

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 23 December 2024 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DALRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DALRRD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of your personal information for recruitment and selection-related activities only. The DALRRD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 45/01** : **DEPUTY DIRECTOR: LABOUR TENANTS (REF NO: 3/2/1/2024/009)**
 Directorate: Tenure Reform Implementation
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R849 702 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS) (12 Month Contract)
- CENTRE** : Mpumalanga (Mbombela)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law, Humanities, Economics, Development Studies. Minimum of 3 years' experience at junior management level. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Strategic management skills, Operational planning skills, Proven supervisory skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy and Communication skills (verbal and written). Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the Employer.
- DUTIES** : Coordinate the issuance of notices of Labour Tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that Project Officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management. Ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour Tenant applications. Monitor performance of District Offices against targets processing Labour Tenant. Ensure that Project Officials comply with the standard operating procedures for the processing of applications. Quality check all submissions from the Districts (terms of reference and memorandums for subdivision, valuation, conveyancing and referrals for presentation to Provincial Technical Committee (PTC) and National Land Allocation and Acquisition Committee (NLAACC) to ensure compliance to the Labour Tenants Act (LTA). Ensure that a targeted number of applications are settled per year. Coordinate the negotiations for the settlement of applications. Assist Project Officials from District Offices to negotiate the settlement of complex applications. Stakeholder management. Assist the Director: Tenure Reform Implementation to organise the provision of post-settlement support to Labour Tenants by the Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Manage section 33 (2A) direct access to court cases. Engage Project Officer, Land Owner and Labour Tenants on cases to be referred / already referred. Assist in drafting and vetting of settlement agreement. Vet Court referral package for approval by the Director: Tenure Reform Implementation. Assist in serving the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred or to be referred cases to State Attorney. Keep and update the referral spreadsheet. Maintain the database of Labour Tenant applications. Ensure that the database is accurate, complete and is updated monthly. Submit statistical reports monthly to the Director: Tenure Reform Implementation. Coordinate reports. Update Project Management System (EPM Live) and / or Project Register. Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Reform Implementation. Manage External and Internal Audit – Compile the audit management plan, ensure implementation of Action plan, respond to audit queries. Fraud and Risk Management (Finalisation of annual plans and monitoring and reporting monthly). Ensure budget expenditure reporting (Guard against over expenditure / under expenditure by balancing Integrated Operational Plan implementation with approved procurement Plan).
- ENQUIRIES** : Ms M Senwana Tel: (013) 754 8098
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200 or by email to P009@dalrrd.gov.za
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females. and Persons with disabilities are encouraged to apply.