

**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. Women and people with disabilities are encouraged to apply.***

- APPLICATIONS** : Applications should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.
- CLOSING DATE** : 26 January 2018 at 16h30.
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, security vetting and financial checks. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, endorsed academic record/transcript, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Failure to submit the requested documents will result in your application not being considered. NB: you are kindly requested to complete A, B and C of the Z83 in full. Applications received after the closing date, faxed or e-mailed will not be considered. 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. 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, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful. The Department reserves the right to fill or not to fill advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

**OTHER POSTS**

- POST 02/73** : **ACADEMIC MANAGER (2 POSTS)**  
(One year fixed term contract)
- SALARY CENTRE** : All-inclusive remuneration package: R 779 295 per annum. (Level 12)  
Tomp Seleka College (1) REF: LDARD 01/17  
Madzivhandila College (1) REF: LDARD 02/17
- REQUIREMENTS** : Matric certificate plus an NQF Level 8 and Professional Qualification in Education as recognised by SAQA. Qualification in Agriculture and Master's degree in Agriculture will serve as an added advantage. Compulsory registration as facilitator, assessor and moderator coupled with minimum of 3-5 years appropriate management experience. A valid drivers' license (Please attach a certified copy). Knowledge, Skills and Competencies: Problem solving and conflict resolutions, Leadership and Management skills. Formal Training, Communication and presentation skills. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Computer proficiency skills will be tested.
- DUTIES** : To manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relation to Higher Education (HE) requirements. Coordinate and manage the implementation of Education and Training Programs. Manage the creation of linkages and strategic partnerships with South African and international agricultural education and training institutions to engage in joint training projects.

Manage the provision of a student affairs service. Manage and perform administrative and related functions.

**ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000

**POST 02/74** : **QUALITY ASSURANCE MANAGER (2 POSTS)**  
(One year fixed term contract)

**SALARY CENTRE** : All-inclusive remuneration package: R 657 558 per annum (Level 11)  
: Tompi Seleka College (1) REF: LDARD 03/17  
: Madzivhandila College (1) REF: LDARD 04/17

**REQUIREMENTS** : Matric certificate plus an NQF Level 8 and Professional Qualification in Education as recognised by SAQA and qualification in Agriculture will be an added advantage. A minimum of 3-5 years appropriate management experience. A valid drivers' license (Please attach a certified copy). Knowledge, Skills and Competencies: Knowledge in policy formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested.

**DUTIES** : To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.

**ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F ☎015 294 3000

**POST 02/75** : **REGISTRAR (2 POSTS)**  
(One year fixed term contract)

**SALARY CENTRE** : All-inclusive remuneration package: R 657 558 per annum (Level 11)  
: Tompi Seleka College (1) REF: LDARD 05/17  
: Madzivhandila College (1) REF: LDARD 06/17

**REQUIREMENTS** : Matric certificate plus an NQF Level 8 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum 3-5 years' appropriate management experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Good Communication Skills. Good knowledge of the Agricultural training. Planning & organizing skills. All relevant legislative frameworks governing Education and Training Institutions. Formal training and presentation skills. Computer proficiency skills will be tested.

**DUTIES** : Proper management of student information. Manages efficient use of college properties and infrastructure by students. Supervises all learner processes from enrolments to graduation. Provision of secretariat services. Performs the essential roles of supporting, facilitating, and promoting the academic mission of the College. Manage and foster adherence to college policies.

**ENQUIRIES** : Mr. Mabula NJ, Ms. Mtswene P & Mr. Sepale M.F ☎015 294 3000

**POST 02/76** : **EXAMINATION OFFICER (2 POSTS)**  
(One year fixed term contract)

**SALARY CENTRE** : R 281 418 per annum (Level 8)  
: Tompi Seleka College (1) REF: LDA 07/17  
: Madzivhandila College (1) REF: LDA 08/17

**REQUIREMENTS** : Matric certificate plus an appropriate NQF Level 7 in Public Administration or equivalent relevant qualification as recognised by SAQA. A minimum of 3 years' appropriate experience. A valid drivers' license (Please attach a certified copy). Skills and Competencies: Planning & organizing skills. Formal training and presentation skills. Communication skills. Computer proficiency skills will be tested.

**DUTIES** : To oversee all aspects of examinations management within the college. Coordinate preparation of examination. Ensure current assessment regulations and conventions are adhered to. Supplying all the necessary stationery and materials related to exam. Prepare other necessary logistics for smooth running of examination. Maintain confidential records in respect of all aspects of the examination process.

**ENQUIRIES** : Mr. Mabula NJ, Ms. Mtswene P & Mr. Sepale M.F ☎015 294 3000

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF LOCAL GOVERNMENT AND HUMAN SETTLEMENTS**

*The North West Department of Local Government and Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts.*

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management : Department of Human Settlements and Local Government, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mrs Manini Mashigo.
- CLOSING DATE** : 27 January 2018
- NOTE** : Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications and identity document, a comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. The appointment will be subjected to OSD requirements. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

**OTHER POSTS**

- POST 02/77** : **PROFESSIONAL ENGINEER GRADE A (RE-ADVERTISEMENT) REF NO: LG&HS 24/17-18**  
Directorate: Integrated Municipal Infrastructure
- SALARY** : R 637 875-R 977 883 p.a. all-inclusive remuneration package (OSD)  
The remuneration package of the successful candidate will be in accordance to the relevant OSD determination
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12 or equivalent. Engineering Degree (B Engineering /BSC Engineering) or any other relevant qualification. Compulsory registration with ECSA as Professional Engineer. 3 years post qualification Engineering experience required. A certified valid driver's Licence. Competencies/Knowledge: In-depth knowledge and understanding of Engineering Design and Analysis. Engineering and professional judgement. Project management and contract management knowledge. Engineering, legal and operational compliance. Working experience in Municipal Infrastructure Grant (MIG) and other similar programmes. Skills: People management and empowerment. Service delivery innovation. Problem solving and analysis. Technical report writing. Communication skills. Strategic capacity and leadership. Programme and Project Management.
- DUTIES** : Provide strategic direction for civil engineering services in accordance with SA policies, Act, regulations and Industry guidelines following Municipal norms and practices. Overseeing the implementation of National and Provincial funded infrastructure programmes in the province. Facilitate the establishment of project management units (PMUs) in the municipalities and monitoring the effective functioning of those units. Provide technical support on project facilitation on national and provincial infrastructure grant funding. Liaise with other sector departments in getting projects approved for funding under various grants. Timeous reporting to relevant stakeholders on these infrastructure programmes.
- ENQUIRIES** : Mr M Monageng Tel: 018 388 3614
- NOTE** : Applicants who previously applied will not need to re-apply

- POST 02/78** : **CONTROL ENGINEERING TECHNICIAN GRADE A (RE-ADVERTISEMENT)**  
**REF NO: LG&HS 25/17-18**  
 Directorate: Intergrated Municipal Infrastructure
- SALARY** : R 396 375-R 453 216 p.a. (SL- OSD)  
 The remuneration package of the successful candidate will be in accordance to the relevant OSD determination
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** :  
 Matric/Grade: 12 or equivalent. National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as Engineering Technician. 6 years post qualification technical (Engineering) experience. A certified valid driver's Licence. Competencies/Knowledge: Knowledge of Infrastructure Management Systems, MIG and PIG programme. Technical design and analysis knowledge. Knowledge of legal compliance Skills: Project Management. Research and Development. Computer-aided engineering applications. Technical report writing. Technical consulting. Problem solving and analysis. Financial Management. Computer skills. Team work. Creativity.
- DUTIES** : Facilitation of proper procedures during the utilization of infrastructure projects funded through National and Provincial Infrastructure Grant. Provide on-going project management and report per project. Provide technical support on project facilitation for National and Provincial Infrastructure Grant. Facilitation of proper implementation and monitoring of various infrastructure programmes in the province. Monitoring of proper completion and closure of all infrastructure projects by applying procedural measures. Report on the expenditure and progress of the MIG programme to National COGTA every month. Liaison with the other sector departments in getting the projects registered. Facilitation of monthly district PMU meetings and other relevant meetings with the municipalities
- ENQUIRIES** : Mr M Monageng Tel: 018 388 3614
- NOTE** : Applicants who previously applied will not need to re-apply