

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to the below addresses:
Head office: Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Station; Mokopane Laboratory Services: The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
Mopani District: The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.
Waterberg District: The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.
Capricorn District: The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices.
Sekhukhune District: The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices.
Vhembe District: The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 29 September 2023 at 16H00
- NOTE** : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from www.gov.za. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The

applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. 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). Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, Failure to comply with above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

<u>POST 32/253</u>	:	<u>DEPUTY DIRECTOR: LANDCARE AND LAND USE MANAGEMENT REF NO: LDARD 03/08/2023 (X1 POST)</u>
<u>SALARY</u>	:	R958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane Grade 12 plus an appropriate NQF Level 7 qualification in Land Use Planning/ Agricultural Engineering Sciences/ ND Civil engineering/ BTech Civil Engineering/Agriculture/Environmental or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). A minimum of 5 years experience at junior management level/Assistant Director and proven skills in management of Landcare and Land Use. Knowledge, Competencies and skills: Knowledge of the legislation that govern natural resources management viz. Conservation of Agricultural Resources Act (Act 43 of 1983) Subdivision of Agricultural Land Act (Act 70 of 1970) including other collaborative legislation in land use and environmental fraternities. Basic skills on the application of Global Positioning System (GPS) and skills in Geographic Information System (GIS) and other satellite data. Understanding of governmental service delivery environment, teamwork, Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), Expanded Public Works Frameworks (EPWP), Limpopo Development Plan, Labour Relations Act, Integrated Development Plans, Intergovernmental Relations Framework Act, Implementation Framework for LandCare Programme, project planning, conflict resolution, community development. Good interpersonal relations. Computer proficiency. Report writing. Computer literacy will be tested.

<u>DUTIES</u>	:	Manage the provision of integrated sustainable land use planning. Facilitate and manage the implementation of the Landcare Programme and coordinate conservation agriculture. Manage the implementation of the Landcare projects in line with the applicable prescripts and legislation. Develop and implement the awareness and capacity building of Landcare. Provide and manage soil conservation services. Coordinate and manage EPWP reporting on Landcare. Management of budget and personnel.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/254</u>	:	<u>DEPUTY DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: LDARD 01/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane National Senior Certificate (Grade 12) plus an undergraduate (NQF Level 6) qualification in Risk Management/Accounting /Internal Audit equivalent qualification as recognized by SAQA. A postgraduate qualification in Risk Management would be an added advantage. 3-5 years' working experience in the Risk and Integrity field. Registration with Institute of Risk Management South Africa (IRMSA) would be advantage. A valid Code B driver's license (with exception of people with disabilities. Knowledge, Competencies and Skills; Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills.
<u>DUTIES</u>	:	Coordination and Implementation of Business Continuity Management (BCM). Facilitation and Implementation of the Risk Management Processes. Facilitation and Implementation of Ethics Management.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/255</u>	:	<u>DEPUTY DIRECTOR: HOD SUPPORT SERVICES REF NO: LDARD 02/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane. National Senior Certificate (Grade 12) plus an undergraduate (NQF Level 6) qualification in administration or equivalent qualification as recognized by SAQA. A valid driver's license (with exception of people with disabilities). 3-5 years' working experience in administration field. Knowledge, Competencies and Skills; Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive experience in office management and administration. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Willing to work under changing and difficult circumstances. Responsiveness; Pro-activeness; Supportive, Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills.
<u>DUTIES</u>	:	Provide administrative and management support. Ensure effective communication between the Office of the HOD, Office of the MEC and Chief Directors. Coordinate

- activities of the oversight bodies. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/256** : **DEPUTY DIRECTOR: FINANCE MANAGEMENT REF NO: LDARD 04/08/2023 (X1 POST)**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE REQUIREMENTS** : Sekhukhune District
Matric certificate and NQF Level 6 in Financial Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' experience in Financial Management. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Understanding of BAS, PERSAL, FINEST and LOGIS. Knowledge of Excel and Power Point. Knowledge of PFMA. Regulations, DORA and other various related regulations. Knowledge of Finance policies & practices. Good communication, people management, presentation, problem solving and reporting skills. Ability to interact at both strategic and operational level. Computer literacy.
- DUTIES** : To facilitate the attainment of departmental objectives through budget planning and control, expenditure management, compliance and implementation of Supply Chain Management in the District. Management of procurement of goods and services (Demand and Acquisition Management). Management of inventory. Asset and disposal management. Budget planning and expenditure management. Management of salary administration. Management of revenue collection.
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 700
- POST 32/257** : **STATE VETERINARIAN REF NO: LDARD 05/09/2023 (X1 POST)**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE REQUIREMENTS** : Vhembe District
Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council and a valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
- DUTIES** : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
- ENQUIRIES** : Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
- POST 32/258** : **ENGINEER PRODUCTION GRADE A REF NO: LDARD 06/09/2023 (X1 POST)**
- SALARY** : R795 147 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE REQUIREMENTS** : Sekhukhune District
Grade 12 plus Engineering Degree (B Eng./ BSC Eng. Compulsory registration with ECSA as Professional Engineer. Three (03) years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Agricultural Engineering on planning, design,

		development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.
<u>DUTIES</u>	:	Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management for the RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure a sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 32/259</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST REF NO: LDARD 07/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Sekhukhune District: Sekhukhune West
<u>REQUIREMENTS</u>	:	Grade 12 plus a relevant tertiary (NQF 7) qualification in Agriculture. A minimum of 3 years proven relevant experience in implementing Agricultural programmes. Knowledge, Competencies and Skills: Knowledge of extension methodology; Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Land Reform Crop and Animal Conflict Resolution, Management Knowledge, Knowledge of Policy interpretation, Supervisory and management skills, Knowledge of Project planning and Management, Extension and Advisory skills, Leadership skills, Knowledge of Financial Management, Advanced communication/presentation skills, Report Writing Skills, Computer literacy with emphasis to MS Word, MS Power point and MS Excel.
<u>DUTIES</u>	:	Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects such as CASP, LRAD and also assist with planning, advice and after care. Promote sustainable production of Agricultural products; Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension services.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 32/260</u>	:	<u>ENGINEERING TECHNICIAN GRADE A REF NO: LDARD 08/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R353 013 per annum, (OSD)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. A minimum three years' post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Project management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management. People management.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings

and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters. Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

ENQUIRIES

POST 32/261

ASSISTANT DIRECTOR: RISK DISASTER MANAGEMENT REF NO: LDARD 09/09/2023 (X1 POST)

SALARY

CENTRE

REQUIREMENTS

: R424 104 per annum (Level 09)
 : Head Office: Polokwane
 : Grade 12 certificate plus relevant NQF 7 or equivalent. Post graduate degree will be an added advantage. Minimum of 3-4 years extensive practical experience in Agricultural Disaster Management, Agrometeorology or Agricultural Economics. Economic impact assessment on disaster affected projects, comprehensive Project Management, Database development and administration. Relevant experience in conducting agricultural research projects. Knowledge; Competencies and Skills: Sound knowledge and understanding of Policy and legislation governing Disaster Management in South Africa. The ability to work in different work environments. The ability to conduct economic impact analysis at disaster affected farming areas. Ability to write reports and to co-ordinate multiple stakeholders. Willingness to work under pressure and overtime. Financial Management. Computer proficiency skills will be tested.

DUTIES

: To coordinate implementation of Early Warning information and Advisory Services within the Province. To develop, evaluate and conduct research on Early Warning methods. To establish a multidisciplinary process of planning and implementation of measures aimed at mitigation of disasters and emergency preparedness by the province. To coordinate interpretation and dissemination of weather and climate change information to all relevant stakeholders. Ability to implement Agrometeorological advisory services. To coordinate implementation of Early Warning Info and advisory Services within the Province. To conduct post disaster assessment and evaluate the damages and generate an economic impact report to enable identification of the vulnerable farming communities. To develop and maintain a provincial database of the farmers receiving early warning information on climate change and extreme weather. To implement disaster mitigation strategies aimed at disaster recovery and rehabilitation processes. To develop, monitor, evaluate and conduct research on Early Warning methods. Policy development and implementation of disaster Frameworks.

ENQUIRIES

: Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/262

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: LDARD 10/09/2023 (X1 POST)

(Re-advertisement, those who applied before need not to re-apply)

SALARY

CENTRE

REQUIREMENTS

: R424 104 per annum (Level 09)
 : Head Office: Polokwane
 : Grade 12 plus B degree, National Diploma or equivalent (NQF Level 6) qualification in Finance / Accounting / Economics / Public Administration or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in budgeting and expenditure control at supervisory level. Knowledge, Competencies and Skills: knowledge of Public Finance Management Act (PFMA), Treasury Regulations, DORA and relevant public sector finance legislation, Basic Accounting System (BAS), Standard Charts of Accounts (SCOA) and Vulindlela. Presentation Skills, Advance Excel Skills, Analytical Skills and Valid driver's license (with exception of people with disabilities).

- DUTIES** : Develop the in-year monitoring reports (IYM). Coordinate and Consolidate Cash Flow projections. Analyses & interprets expenditure reports and implements measures to address significant variances. Ensure correctness allocations of transactions for Departmental Code Structure. Compile Appropriation statement for AFS. Coordinate and consolidate departmental personnel costing. Assist in preparation of Roll-Overs request. Assist to co-ordinate and evaluate the MTEF budgets submissions from different programmes during the planning phase and final stages of the MTEF budgets. Provide financial performance reports. Capturing of approved budget/shifting/virements on BAS.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/263** : **SENIOR STATE ACCOUNTANT: SCM REF NO: LDARD 11/09/2023 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Tompi Seleka College of Agriculture
: Grade 12 plus an undergraduate qualification (NQF Level 6) in Supply Chain Management/Financial Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Any related prescripts, contract management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in word, Excel. A driver's licence is essential. Knowledge of BAS and LOGIS.
- DUTIES** : Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures' 'from demand management through to monitoring and contract management' 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting including but not limited to relevant disclose notes. Responsible for the compiling and controlling of business unit budget, manage all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.
- ENQUIRIES** : Mr. Mabula NJ Tel No:(015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/264** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT ACCOUNTING REF NO: LDARD 12/08/2023 (X1 POST)**
(Re-advertisement, those who applied before need not to re-apply)
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Capricorn District
: An appropriate NQF Level 6 qualification in Financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years experience in Expenditure Management, Knowledge of Basic Accounting System (BAS), Knowledge of Personnel and Salary (PERSAL), Knowledge of Logistics Information System (LOGIS). A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Public Service Regulations, Acts, Policies and procedures, Knowledge of Public Finance Management Act (PMFA), Knowledge of Treasury regulation, Financial Management, skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills, Computer skills.
- DUTIES** : Provide salary administration. Process salary related claims in PERSAL and BAS. Process suppliers related claims in BAS. Facilitate safe keeping of documents and distribution of correspondences. Supervise employees to ensure sound expenditure management activities.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

<u>POST 32/265</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: LDARD 13/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Mara Research Station
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Public Management/Administration or equivalent qualification as recognised by SAQA. A minimum of 3-5 years experience in Administration. Knowledge, Competencies and skills: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and Organising. Language.
<u>DUTIES</u>	:	Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ Tel no: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 32/266</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN REF NO: LDARD 14/09/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Mopani District: Mopani North
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 6 qualification in Environmental Science/ Agricultural Management or equivalent relevant qualification as recognised by SAQA. 1-2 years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.
<u>DUTIES</u>	:	Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.
<u>ENQUIRIES</u>	:	Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
<u>POST 32/267</u>	:	<u>HUMAN RESOURCE CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Capricorn District: Ref No: LDARD 15/09/2023 (X1 Post) Waterberg District: Ref No: LDARD 16/09/2023 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 Qualifications in Human Resource Management / Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Appropriate/relevant administrative experience. Knowledge of PERSAL System. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Compiling and updating of employee's statistics on a monthly basis. Receiving and scheduling of applications for employment. Writing memorandum for approval (shortlisting and interviews) in terms of the departmental delegations. Performing

secretarial functions during shortlisting and interviews. Verifying appointment credentials (Personnel Suitability Checks) of the shortlisted candidates. Compiling/writing appointment memorandum (Temporary & Permanent) for approval of the District Director. Implementing all transactions on the PERSAL System relating to appointments of permanent and contract employees, etc.. Facilitate transfer and translation of employees. Facilitate probations. Administer all Service Benefits functions. Capture/amend applications for leave on PERSAL System. Audit Leave Files and compile monthly statistics. Implement Conditions of Services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition and PILIR.

ENQUIRIES : **Capricorn District:** Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana MR Tel No: (014) 717 2523.

POST 32/268 : **ADMINISTRATIVE CLERK (X2 POSTS)**

SALARY CENTRE : R202 233 per annum (Level 05)
: Mokopane: Laboratory Services Ref No: LDARD 17/09/2023 (X1 Post)
: Madzivhandila College of Agriculture Ref No: LDARD 18/09/2023 (X1 Post)

REQUIREMENTS : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : **Capricorn District:** Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619.
Mara Research Centre: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Madzivhandila College of Agriculture: Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/269 : **SECRETARY: DIRECTOR'S OFFICE REF NO: LDARD 19/09/2023 (X1 POST)**

SALARY CENTRE : R202 233 per annum (Level 05)
: Capricorn District
REQUIREMENTS : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.

DUTIES : The purpose of the role is to render a secretarial support service to the Director. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received; Arrange meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Process the travel and subsistence claims for the unit; Process all invoices that emanate from activities of the work of the Director;

Record basic minutes for the meetings of the Director where required; Draft routine correspondence and reports; Do filing of the documents for the Director and the unit where required; Administer matters like leave forms, leave registers and telephone accounts; Handle the procurement of standard items like stationery and refreshments; Collect all relevant documents to enable the Director to prepare for meetings; Provide a secretarial/receptionist support service to the Director: Receive telephone calls and refers the calls to the correct role players if not meant for the Director; Record appointments and events in the diary for the Director; Type documents for Director; Operate office equipment like fax machines and photocopiers; Remain up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. Sebajane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

POST 32/270 : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 20/09/2023 (X1 POST)**

SALARY : R171 573 per annum (Level 04)
CENTRE : Capricorn District: Capricorn South
REQUIREMENTS : Grade 12. 02 years' experience in the Animal Health field. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

DUTIES : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

ENQUIRIES : Ms. Sebajane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST 32/271 : **DRIVER/MESSENGER SUPPLY CHAIN & ASSET MANAGEMENT REF NO: LDARD 21/09/2023 (X1 POST)**

SALARY : R171 573 per annum (Level 04)
CENTRE : Capricorn District
REQUIREMENTS : Grade 12 / Equivalent Qualification. A minimum of 2 years' experience as a Messenger/Driver. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability to read and write. Interpersonal skills, communication skills, Writing skills, time management, conflict management.

DUTIES : Mail distribution. Collect mail and documents from and to the department. Collect and deliver correspondence / parcels for the district at various collection and distribution points. Provide a transport service for the District Office. Maintenance of the vehicle.

ENQUIRIES : Ms. Sebajane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST 32/272 : **SWITCHBOARD OPERATOR REF NO: LDARD 22/09/2023 (X1 POST)**

SALARY : R171 537 per annum (Level 04)
CENTRE : Mopani District
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Knowledge, Competencies and skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.

DUTIES : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.

ENQUIRIES : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18

POST 32/273 : **HANDYMAN: ENGINEERING & INFRASTRUCTURE REF NO: LDARD 23/09/2023 (X1 POST)**

SALARY : R147 036 per annum (Level 03)
CENTRE : Capricorn District
REQUIREMENTS : Matric certificate, N3 certificate or equivalent in either Carpentry, Plumbing, Electrical, Masonry. Driver's license will be an added advantage. Minimum 3 years' experience in Construction and Maintenance of buildings and related infrastructure. Knowledge, Competencies and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's license will be an added advantage.

DUTIES : Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST 32/274 : **HANDYMAN REF NO: LDARD 24/09/2023 (X1 POST)**

SALARY : R147 036 per annum (Level 03)
CENTRE : Tompi Seleka College of Agriculture
REQUIREMENTS : Matric certificate, N3 certificate or equivalent in either Carpentry, Plumbing, Electrical, Masonry. Driver's license will be an added advantage. Minimum 3 years' experience in Construction and Maintenance of buildings and related infrastructure. Knowledge, Competencies and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's license will be an added advantage.

DUTIES : Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 32/275 : **FARM AID (X2 POSTS)**

SALARY : R125 373 per annum (Level 02)
CENTRE : Tompi Seleka College of Agriculture Ref No: LDARD 25/09/2023 (X1 Post)
Madzivhandila Seleka College of Agriculture Ref No: LDARD 26/09/2023 (X1 Post)
REQUIREMENTS : Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and Skills: Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.

DUTIES : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.

ENQUIRIES : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

<u>POST 32/276</u>	:	<u>GENERAL WORKER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R125 373 per annum (Level 02) Sekhukhune District: Ref No: LDARD 27/09/2023 (X1 Post). Vhembe District: Vhembe Far North Ref No: LDARD 28/09/2023 (X1 Post).
<u>REQUIREMENTS</u>	:	ABET Level 4/ Grade 9. Basic numeracy. Knowledge, Competencies and Skills: Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
<u>DUTIES</u>	:	Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000. Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
<u>POST 32/277</u>	:	<u>CLEANER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R125 373 per annum (Level 02) Vhembe District: Vhembe Central Ref No: LDARD 29/09/2023 (X1 Post); Vhembe West Ref No: LDARD 30/09/2023 (X1 Post) Capricorn District: Capricorn South Ref No: LDARD 31/09/2023 (X1 Post) Mopani District: Mopani North Ref No: LDARD 32/09/2023 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and Skills: Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipments. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipments.
<u>ENQUIRIES</u>	:	Waterberg District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275. Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<u>POST 32/278</u>	:	<u>GENERAL WORKER (REDLINE GATE/GUARD/FENCE PATROLLER (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R125 373 per annum (Level 02) Vhembe District (X4 Posts): Vhembe Far North Ref No: LDARD 33/07/2023 (X2 Posts); Vhembe West: Ref No: LDARD 34/07/2023 (X2 Posts). Mopani District: Mopani North Ref No: LDARD 35/06/2022 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 8 / ABET level 2 or equivalent qualification. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication skills. Good interpersonal relations. Report writing.

DUTIES

: To perform routine manual farming activities. Control over movement of cloven hooved animals. Stop, register and search vehicles from the redline area. Check meat, dairy products, dung, grass, hides, skins, etc. Confiscate all products listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repairs of fence breakage. Trace animal tracks along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permits for animals to be quarantined. Liaise with the Animal Health Technician for inspections. Keep records. Keep permit register. Keep register for quarantined animals. Keep register for vehicle movement.

ENQUIRIES

: Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275