

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

- POST** : DEPUTY DIRECTOR: TENURE REFORM AND IMPLEMENTATION  
(Reference: 3/2/1/2016/159)
- SALARY** : R612 822 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : **DIRECTORATE: TENURE REFORM AND IMPLEMENTATION: NORTHERN CAPE**
- REQUIREMENTS** : \*Bachelor's Degree or National Diploma in the field of Humanities or Social Science. \*3-5 years relevant experience at middle management (Assistant Director level). \*Knowledge of policy development. \*Knowledge of departmental legislation. \*Knowledge of Risk Management. \*Planning and organising skills. \*Communications skills. \*Computer literacy skills. \*Strategic thinking skills. \*Problem solving and analytical skills. \*Valid driver's license.
- DUTIES** : \*Provide land tenure rights implementation support. \*Promote awareness and capacity building on land rights and relevant laws to stakeholders. \*Liaise and monitor land rights management structures by providing legal protection and awareness. \*Manage and mediate in cases of illegal and unlawful evictions. \*Establish and maintain land rights mediation and adjudication processes. \*Implement communal land rights support. \*Promote awareness and provide capacity building on communal land rights and relevant laws to stakeholders. \*Implement communal land rights policies, procedures, guidelines and products. \*Implement communal tenure upgrading. \*Manage compliance to communal property institutions establishment. \*Establishment and implementation of CPA. \*Provide secretariat services in the CPA meetings and constitution proceedings. \*Maintain the register of CPA and similar entities. \*Promote awareness of the CPA activities. \*Manage and conduct investigation on the affairs and activities of the registered CPA. \*Manage the mediation and dispute resolution proceedings of the CPA. \*Monitor the validity of CPA transactions in accordance with the CPA constitution.
- NOTE** : **African, Coloured, White and Indian Males and Females and people with disabilities are encouraged to apply.**
- CLOSING DATE** : 04 November 2016 at 16:00

**Please forward our application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X 5007, Kimberley, 8301 or have it delivered to New Public Building 6th Floor, corner of Knight and Stead streets, Kimberley, for the attention of Human Resource Management**



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- POST** : PROFESSIONAL ENGINEER (CIVIL) (Reference: 3/2/1/2016/160)
- SALARY** : The salary will be between R594 477 to R911 355 per annum, based on the number of years' post qualification experience in accordance with the OSD for Engineers.
- CENTRE** : **DIRECTORATE: RURAL INFRASTRUCTURE DEVELOPMENT: FREE STATE (BLOEMFONTEIN)**
- REQUIREMENTS** : \*Engineering Degree (B Eng/BSC (Eng) or related qualification. \*Compulsory registration with ECSA as a Professional Engineer. \*3 year's post qualification engineering experience. \*Knowledge of the following: Programme and project management, Engineering design and analysis, Knowledge Research and Development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement, Networking. \*Decision making skills. \*Team leadership skills. \*Analytical skills. \*Creativity. \*Self management. \*Financial management. \*Customer focus and responsiveness. \*Communication. \*Computer literacy. \*Planning and organising. \*Conflict management. \*Problem solving and analysis. \*People management. A valid driver's licence
- DUTIES** : \*Design new system to solve practical engineering problems and improve efficiency and enhance safety. \*Plan, design, operate and maintain engineering projects. \*Develop cost effective solutions according to standards. \*Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. \*Develop tender specifications. \*Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. \*Approve engineering works according to prescribed norms and standards. \*Human capital development. \*Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. \*Supervise the engineering work and processes. \*Administer performance management and development. \*Office administration and budget planning. \*Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. \*Ensure adherence to regulations and procedures for procurement and personnel administration. \*Monitor and control expenditure on projects. \*Report on expenditure and service delivery. \*Research and development. \*Continuous professional development to keep up with new technologies and procedures. \*Research/literature studies on engineering technology to improve expertise. \*Liaise with relevant bodies/councils on engineering-related matters
- NOTE** : **This is a re-advertisement. Applicants who applied previously must re-apply. Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.** The Department further reserves the right to test candidates by means of case studies as part of the interview process.



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**CLOSING DATE** : 04 November 2016 at 16:00

Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803, Bloemfontein, 9300 or hand delivered it to: SA Eagle Building, 136 Charlotte Maxeke (Maitland) Street, 2<sup>nd</sup> floor, Room 204, for the attention of: Human Resource Management



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- POST** : CANDIDATE CONSTRUCTION PROJECT MANAGER (Reference: 3/2/1/2016/166)
- SALARY** : R512 244 per annum (three year contract) The salary is in accordance with the OSD
- CENTRE** : **DIRECTORATE: RURAL INFRASTRUCTURE DEVELOPMENT: KWAZULU NATAL (PIETERMARITZBURG)**
- REQUIREMENTS** : \*A Honours Degree in the Built Environment field of study or BTech Qualification (Built environment field) with a minimum of one year experience or National Higher Diploma (Built environment field) with a minimum of eighteen months experience or National Diploma (Built environment field) with a minimum of two years' experience. \*Knowledge of project management principals and methodologies. \*Knowledge of legal compliance. \*Computer aided engineering applications. \*Solutions orientated. \*Decision making skills. \*Analytical skills. \*Computer skills. \*Planning and organising. \*Problem solving and analysis. \*Project management skills. \*Research and development skills. \*Technical report writing. \*Computer aided engineering. \*Networking. \*Solution-oriented. \*Creativity. \*Organising skills. \*Communication skills. \*Self-management. \*Customer focus and responsiveness. \*Interpersonal skills. \*Team work. \*A valid driver's license. \*Compulsory registration with SACPCMP as a Candidate Construction Project Manager.
- DUTIES** : \*Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. \*Develop project planning, implementation monitoring, reporting and evaluation in line with project management methodology. \*Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. \*Identify resources needed and assign individual responsibilities. \*Monitor day to day operational aspects of a project and scope. \*Implement methods and enforce project standards to minimize risk on projects. \*Conduct integrated project planning with relevant local and district stakeholders. \*Project accounting and financial management. \*Report project progress to Project Manager. \*Manage project budget and resources in consultation with Project Manager. \*Provide office administration. \*Provide inputs to Construction Project Manager with tender administration. \*Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. \*Contribute to the human resources and related activities. \*Maintain record management systems and architectural library. \*Conduct research and development. \*Keep up with new technologies and procedure. \*Research/literature on new developments on project management methodologies. \*Liaise with relevant bodies/councils on project management.
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- CLOSING DATE** : **04 November 2016 at 16:00**



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**The Department of Rural Development and Land Reform, Private Bag X 9132, Pietermaritzburg, 3201 for the attention of the Human Resource Department or Hand delivered to physical address: 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg**

**IMPORTANT**

: DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position

**Persons with disabilities are encouraged to apply.**

All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and the unlikely event that the person has been appointed such appointment will be terminated.

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

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



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