proclamations, case law common law and directives pertaining to the registration of deeds is essential. * Experience in the Registration and Information sections within the Deeds Registry will be an added advantage.

DUTIES : *Examination of deeds and documents for validity and registrability in accordance with Common, Statutory and Case Law, as well as accepted practice and procedure. * Raise notes of faults in deeds for their compatibility and delete notes after faults have been rectified. * Give guidance to conveyancers when difficulties are experienced with the drafting and the examination of deeds.

CLOSING DATE : 28 September 2012

NOTE : African Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST : DEEDS REGISTRATION CLERK (Reference: S8/3/2012/754)

SALARY : R76 278 per annum (Level 3)

CENTRE : OFFICE OF THE REGISTRAR OF DEEDS (UMTATA)

REQUIREMENTS :  
* National Senior Certificate or equivalent qualification.  
* Appropriate registry and administrative experience.  
* Ability to read and write.  
* Good interpersonal relation.  
* Good communication skills (Written and Verbal).  
* Ability to work independently, without supervision.  
* Computer literacy.  
* Personal Attributes: Document administration and Registry as well as courier service.  
* A Valid Drivers’ Licence.  
* Knowledge of the Deeds Registry will be an added advantage.

DUTIES :  
* Collection of the post bag from the Post Office.  
* Collect and distribution of mail.  
* Draw file volumes, files microfilms and general plans.  
* Open and lock of the strong rooms.  
* Bind deeds and documents in numerical order.  
* Collect and delivery deeds and documents.  
* Collect and deliver stationery.  
* Assist clients utilising deeds office records.  
* Operating and controlling of machine related to responsibilities.  
* Assisting with load and off loading of received goods.  
* Perform any other duty / function assigned by the Registrar.

CLOSING DATE : 28 September 2012

NOTE : African Females and Coloured and Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST : SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE AND AUXILIARY (Reference: S8/3/2012/755)

SALARY : R198 975 per annum (Level 8)

CENTRE : OFFICE OF THE REGISTRAR OF DEEDS (UMTATA)

REQUIREMENTS : *National diploma in Public Management / Administration / Human Resource Management or equivalent qualification. * 2 years experience in Human Resources management and records management. * Records Management certificate offered by the National Archives of South Africa or any other institution that is recommended by the National Archives of South Africa. * Good knowledge and understanding of human resources legislations / policies. * Good communication skills. * Good interpersonal skills. * Computer skills, and project management. * Knowledge of the government environment. * Specialist knowledge of records and mail management practices. * Understanding of electronic records and mail management systems. * Willingness to travel. * Willingness to work under pressure.


CLOSING DATE : 28 September 2012

NOTE : African, Coloured and Indian Males and African Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST: ASSISTANT REGISTRAR OF DEEDS (Reference: S8/3/2012/756)

SALARY: R464 919 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: OFFICE OF THE REGISTRAR OF DEEDS (UMTATA)

REQUIREMENTS:
* BUs / B Proc / LLB Degree or a National Diploma in Deeds Registration.
* Extensive knowledge of Deeds Registration procedures, including knowledge of data capturing, scanning and information systems in imperative.
* Applicants must be able to perform comfortably before an audience with the following qualities:
  * Proven training abilities.
  * Ability to convey knowledge to others.
  * Self-confidence.
  * Ability to improvise and proven organisational as well as problem-solving abilities.
* Applicants are also expected to be knowledgeable with regard to finance, the Deeds Trading Account, personnel and provisioning administration.

DUTIES:
* Utilising his / her abilities to manage in a multicultural situation, the appointee will: Co-ordinate and / or present training.
* Co-ordinate and evaluate courses and study material.
* Assist with the formulation of the Code of Training: Branch: Deeds Registration and standards and be partly responsible to determine training needs and requirements.
* Accumulate statistics to training matters.
* Assist management and the personnel / administration section with all administrative matters pertaining to training / enrolment of students and nomination of attendees for courses.
* Concern him /herself with planning and making arrangements in respect of Deeds Training.
* Liaise with other components and institutions regarding deeds training.
* Take charge of and control the functions of the examination team, and / or the registration sub-division, and /ir the administrative subdivision.
* Monitor the standards of drafting, examination and registration of deeds and initiate rectifying measures.
* Advise subordinates and conveyancers where difficulties are experienced with the drafting, examination and registration of deeds.
* Grant hearings to conveyancers where appeals are lodged against decisions by sub-ordinates.
* Draft reports to court and advise the High Court of the feasibility of a plea regarding registration of deeds.
* Comment on Bills and drafting directives regarding land registration.
* Further duties / functions as delegated by the Registrar in terms of regulation 5 of the Deeds Registries Act.

CLOSING DATE: 28 September 2012

NOTE: At the interview, the applicant will have to present a pre-prepared lecture on a subject of his / her choice with regard to deeds to the panel, as well as an unprepared lecture on a subject of the panel’s choice. The lecture to the panel have to last 5 minutes each. White Females and African Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST: CONTROL DEEDS REGISTRATION CLERK: DATA (Reference: S8/3/2012/757)

SALARY: R160 224 per annum (Level 7)

CENTRE: OFFICE OF THE REGISTRAR OF DEEDS (CAPE TOWN)

REQUIREMENTS: *A National Diploma in Deeds Registration or equivalent qualification or a National Senior Certificate plus 3 years experience in data capturing. * 3-4 years experience in deeds registry office. * Computer literacy (MS Office). * At least two years’ working experience of the Deeds Registration Data capturing and information system, deeds registration system, and deeds Office document tracking system. * Good communication and interpersonal skills. * Organisational as well as problem-solving skills. * Ability to work under pressure and independently.


CLOSING DATE: 28 September 2012

NOTE: A typing test will be conducted before the formal interview. African Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
**POST** : SENIOR DEEDS REGISTRATION OFFICER: DATA (Reference: S8/3/2012/758)

**SALARY** : R198 975 per annum (Level 8)

**CENTRE** : OFFICE OF THE REGISTRAR OF DEEDS (CAPE TOWN)


**CLOSING DATE** : 28 September 2012

**NOTE** : African Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST : ASSISTANT DIRECTOR: FINANCE (Reference: S8/3/2012/759)

SALARY : R236 532 per annum (Level 9)

CENTRE : OFFICE OF THE REGISTRAR OF DEEDS (CAPE TOWN)

REQUIREMENTS : * Bachelor’s degree/diploma Finance / Accounting qualification and 3 years demonstrated experience in financial management and accounting required. * 2 years in a supervisory level. * Proven effectiveness managing others, empowering them to make decisions. * Knowledge of PFMA, Treasury Regulations, GAAP and budget development. Knowledge of Accpac will be an added advantage. * Communications skills (Written and Verbal). * A valid Drivers Licence.

DUTIES : * Prepare financial reports according to PFMA principles and GAAP. * Manage the debtors, budget and creditors. * Supervise the finance personnel. * Draft memorandums with regards to finance issues. * Perform and assist with regards to the budget and MTEF projections. * Perform duties / functions as delegated by the Registrar and his delegate.

CLOSING DATE : 28 September 2012

NOTE : African Males and Females are encouraged to apply.

Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001. For Attention: Refilwe Noge. Rentmeester building, Room 310, 3rd Floor, corner Pretorius and Bosman.
POST: SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS (Reference: S8/3/2012/760)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: LABOUR RELATIONS (PRETORIA)

REQUIREMENTS:
* A three year degree or equivalent qualification in the field of Law, Labour Relations or Human Resource Management.
* At least two years of recognised experience in the field of labour law and/or labour relations.
* Experience and knowledge of the following legislation: Basic Conditions of Employment Act; Employment Equity Act and Labour Relations Act.
* Knowledge of the relevant public service prescripts governing labour relations.
* Problem solving skills.
* Excellent verbal and written communication skills.
* Negotiation skills.
* Mediation and conflict resolution skills.
* Computer literacy.
* A valid code B (8) drivers licence.
* Prepared to travel and work under pressure.

DUTIES:
* Provide advice to clients and ensure the efficient and effective application of labour relations policies and procedures.
* Investigate cases and draft reports.
* Represent the Department in disciplinary cases.
* Manage logistics surrounding disciplinary hearings, e.g. arrange dates and make sure venues are booked, recording equipment is available, etc.
* Attend to appeals and suspensions within the prescribed timeframes.
* Represent the Department in conciliations and arbitrations.
* Investigate and/or facilitate the finalisation of grievances in line with the applicable prescripts.
* Provide support in collective bargaining.
* Provide and facilitate labour relations training.
* Assist with the facilitation/management of industrial action and picketing.
* Provide administrative assistance to the Directorate.

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

CLOSING DATE: 28 September 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 Reference: S8/3/2012/761

SALARY: R236 532 per annum (Level 9)

CENTRE: DIRECTORATE: LABOUR RELATIONS (PRETORIA)

REQUIREMENTS: * A three year degree or equivalent qualification in Law, Labour Relations or Human Resource Management. * A qualification in labour law will be an added advantage. * At least three years of recognised experience in the field of labour law and/or labour relations. * Experience and knowledge of the following legislation: Basic conditions of Employment Act; Employment Equity Act and Labour Relations Act. * Knowledge of the relevant public service prescripts governing labour relations. * Problems solving skills. * Excellent verbal and written communication skills. * Negotiation skills. * Ability to conduct investigations and draft high quality reports. * Mediation and conflict resolution skills. * Computer literacy. * A valid code B (8) drivers licence. * Prepared to travel and work under pressure. * Must be a highly developed, independent, creative and innovative person with good analytical skills.

DUTIES: * Render advice and draft opinions on Labour Relations matters. * Ensure the efficient and effective implementation of labour relations policies and procedures. * Investigate Labour Relations cases and draft high quality reports. * Represent the Department in disciplinary cases, including complex cases. * Manage logistics surrounding disciplinary hearings, e.g arrange dates and make sure venues are booked, recording equipment is available, etc. * Attend to appeals and suspensions within the prescribed timeframes. * Conduct legal research. * Represent the Department in conciliations and arbitrations. * Investigate and/or facilitate the finalisation of grievances in line with the applicable prescripts. * Provide support in collective bargaining. * Provide and facilitate labour relations training. * Assist in the development of labour relations policies and procedures. * Liaise with Legal Services, State Attorney and Private Counsel in complex matters and cases referred to the Labour Court. * Provide progress reports to relevant authorities/institutions such as the Public Service Commission. * Assist junior staff by providing guidance on the handling of cases and checking documents compiled. * Supervise staff if required.

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

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST : PRINCIPAL HUMAN RESOURCE OFFICER (Reference: S8/3/2012/762)

SALARY : R160 224 per annum (Level 7)

CENTRE : DIRECTORATE: SUPPORT SERVICES: EASTERN CAPE


DUTIES : * Capture all PERSAL transactions regarding appointments, promotions, transfers, service terminations, etc. * Administer service benefits. * Interpret and advice with regard to HR policies and procedures. * Handle all HR related matters and queries.

NOTE : African and Indian Males and African and Indian Females as well as people with disabilities are encouraged to apply.

CLOSING DATE : 28 September 2012

Please forward your application, quoting the relevant reference number to: Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver your application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention HRM.
POST : CHIEF NETWORK CONTROLLER (Reference: S8/3/2012/763)

SALARY : R198 975 per annum (Level 8)

CENTRE : DIRECTORATE: SUPPORT SERVICES: EASTERN CAPE

REQUIREMENTS : *Bachelor's Degree/National Diploma in Information Technology. * A minimum of 3 years working experience in Information and Communication Technology. * A+, N+ or IT related qualification will be an added advantage. * Analytical, customer relation skills. * Planning and Organizational skills. * Communication skills. * Expected to work irregular hours and do a client visit which includes all District Offices in the Province. * A valid driver's licence is essential.


NOTE : African and Indian Male, African and Indian females and people with disabilities are encouraged to apply.

CLOSING DATE : 28 September 2012

Please forward your application, quoting the relevant reference number to: Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver your application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention HRM.
POST: SENIOR PROJECT OFFICER: (PROPERTY HOLDINGS) (Reference: S8/3/2012/764)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: LAND REFORM: EASTERN CAPE

REQUIREMENTS:
* An appropriate 3 years Bachelor’s Degree/National Diploma or equivalent qualifications.
* 2-3 year’s relevant working experience and understanding of state land administration and land reform and value-added development of communities.
* Experience in Deeds and Surveyor General Research as well as file research.
* Project Management and planning skills.
* Good knowledge and understanding of state land administration.
* Good skills in map reading, analysis and interpretation.
* Financial Management, people management, performance management and conflict resolution.
* Excellent written and verbal communication skills.
* Computer and report writing skills.
* Willingness to travel and work irregular hours.
* A valid driver’s license.

DUTIES:
* Manage and coordinate the obtaining, gathering, maintenance and provision of appropriate and accurate information on the status of land.
* Conduct mediation to resolve conflict on state land farms.
* Undertake regular site visits.
* Administer the state property holdings and submit monthly reports to the Head of the Unit.
* Assist the provincial state land Disposal Committee with programme of pro-active vesting of State Land general technical assistance.

NOTE:
African, Indian and White males and Coloured, Indians and White females as well as people with disability are encouraged to apply.

ENQUIRIES:
Ms P Z Njemla
Tel: (043) 700 7000

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, P O Box 1958, East London, 5201, or have it delivered to Block H, Ocean Terrance, 15 Coutts Street, Quigney. East London for the attention of: Human Resource Management.
POST: SENIOR PROJECT OFFICER (3 POSTS) (Reference: S8/3/2012/765)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: LAND REFORM: EASTERN CAPE (NELSON MANDELA METRO, ALFRED NZO, JOE GQABI, CACADU)

REQUIREMENTS:

DUTIES:
* Implement land reform programmes including redistribution and tenure reform systems. * Implement recapitalisation and development services. * Communicate and consult with relevant stakeholders and land reform beneficiaries. * Draft TORs and manage Service Providers. * Facilitate effective planning and implementation of prioritized land rights projects.

NOTE: Applicants appointed for the Alfred Nzo and Joe Gqabi districts will be placed temporarily in Queenstown and Mthatha and as soon as office space is sorted out they will have to relocate to where the District Office will be located. African, Coloured, Indian and White males and females are encouraged to apply.

ENQUIRIES: Ms P Z Njemla
Tel: (043) 700 7000

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, P O Box 1958, East London, 5201, or have it delivered to Block H, Ocean Terrance, 15 Coutts Street, Quigney. East London for the attention of: Human Resource Management.
POST: RESTITUTION ADVISOR (2 POSTS) (Reference: S8/3/2012/766)

SALARY: R236 532 per annum (Level 9)

CENTRE: CHIEF DIRECTORATE: LAND RESTITUTION SUPPORT: EASTERN CAPE

REQUIREMENTS:

DUTIES:
* Monitor and ensure adherence to the prescribed legal. * Procedure for the procession of Land Claims. * Participate in meetings and negotiations with claimants, current owners and other interested parties. * Conduct legal research and provide legal opinions. * Compile reports on claims and draft referral reports on claims to the Land Claims Court. * Interact with the Land Claims Court on cases. * Attend to queries and/or correspondence from external clients. * Supervision and mentoring of the interns. * Render legal assistance in Restitution and related projects. * Provide written opinions and verbal advice in all fields. * Set and manage legal entities. * Manage and co-ordinate litigation in which the office may be involved with. * Liaise with the departmental clients, Counsel, State attorney other organs of State and the public. * Negotiate, formulate and draft or edit legal documents, such as contracts, affidavits, directives, etc. * Assist with the application and interpretation of all legislation especially that administered by or applicable to the Department and make presentations on such legislation. * Attend to Ministerial inquiries and Parliamentary questions. * Handle internal and external queries of a legal nature. * Represent the Department at technical committee’s etc. * Assist the Legal officer and the Regional Land Claims Commissioner in the performance of their functions. * Deal with non-compliant claims in terms of the Restitution Act. * Participate in meetings and liaise with other Governmental department. * Co-ordinate pre-trial conference and other meetings. * Draft standard legal documents and settlement agreements, e.g. notices, agreements. * Attend to queries and/other correspondence from external clients. * Supervision and mentoring of the interns.

NOTE: Coloured, Indians and White Males and Coloured, and Indians Females as well as people with disability are encouraged to apply.

CLOSING DATE: 28 September 2012
Please forward your application, quoting the relevant reference number to: Shared Service Centre, P O Box 1716, Quigney, East London, 5209 OR hand deliver your application to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, Attention HRM.
POST : PROJECT OFFICER (4 POSTS) (Reference: S8/3/2012/767)

SALARY : R160 224 per annum (Level 7)

CENTRE : DIRECTORATE: LAND REFORM: KWAZULU-NATAL (RICHARDSBAY DISTRICT OFFICE)


DUTIES : *The successful candidate will be employed within the Richards Bay District Office and be required to work with prioritised land reform enquiries, cases and projects across all land reform programmes and products, within the Richards Bay District Office geographic area of responsibility. The successful candidate will be a member of the implementation team. * The candidate will be required to perform the following duties: * Investigation of enquiries relating to and tenure reform applications. * Project Management on assigned projects. * Implementation of transferred land reform projects within area of operations. * Management of budgets on assigned projects. * Drafting of terms of reference and management of consultants/Service Providers etc. * Communication and consultation with relevant and various stakeholders, land reform beneficiaries within the geographic area of responsibility. * Attending strategic Provincial and/or District fora/workshops dealing with land reform implementation strategies. * Completion of the necessary administrative tasks related to the implementation of the programme within the project cycle as well as broader ad hoc tasks allocated.

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

CLOSING DATE : 28 September 2012

Please forward your application, quoting the relevant reference number to: Human Resource Manager, The Department of Rural Development and Land Reform, Shared Service Centre, Private Bag X9132, PIETERMARITZBURG, 3200 or can be hand delivered at 270 Jabu Ndlovu Street, 1st Floor, PIETERMARITZBURG, 3200.
POST: SENIOR PROJECT OFFICER (4 POSTS) (Reference: S8/3/2012/768)

SALARY: R198 975 per annum (Level 8)


REQUIREMENTS:

DUTIES:
* The successful candidate will be employed within the Richards Bay Regional Office and be required to work with prioritized Land Reform enquiries, cases and projects across all Land Reform programmes and products, within the Richards Bay Regional Office geographic area of responsibility. The successful candidate will be a member of the implementation team. * The candidate will be required to perform the following duties. * Investigation of enquiries relating to and tenure reform applications. * Project Management on assigned projects. * Implementation of transferred Land Reform projects within area of operations. * Management of budgets on assigned projects. * Drafting of terms of reference and management of consultants/Service Providers etc. * Communication and consultation with relevant and various stake holders, Land Reform beneficiaries within the geographic area of responsibility. * Attending strategic Provincial and/or Regional/District for workshops dealing with Land Reform implementation strategies. * Completion of the necessary administrative tasks related to the implementation of the programme within the project cycle as well as broader ad hoc allocated.

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

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number to: Human Resource Manager, The Department of Rural Development and Land Reform, Shared Service Centre, Private Bag X9132, PIETERMARITZBURG, 3200 or can be hand delivered at 270 Jabu Ndlovu Street, 1st Floor, PIETERMARITZBURG, 3200.
POST: PROJECT COORDINATOR (2 POSTS) (Reference: S8/3/2012/769)

SALARY: R236 532 per annum (Level 9)


REQUIREMENTS:

DUTIES:
*The incumbent will be employed within the Richards Bay Regional office and will be expected to work on enquiries, cases and projects arising from UThungulu Land Reform Implementation Team.* The following duties will be performed by a successful candidate: * Project planning including financial management of projects, project management of assigned projects which involves Tenure and Redistribution project types on both private and state owned land. * Communication and consultation with relevant and various stakeholders within the UThungulu District Municipality. * Completion of the necessary administrative tasks related to the implementation of Tenure and Redistribution programmes within the project cycle as well as broader ad hoc tasks assigned to him/her. * Project management – formulating plans of prioritized Redistribution Project and Implementing projects in terms of agreed upon milestones.

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

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number to: Human Resource Manager, The Department of Rural Development and Land Reform, Shared Service Centre, Private Bag X9132, PIETERMARITZBURG, 3200 or can be hand delivered at 270 Jabu Ndlovu Street, 1st Floor, PIETERMARITZBURG, 3200.
POST : DRIVER/MESSENGER (3 POSTS) (Reference: S8/3/2012/770)

SALARY : R90 396 per annum (Level 4)

CENTRE : DIRECTORATE: SUPPORT SERVICES: MPUMALANGA: (DISTRICT OFFICES: NKANGALA, GERT SIBANDE AND EHLANZENI)

REQUIREMENTS : * A National Senior Certificate or equivalent ABET qualification. * At least 1 year relevant experience. * Basic Computer Skills. * Communication skills. * Organising and interpersonal skills. * A reliable and creative individual who is prepared to work under pressure and as part of a team. * Must have valid code 08 driver’s licence.

DUTIES : * Perform messenger services. * Perform document shuttle services. * Keep track of issued documents and ensure that they are timorously delivered. * Support colleagues and assist with tasks as required. * Directs and or escorts visitors to their destination. * Collect mail from registry. * Provide assistance with filling when necessary. * Provide assistant to make photocopies when necessary. * Collect stationery on a weekly or monthly basis.

NOTE : Indian, Coloured, White and people with disabilities are encouraged to apply.

ENQUIRIES : Mr K E Senosha
Tel: (013) 755 3499

CLOSING DATE : 28 September 2012

IMPORTANT : Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST: SENIOR ADMINISTRATIVE OFFICER (3 POSTS) (Reference: S8/3/2012/771)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: SUPPORT SERVICES: MPUMALANGA (DISTRICT OFFICES: NKANGALA, GERT-SIBANDE & EHLANZENI)


ENQUIRIES: Mr K E Senosha
Tel: (013) 755 3499

NOTE: Indian, Coloured, White and People with disabilities are encouraged to apply.

CLOSING DATE: 28 September 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: ASSISTANT DIRECTOR: ADMINISTRATION (3 POSTS) Reference: S8/3/2012/772)

SALARY: R236 532 per annum (Level 9)

CENTRE: DIRECTORATE: SUPPORT SERVICES: MPUMALANGA: DISTRICT OFFICES: NKANGALA, GERT SIBANDE AND EHLANZENI


NOTE: Indian, Coloured, White and people with disabilities are encouraged to apply.

ENQUIRIES: Mr K E Senosha
Tel: (013) 755 3499

CLOSING DATE: 28 September 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 have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST : TELECOM OPERATOR/RECEPTIONIST (3 POSTS) (Reference: S8/3/2012/773)

SALARY : R108 078 per annum (Level 5)

CENTRE : DIRECTORATE: SUPPORT SERVICES: MPUMALANGA (DISTRICT OFFICES: NKANGALA, GERT SIBANDE AND EHLANZENI)

REQUIREMENTS : *A National Senior Certificate or equivalent qualification. * One year relevant experience. * Language skills and ability to communicate well with people at different levels and from different backgrounds. * Telephone etiquette, organisation skills and written communication skills. * People skills, highly reliable, ability to act with tact and discretion. * Good grooming and presentation.

DUTIES : *Receiving and directing clients to the relevant officials. * Direct calls within office to ensure effective service delivery. * Manage and maintain the reception area and switchboard (fax machine, printer). * Update telephone directories for the officials and arrange pin codes for staff. * Fax documents where requested, receive and record incoming faxes and keep copies. * Provide typing and administrative services for the various unit managers within the office.

NOTE : Indian, Coloured, White and people with disabilities are encouraged to apply.

ENQUIRIES : Mr K E Senosha
Tel: (013) 755 3499

CLOSING DATE : 28 September 2012

IMPORTANT : Please forward your application, quoting the relevant reference to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST : ASSISTANT DIRECTOR: ASSETS AND FACILITIES MANAGEMENT (Reference: S8/3/2012/774)

SALARY : R236 532 per annum (Level 9)

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

REQUIREMENTS : *
* Bachelor's degree/National Diploma in Logistics Management or equivalent qualification. *
* 3 years experience in Public Service Sector. *
* Knowledge of Public Finance Management Act, Public Service Regulations. *
* Government tender procedures. *
* Computer skills, Report writing skills, communication skills and interpersonal skills. *
* Valid code 08 driver's license.

DUTIES : *
* Manage assets in the office. *
* Manage office accommodation and refurbishments. *
* Develop and monitor controls of safeguard of assets. *
* Coordinate and monitor buildings maintenance programme. *
* Manage and supervise staff of the division.

ENQUIRIES : Mr K E Senosha
Tel: (013) 755 3499

NOTE : Indian, Coloured, White and People with disabilities are encouraged to apply.

CLOSING DATE : 28 September 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: ASSISTANT DIRECTOR: SALARY AND PAYROLL (Reference: S8/3/2012/775)

SALARY: R236 532 per annum (Level 9)

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

REQUIREMENTS:
* A Bachelor’s Degree or a three year National Diploma in financial management augmented by relevant competencies in a financial administration environment. * 2-3 years experience in an accounting environment with specific focus on salaries and payroll. * Knowledge and skills. * An understand of the public sector financial administration and the prescription/provision of the PFMA and treasury regulations. * Good understanding of BAS and PERSAL will be an added advantage. * Financial system and computer literacy. * At least three years PERSAL experience. * A valid driver’s licence.

DUTIES:

ENQUIRIES:
Mr K E Senoshia
Tel: (013) 755 3499

NOTE:
Indian, Coloured, White and People with disabilities are encouraged to apply.

CLOSING DATE: 28 September 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: ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS Reference: S8/3/2012/776

SALARY: R236 532 per annum (Level 9)

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

REQUIREMENTS:
* Bachelor’s degree/National Diploma in Financial Systems Management or equivalent qualification.
* 3 years financial systems and supervisory experience.
* Accounting background.
* Computer literacy.
* Knowledge of Public Finance Management Act, Treasury Regulations, Financial systems including Basic Accounting System and Logis.
* Policies, procedures and prescripts.
* Supervision skills, written and verbal communication skills.
* Valid code 08 driver’s license.

DUTIES:
* Ensure that the finance systems are regularly maintained.
* Administer accounts and financial control systems services.
* Supervise procurement and logis-on-line payments and ACCPAC services.
* Manage data capturing services.
* Oversee cashier services for the Shared Services Centre.

NOTE: Indian, Coloured, White and people with disabilities are encouraged to apply.

ENQUIRIES: Mr K E Senosha
Tel: (013) 755 3499

CLOSING DATE: 28 September 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 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST: STATISTICIAN (Reference: S8/3/2012/777)

SALARY: R464 919 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: DIRECTORATE: EVALUATION AND RESEARCH (PRETORIA)

REQUIREMENTS:
*A degree or postgraduate qualification related to Statistics, Mathematics, Demography and Economics. * Minimum of 3 years working experience of which the experience should be related to statistics and research, data collection and knowledge of designing data collection tools, data analysis, Monitoring and Evaluation and information management. * A valid code B (08) driver’s license and preparedness to travel and work irregular hours. * Recommendations: * Management/supervisory experience, understanding of project management, ability to interact at both operational and strategic level. * Good written and verbal communication as well as presentations skills coupled with sound interpersonal relations and networking skills at all levels, report writing, understanding of government programmes and policies, understanding of monitoring and evaluation. * Advanced computer literacy especially in MS Excel or SPSS.

DUTIES:
*The incumbent will be responsible for providing guidance and to develop/implement/manage a framework within which the statistical information will be collected, processed and distributed. * Facilitate and support the development, implementation and maintenance of department’s statistical information management system. * Determine the statistical information needs of the department and develop action plan to address the needs. * Setting up standards for data/information collection, capturing and verification/validation and accuracy measures. * Analysis of trends based on statistics and using information for forecasting of land reform delivery as well as other department’s programmes. * Manage the statistics sub-directorate. * The incumbent will further be responsible for: assisting and giving support to research/survey activities conducted by the Chief Directorate and the department. * Data management, analysis and information dissemination and publication of reports. * Render statistical advice to the Chief Directorate and support to the other branches of the department in establishing and refining management information system.

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

ENQUIRIES: Ms T Masangu
Tel: (012) 312 9850

CLOSING DATE: 28 September 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 M & E ANALYST (Reference: S8/3/2012/778)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: EVALUATION AND RESEARCH (PRETORIA)

REQUIREMENTS: * A Bachelor’s degree/three-year diploma or equivalent qualification in Social Sciences, Natural Sciences and Development Studies. * Substantive experience in monitoring and evaluation and in conducting research. * Working experience and understanding of the Monitoring and Evaluation of service delivery programmes and projects. * Knowledge of monitoring and evaluation system, tools, indicators, research methodology, legislation and policies administered by the Department. * Knowledge and understanding of the Wide Government Monitoring and Evaluation framework. * Knowledge and understanding of land support functions i.e. cadastral surveys, surveys & mapping, spatial planning & information will be an added advantage. * Proven report writing, presentation, research, computer literacy and analytical skills. * Good interpersonal skills. * A valid code B (08) driver’s licence and preparedness to travel and work irregular hours.


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

ENQUIRIES: Ms T Masangu
Tel: (012) 312 9850

CLOSING DATE: 28 September 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 M & E ANALYST Reference: S8/3/2012/779

SALARY: R236 532 per annum (Level 9)

CENTRE: DIRECTORATE: EVALUATION AND RESEARCH (PRETORIA)

REQUIREMENTS: *A degree or postgraduate qualification related to Statistics, Mathematics, Demography and Economics. * Minimum of 3 years working experience of which the experience should be related to statistics and research, data collection and knowledge of designing data collection tools, data analysis, Monitoring and Evaluation and information management. * A valid code B (08) driver’s license and preparedness to travel and work irregular hours. * Recommendations: understanding of project management, ability to interact at operational level. * Good written and verbal communication as well as presentations skills coupled with sound interpersonal relations and networking skills at all levels, report writing, understanding of government programmes and policies, understanding of monitoring and evaluation. * Advanced computer literacy especially in MS, Excel or SPSS.

DUTIES: "Develop and conduct statistical surveys or quantitative research to focus mainly on land reform projects. * Assist in setting standards for quality control on surveys. * Identification and prioritization of statistical data needs both internally and externally. * Assist in developing standards data collection, data capturing, verification of data and accuracy measures. * Analyze and interpretation of statistical data. * Provide statistical advice for the directorate. * Assist in the general computing work, spreadsheet and accessing information. * Compile statistical publications, or reports as well as presentations. * Liaise with other units within DRDLR to enhance the quality of statistical information in the directorate and the department as a whole."

The incumbent will be responsible for providing guidance and to develop/implement/manage a framework within which the statistical information will be collected, processed and distributed. * Facilitate and support the development, implementation and maintenance of department’s statistical information management system. * Determine the statistical information needs of the department and develop action plan to address the needs. * Setting up standards for data/information collection, capturing and verification/validation and accuracy measures. * Analysis of trends based on statistics and using information for forecasting of land reform delivery as well as other department’s programmes. * Manage the statistics sub-directorate. * The incumbent will further be responsible for: assisting and giving support to research/survey activities conducted by the Chief Directorate and the department. * Data management, analysis and information dissemination and publication of reports. * Render statistical advice to the Chief Directorate and support to the other branches of the department in establishing and refining management information system.

ENQUIRIES: Ms T Masangu
Tel: (012) 312 9850

CLOSING DATE: 28 September 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 deliver it to 184
Jacob Mare Street, Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger street, Pretoria for attention: Human Resources Management.
POST : SENIOR ADMINISTRATION OFFICER (Reference: S8/3/2012/780)

SALARY : R198 975 per annum (Level 8)

CENTRE : BRANCH: SOCIAL, TECHNICAL, RURAL LIVELIHOODS AND INSTITUTIONAL FACILITATION (PRETORIA)

REQUIREMENTS : *A relevant degree/National Diploma in Finance, Administration or Management Services  
*Minimum of 3 years of experience in supply chain management and financial administration service  
*Knowledge of BAS, Logis, Public Sector Procurement processes  
*Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations  
*Computer literacy  
*Good written and verbal communication skills  
*Good interpersonal skills  
*Good data analysis and report interpretation skills  
*Advanced computer skills  
*Ability to work under pressure and to meet tight deadlines  
*Valid code 08 driver’s license.

DUTIES : *Assist with the financial, budget and administration support  
*Render procurement support  
*Render to compilation of budget  
*Assist with HRM related matters  
*The incumbent will be responsible to render support services with regard to line administration support services, safeguarding and distribution of projects documents and other forms, safe/record keeping of relevant documents  
*Control over the upkeep of an asset register as well as other inventory controller functions  
*Financial administration support services, compile, administer and manage the budgetary process and expenditure control for the office, control over the process of record.

ENQUIRIES : Mr T Ngcape  
Tel: (012) 312 9586

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

CLOSING DATE : 28 September 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 deliver it to 184 Jacob Mare Street, Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger street, Pretoria for attention: Human Resources Management.
POST: SENIOR ACCOUNTING CLERK (Reference: S8/3/2012/781)

SALARY: R129 780 per annum (Level 6)

CENTRE: BRANCH: SOCIAL, TECHNICAL, RURAL LIVELIHOODS AND INSTITUTIONAL FACILITATION (PRETORIA)


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

ENQUIRIES: Mr T Ngcape
Tel: (012) 312 9586

CLOSING DATE: 28 September 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: OFFICE ASSISTANT (Reference: S8/3/2012/782)

SALARY: R160 224 per annum (Level 7)

CENTRE: CHIEF DIRECTORATE: SOCIAL ORGANISATION AND MOBILISATION (PRETORIA)

REQUIREMENTS:
*A three years Bachelor’s degree or equivalent qualification in Office Administration with 2 years experience rendering secretarial and support services. * Planning, organizing, and problem solving skills. * Good telephone etiquette, inter-personal relations/human relation and organisational skills. * Good written and verbal communication skills. * Ability to take initiative and work independently. * Ability to identify and handle confidential matters. * Ability to perform under pressure and adhere to strict timeframes. * Must have a sense of responsibility and passion for work. * Ability to organise workshops, meetings and travel logistics. * Knowledge of Ms Word, Ms Excel, Ms PowerPoint, Groupwise and Internal coupled with sound typing skills. * Filling skills and ability to keep record of flow of documents. * The successful candidate must have the following attributes: Dedicated, hard working solution and service oriented, confident, accurate, efficient and well disciplined. * The ability to take on challenging responsibilities, work irregular hours, maintains confidentiality and provides services and products of professional quality. * Be action oriented and have the ability to organise an office environment, possess the ability to communicate freely and easily with other employees, the general public and other various clients. * Driver’s licence will be an added advantage.

DUTIES:
*Manage the Chief Director’s diary and coordinate other office activities. * Manage all incoming and outgoing correspondence. * Manage and maintain a well updated filing system for the Office. * Coordinate and prepare for meetings and workshops including typing of necessary documents. * Assist in monitoring the budget. * Receive the Chief Director’s visitors, including receiving telephones as well as attending accurately and timeously messages. * Make travel and accommodation arrangements and also prepare subsistence and travel claims for the Chief Director. * Handle confidential documents and information. * Operate standard office equipment (Fax, photocopy machine and telephone). * Type correspondences such as reports, submissions, memorandums and letters. * Prepare reports and presentations. * Coordinate and prepare responses for correspondence including Minister/DG tasks. * Perform all general secretarial and administrative task such as taking minutes and arranging/serving refreshments. * Render other administrative duties as may be required.

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

ENQUIRIES: Mr T Ngcape
Tel: (012) 312 9586

CLOSING DATE: 28 September 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 deliver it to 184 Jacob Mare Street, Jeff Masemola Street, (Formerly known as Jacob Mare) corner of Jeff Masemola and Paul Kruger street, Pretoria for attention: Human Resources Management.
POST : SENIOR ADMINISTRATION CLERK (ASSETS) (Reference: S8/3/2012/783)

SALARY : R129 780 per annum (Level 6)

CENTRE : DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTH WEST (MAFIKENG)


NOTE : Indian, Coloured, White and people with disabilities are encouraged to apply.

CLOSING DATE : 28 September 2012

IMPORTANT : Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST : SENIOR PROVISIONING CLERK (LOGISTICS) Reference: S8/3/2012/784

SALARY : R129 780 per annum (Level 6)

CENTRE : DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTH WEST (MAFIKENG)


NOTE : African, Indian and White Males and Indian and White Females are encouraged to apply.

CLOSING DATE : 28 September 2012

Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
**POST** : SENIOR PROVISIONING CLERK (TRANSPORT SERVICES) Reference: S8/3/2012/785

**SALARY** : R129 780 per annum (Level 6)

**CENTRE** : DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTH WEST (MAFIKENG)


**NOTE** : African, Indian and White Males and Indian and White Females are encouraged to apply.

**CLOSING DATE** : 28 September 2012

Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST: SENIOR ADMINISTRATIVE OFFICER (FACILITIES AND OFFICE ADMINISTRATION SERVICES) (Reference: S8/3/2012/786)

SALARY: R198 975 per annum (Level 8)

CENTRE: DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTH WEST (MAFIKENG)

REQUIREMENTS: * A relevant three years Degree / Diploma or equivalent qualification in Public Management / and or Supply Chain Management coupled with 2-3 years relevant experience in facilities management / office accommodation and office administration. * Knowledge PFMA, Treasury regulations, Health and Safety Act, DPW regulations pertaining to office space norms and standards. * Appropriate experience in Demand and Acquisition environment. * Computer literacy. * Good written and verbal communication. * Interpersonal and organizational skills. * Ability to work under pressure and deliver to tight deadlines. * Willingness to work long hours when required. * Planning and organizing skills. * Problem solving, decision making and leadership skills.

DUTIES: * Facilitate the procurement of office space by compiling needs assessment. * Management of telecommunication systems. * Oversee the maintenance of facilities regularly. * Provide an administrative support on daily basis. * Maintain the filing system according to National Archive Act. * Compile and manage database of government owned buildings occupied by the department. * Supervise and provide minor maintenance to office buildings and facilities. * Compile Terms of Reference with regard to Bid processes on related services. * Verify service provider’s invoices for correctness prior to payment and also adherence to PFMA and Treasury Regulations.

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

ENQUIRIES: Mr O F Matolong
Tel: (018) 397 9700

CLOSING DATE: 28 September 2012

Please forward your application, quoting the relevant reference number: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jeff Masemola (formerly known as Jacob Mare Street), corner of Jeff Masemola and Paul Kruger Street, Pretoria, for attention of: Human Resource Management.
POST : SENIOR ADMINISTRATIVE OFFICER (ASSET MANAGEMENT) (Reference: S8/3/2012/787)

SALARY : R198 975 per annum (Level 8)

CENTRE : DIRECTORATE: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES: NORTH WEST (MAFIKENG)

REQUIREMENTS : * A relevant three years Degree / Diploma or equivalent qualification in Public Management / and or Supply Chain Management coupled with 2-3 years relevant experience in asset management. * Knowledge of Supply Chain Management, PFMA, Treasury regulations, BAUD application (Asset Register) BAS, LOGIS. * Computer literacy. * Good written and verbal communication. * Interpersonal and organizational skills. * Ability to work under pressure and deliver to tight deadlines. * Willingness to work long hours when required. * Planning and organizing skills. * Problem solving, decision making and leadership skills. * A valid code 8 driver’s license.

DUTIES : * Maintain the Departmental asset Register. * Ensure that the Departmental asset register is updated with new assets and movement of assets. * Perform monthly reconciliation. * Ensure that the Departmental assets are bar coded as per set standards. * Ensure that movement of assets are properly recorded and processed on the asset register. * Assist in disposal process. * Ensure Compliance with Departmental asset management policies. * Conduct asset verification and spot checks. * Liaise with client offices on matters pertaining to asset management. * Prepare and maintain filling of all assets management documents. * Adhere to asset management reporting requirement and assist in any asset management duties.

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

ENQUIRIES : Mr O F Matolong
Tel: (018) 397 9700

CLOSING DATE : 28 September 2012

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

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.