ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department’s intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS:
Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries, Agriculture Place Building Reception, 20 Steve Biko Street (Formerly Beatrix Street), Arcadia, Pretoria.

CLOSING DATE:
15 March 2019

NOTE:
Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 08/01:
CHIEF ENGINEER GRADE A-B (CONSTRUCTION) REF NO: REF 5/2019
Directorate: Infrastructure Support

SALARY:
R991 281 - R1 880 367 per annum (all-inclusive package as per OSD requirements)

CENTRE:
Pretoria

REQUIREMENTS:
Applicants should be in possession of a B.Eng. / B.Sc. degree in Agricultural Engineering plus 6 years post qualification experience as a registered Professional Engineer (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with ESCA as a professional Engineer. Knowledge and experience in agricultural, forestry and fisheries infrastructure projects relating to engineering design and analysis, project management systems, programme and project management, engineering legal and operational knowledge, engineering operational communication, research and development, and computer-aided engineering applications (AutoCAD). Must have knowledge of legal compliance. The ability to write technical reports, create a high performance culture, provide professional judgement, network with clients, take decisions and be a team leader. Analytical, creativity and self-management skills. Knowledge of financial management and customer focused and the ability to act responsibility. Good communication skills and computer literate in MS Office and CAD. Planning and organising skills. Conflict management, problem solving and analysis skills. The ability to manage staff and be a change agent and an innovative
person. Must be in position of a valid driver’s license and must be prepared to travel and work away from home / office on short notice.

**DUTIES**: Manage engineering design and perform final review and approval on new engineering designs. Coordinate design efforts and coordination across discipline. Maintain engineering operational effectiveness and monitor maintenance efficiencies for the attainment of organisational goals. Ensure good governance and provide technical consulting service for the operation on engineering related matters. Monitor the exchange and protection of information between operations and individuals. Manage financial resources and ensure the availability and management of funds. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage human resources and performance management and development.

**ENQUIRIES**: Dr J. K. Moeng Tel No: 012 319 8495

**NOTE**: In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities

**POST 08/02**: CHIEF ENGINEER GRADE A-B (PROJECT AND PLANNING) REF NO: REF 9/2019

Directorate: Infrastructure Support

**SALARY**: R991 281 - R1 880 367 per annum (all-inclusive package as per OSD requirements)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants should be in possession of a B.Eng. / B.Sc. degree in Agricultural Engineering plus 6 years post qualification experience as a registered Professional Engineer (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with ESCA as a professional Engineer. Knowledge and experience in agricultural, forestry and fisheries infrastructure projects relating to engineering design and analysis, project management systems, programme and project management, engineering legal and operational knowledge, engineering operational communication, research and development, and computer-aided engineering applications (AutoCAD). Must have knowledge of legal compliance. The ability to write technical reports, create a high performance culture, provide professional judgement, network with clients, take decisions and be a team leader. Analytical, creativity and self-management skills. Knowledge of financial management and customer focused and the ability to act responsibility. Good communication skills and computer literate in MS Office and CAD. Planning and organising skills. Conflict management, problem solving and analysis skills. The ability to manage staff and be a change agent and an innovative person. Must be in position of a valid driver’s license and must be prepared to travel and work away from home / office on short notice.

**DUTIES**: Manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process for provinces on engineering inputs in infrastructure projects. Development of national agricultural infrastructure engineering norms, standards, guidelines and best practices. Oversee development and improvement of national norms and standards, guidelines and best practices relating to engineering inputs in the agricultural, forestry and fisheries environment. Assist provinces with setting provincial norms and standards aligned with the national norms and standards. Coordinate and mange engineering projects and programmes, oversee and / or execute project planning and liaise with role-players. Oversee the following: Budget planning and control, the establishment and management of project teams, construction and ongoing monitoring and evaluation. Be responsible for final sign-off on projects. Ensure adherence to applicable legislation, regulations and procedures. Provide area-wide project planning support to provinces on engineering matters. Prioritise requests received for services. Identify other disciplines involved. Identify risks and manage risks during implementation of solutions. Provide a technical engineering service to clients. Manage and implement knowledge sharing initiatives and monitor the exchange and protection of information between operations and individuals.

**ENQUIRIES**: Dr J. K. Moeng Tel No: 012 319 8495
NOTE : In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities

POST 08/03 : MONITORING AND EVALUATION SPECIALIST REF NO: REF 3/2019
Directorate: Provincial and SOE’s Performance Monitoring

SALARY : R697 011 per annum (all-inclusive package)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor’s degree in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of government wide plan policies, monitoring and evaluation practices, relevant government policies and regulations, programme and project planning and implementation. The applicant must have experience in working with agricultural policies and programmes. The applicant must be deadline driven, a good communicator (verbal and written) and be computer literate (MS Office programs) with good presentation and facilitation skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

DUTIES : The incumbent will be responsible to develop monitoring and evaluation frameworks and guidelines related to programme interventions. Support and evaluate departmental plans to improve the achievability and reliability in line with government priorities. Facilitate the development and maintenance of the information system that supports the performance of the department, provinces and state owned entities. Facilitate the implementation of service excellence model across the department and provinces. Coordinate evaluation studies to enhance efficiency during implementation. Supervision of staff.

ENQUIRIES : Ms M. Lekganyane Tel No: (012) 319 8474/8469

NOTE : In terms of the departmental employment equity targets, priority will be given to African Males and People with Disability

POST 08/04 : MONITORING AND EVALUATION SPECIALIST REF NO: REF 4/2019 (X2 POSTS)
Directorate: Organisational Performance

SALARY : R697 011 per annum (all-inclusive package)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor’s degree in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of government wide plan policies, monitoring and evaluation practices, relevant government policies and regulations, programme and project planning and implementation. The applicant must have experience in working with agricultural policies and programmes. The applicant must be deadline driven, a good communicator (verbal and written) and be computer literate (MS Office programs) with good presentation and facilitation skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

DUTIES : The incumbent will be responsible to develop monitoring and evaluation frameworks and guidelines related to programme interventions. Support and evaluate departmental plans to improve the achievability and reliability in line with government priorities. Facilitate the development and maintenance of the information system that supports the performance of the department, provinces and state owned entities. Facilitate the implementation of service excellence model across the department and provinces. Coordinate evaluation studies to enhance efficiency during implementation. Supervision of staff.

ENQUIRIES : Mr R.D. Phuthi Tel No: (012) 319 8468/6507

NOTE : In terms of the departmental employment equity targets, priority will be given to African Males and Females and People with Disability
POST 08/05  :  DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET LIAISON  REF NO: REF: 7/2019
Directorate: Office of the Director-General

SALARY :  R697 011 per annum (all-inclusive package)
CENTRE :  Cape Town
REQUIREMENTS :  Applicants must be in possession of a Bachelor’s degree / National Diploma in Public Administration. Applicant must have management experience and knowledge of Public Services Regulations, Public Service Act, Parliamentary policies and prescripts, Public Finance Management Act, HR matters, planning and organising. Good communication (verbal and written), interpersonal and problem-solving skills. Thorough knowledge of Batho Pele principles. Computer literacy (MS Office) software.

DUTIES :  The incumbent will be responsible to manage and coordinate all Parliamentary and Cabinet matters for the Director-General. Work in collaboration with the Parliamentary Officer in procession of responses to Parliamentary questions and Cabinet memoranda. Monitor and analyse debates and events in Parliament and bring the relevant and important information to the attention of the Director-General. Ensure compliance with policies, prescripts and Government and Parliamentary procedures. Provide Parliamentary and Cabinet support services in respect of key Parliamentary events such as tabling of budget vote. Agriculture, Forestry and Fisheries bills due to be presented in Parliament. Follow up on the progress of Agriculture, Forestry and Fisheries bills in Parliament. Manage and coordinate matters of the Parliamentary Committees. Manage the resources of the Sub-directorate (Physical, Human and Financial).

ENQUIRIES :  Ms A. Stevens Tel No: (012) 319-7375
NOTE :  In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

POST 08/06  :  PROGRAMME ASSISTANT  REF NO: REF: 6/2019
Directorate: Office of the Director-General

SALARY :  R356 289 per annum
CENTRE :  Pretoria
REQUIREMENTS :  Applicants must be in possession of a relevant Bachelor’s degree or National Diploma in Agriculture or Public Administration. Relevant post qualification experience. Knowledge of Public Services and Departmental prescripts/policies. The applicant must have thorough understanding of Batho-Pele principles and telephone etiquette, document tracking system or process. Good communication (verbal and written) with people at different levels, sound organisational, research, typing, numeracy, literacy and minutes taking skills. Good interpersonal relations, coordinating, planning and problem solving skills. Ability to act with tact and discretion. Computer literacy (MS Office) software.

DUTIES :  The incumbent will be responsible to provide technical administrative support to the Director-General with regard to research and coordination of information. Develop and implement and administrative system to support the efficient management of the office. Render secretariat services by briefing the Director General on applicable issues before meetings, take minutes of meetings and follow-up on decisions taken. Draft responses to queries where required.

ENQUIRIES :  Ms A. Stevens Tel No: (012) 319-7375
NOTE :  In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

POST 08/07  :  ASSISTANT DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT  REF NO: REF: 8/2019
Directorate: Office of the Director-General

SALARY :  R356 289 per annum
CENTRE :  Pretoria
REQUIREMENTS :  Applicants must be in possession of a Bachelor’s degree or National Diploma in Public Administration. Relevant experience in a secretariat support services
environment. Knowledge of Public Services Regulation, procurement procedures, Public Finance Management Act, HR matters, planning and organising. Thorough knowledge of Batho Pele principles. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software.

**DUTIES**

The incumbent will be responsible to render secretariat support to the Office of the Director-General. Make arrangements for meetings, workshops and conferences as required. Inform all relevant stakeholders of dates and venues for meetings, workshops and conferences. Coordinate all logistical arrangements required for the meetings, workshops and conferences. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Director-General and track the implementation thereof. Disseminate documents, correspondence and/or information to the relevant officials within the Office of the Director-General and the Department regarding actions emanating from executive decisions. Render administrative support services to the Office of the Director-General. Render general office support services to the Office of the Director-General. Supervise staff. Evaluate and monitor performance and appraisal of staff. Ensure capacity development and discipline of staff.

**ENQUIRIES**

Ms A. Stevens Tel No: (012) 319-7375

**NOTE**

In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

**POST 08/08**

**MONITORING AND EVALUATION ANALYST REF NO: REF 2/2019**

Directorate: Provincial and SOE’s Performance Monitoring

**SALARY**

R356 289 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a Bachelor’s degree or a National Diploma in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of all relevant Acts related to monitoring and evaluation. The applicant must have monitoring and evaluation or economics experience. The applicant must be a good communicator (verbal and written) and be computer literate (MS Office programs) with analytical and organizing skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

**DUTIES**

The incumbent will be responsible to provide analysis of Provincial Department of Agriculture (PDAs) and DAFF Public Entities (Pes) programme performance. Support the coordination of government outcomes, condition of government outcomes, conditional grants and other DAFF programmes. Support the Strategic Planning processes of PDAs and Pes. Provide Monitoring and Evaluation administration support services. Maintenance of Monitoring and Evaluation database.

**ENQUIRIES**

Ms M. Lekganyane Tel No: (012) 319 8474/8469

**NOTE**

In terms of the departmental equity targets, priority will be given to African Males and Females and People with Disabilities.