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: Head Office, Towoomba and Mara Research Station, Tompi Seleka and Madzivhandila Agricultural Colleges should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 46, floor 2 at 67/69 Biccard Street, Temotowers; Polokwane. Applications for posts at district offices should be forwarded/submitted to the relevant district at the addresses below:

- **Capricorn District**: Private Bag x28, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 27
- **Waterberg District**: Private Bag x1048, Modimolle, 0510 or hand delivered at NTK Building
- **Sekhukhune District**: Private Bag x01, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government offices next to Traffic Station, Block 27
- **Vhembe District**: Private Bag x2247, Sibasa, 0970 or hand delivered at Makwarela Government Offices
- **Mopani District**: Private Bag X577, GIYANI, 0826 or hand delivered at Old Parliamentary Building.

CLOSING DATE: 31 October 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 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, 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. Shortlisted candidates will be subjected to a technical exercise that intends to test technical elements of the job. 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.

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MANAGEMENT ECHELON

POST 36/259 : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LDARD 01/19

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 certificate plus an appropriate NQF level 7 qualification in Human Resource Management/Development/Public Management or equivalent qualification as recognised by SAQA 5 years’ experience at Senior Management level in the Human Resource Management environment Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of Public Service Act, Public Service Regulation Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POPIA BCEA, COIDA, Resolutions General knowledge of HR related standards practices, processes and procedure Specialised knowledge of personnel provisioning and utilisations processes, condition of services and termination, structure and functioning of the department, PERSAL literacy and personnel information systems, collective agreements, Codes of Remuneration and Public Management Finance Must have excellent communication skills, change management, client orientation and customer focused, diversity management and risk management core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Provide strategic direction on Human Resource Services, Human Resources Development, Labour Relations, Records Management and Employee wellness and Special programs. Advice Accounting Officer with regards to HR policy and strategic human Resource programmes and management Develop and implement HR policies pertaining to Human Resource Services, HRD, Employee Wellness and Special Programs, labour Relations and Records management Manage and give support on the implementation and customization of National legislation on Records, Information and Knowledge Management Provide HR advisory services to the Accounting Officer, Executive Authority and staff Execute duties and responsibilities delegated by the Accounting Officer in terms of the Public Services Regulations and the Public Finance Management Act Participate in the general Management of the department Compile HR related oversight reports to Provincial government, National department, Local government and others stakeholders Implement an integrated Workplace Health programme in terms of Regulations Manage all resources (Human, Financial and asset).

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/260 : DIRECTOR: LABOUR RELATIONS REF NO: LDARD 02/19

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 certificate plus an appropriate NQF level 7 qualification in Labour Relations or equivalent qualification as recognised by SAQA 5 years’ experience in Middle or Senior management in the Labour Relations environment Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Labour Relations Act, relevant PSCBC and GPSSBC Resolutions and Relevant DPSA Prescripts. Computer literacy (Excel spreadsheets, Power Point and Microsoft Word) core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

DUTIES : Initiate and provide strategic direction in the implementation and promotion of Labour relations programmes and interventions Oversee and monitor the implementation of the Public service disciplinary and grievances Facilitate and manage the resolution disputes in the Department Monitor and evaluate labour
relations trends in the Department. Ensure training and advocacy on labour related matters. Render advisory services to management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the Department at the Departmental bargaining chamber. Ensure compliance with relevant legislations and regulatory requirements. Manage the overall performance of the sub-directorate.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/261: DIRECTOR: RECORDS MANAGEMENT REF NO: LDARD 03/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE REQUIREMENTS:

- Grade 12 certificate plus an appropriate NQF level 7 qualification in Human Resource Management/Public Administration/Management/ or equivalent qualification as recognised by SAQA
- 5 years’ experience in Middle or Senior management in the Records Management environment
- A driver’s license (with exception of persons with disabilities)
- Knowledge and skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Electronic communications and Transaction Act, Minimum information security standards, Promotion of access to information Act, Promotion of administrative justice Act, Promotion of access to information Act and relevant DPSA
- Prescripts
- Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word)
- Negotiating skills
- Analytical and Innovative thinking
- Written and verbal communication skills
- Decision making
- Strong leadership and team building skills
- Policy development skills
- Planning and organizing skills
- Core and process competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication
- Analytic thinking and Honesty and Integrity

DUTIES:

- Implementation of records management policies and procedure manuals
- Ensure that record management is an objective in the Departmental strategy and strategic plan
- Ensure that the record management staff understand their responsibilities and acquire the necessary skills to manage records effectively
- Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody
- Ensure the implementation of the vital record management programme and disaster recovery plans
- Ensure management of the Human Resource in terms of the National minimum information requirement and best practice model for managing and keeping of HR and General records
- Ensure that there is systematic disposal programme in place and all audio-visual records are managed according to the requirements of the Provincial archivist and following good governance practices
- Coordinate strategies for the implementation of PAIA, PAJA and POPI Act
- Manage current knowledge management practices as well as designing new knowledge distribution policies, preservation of information and encourage use of the new knowledge management practices
- Ensure the management of library services through provision of proper library systems, books, journals, articles, media studies, brail materials, pictures and facilitate provision of relevant library equipment

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/262: DIRECTOR: AGRICULTURAL ADVISORY SERVICES REF NO: LDARD 04/19

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE REQUIREMENTS:

- Grade 12 certificate plus an appropriate NQF level 7 qualification in agriculture as recognised by SAQA
- An undergraduate qualification NQF level 7 in agricultural extensions
- At least 5 years’ experience in middle/senior management in agricultural management
- Valid driver’s license (with exception of persons with disabilities)
- Knowledge and skills: Extensive knowledge of financial management operational framework of PFMA, MFMA, DORA & SCM
- Good relationship with stakeholders: led, district advisory
forums, private sector companies, youth and women risk management skills, agribusiness, contract farming, agricultural credit, natural resources, weather-water, drought and disasters multi-skills: project management capacity, administration capacity, development orientated Leadership skills Agribusiness entrepreneurial skills Computer proficient skills. core and process competencies: strategic capability and leadership; people management and empowerment, project and programme management; financial management; change management; knowledge management, service delivery innovation; problem solving and analysis; client orientation and customer focus; communication; public service knowledge; negotiation skills, policy formulation and analytic thinking and honesty and integrity.

**DUTIES**

Overall management of agricultural support and development services in the District and Local Agricultural Offices. Establishment and management of departmental structures to support supply chain, state assets, expenditure and budgets Manage agricultural development strategies and provide support within the IDP and LED context Manage relationship among targeted interest groups and key stakeholders in the local municipalities Analyze agric-economic conditions of the local municipality for effect intervention strategy development Undertake rural and agricultural development research Evaluate policy and strategic intervention at local project level Provide consistent advice to stakeholders Provide capacity building and training services to farmers’ organization and farmer formation.

**ENQUIRIES**

Mr Zitha S.S & Mr Hobyani M.D Tel No: (015) 812 3210

**OTHER POSTS**

**POST 36/263**

**DEPUTY DIRECTOR: VETERINARY LABORATORY SERVICES REF NO: LDARD 09/19**

**SALARY**

R869 007 per annum (Level 12) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

grade 12 certificate plus an appropriate NQF level 7 in (BVSC or BVMCH) or equivalent qualification as recognized by SAQA Valid registration with the South African veterinary council as a veterinarian (Please attach copy) at least 5 years’ proven experience in veterinary services Valid driver’s license with exception of persons with disabilities) Knowledge, skills and competencies: proven skills in management in veterinary services Excellent interpersonal, communication and negotiation skills Thorough knowledge of the iso 17025 standard for veterinary services Thorough knowledge of the animal diseases act, 1984 (act 35 of 1984) Knowledge of the meat safety act, 2000 (act 40 of 2000) Knowledge of international trade and associated legislation Thorough knowledge of specific disease surveys Knowledge of the pfma Computer proficiency

**DUTIES**

Manage and coordinate Veterinary Laboratory Services in Limpopo Province Management of Laboratory Services personnel and resources Formulation and implementation of Laboratory Standards Coordinate disease surveys. Manage animal identification Coordinate Laboratory Services infrastructure development and maintenance reporting on Laboratory Services Liaison with other role players

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/264**

**DEPUTY DIRECTOR: TOMPI SELEKA COLLEGE (PRINCIPAL) REF NO: LDARD 12/19**

**SALARY**

R869 007 per annum (Level 12) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**

Tompi Seleka College

**REQUIREMENTS**

Grade 12 Certificate plus an appropriate NQF level 7 in Agriculture or relevant equivalent qualification as recognized by SAQA A qualification in Research and Technology Development will serve as an added advantage A minimum of 3-5 years’ experience at Assistant Director Level in Research and Technology environment A valid license (with exception of persons with disabilities) knowledge, skills and competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts computer literacy (excel spreadsheets, power point and microsoft word) management skills negotiating skills analytical and innovative thinking written

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and verbal knowledge, skills and competencies: communication skills decision making strong leadership and team building skills policy development skills planning and organizing skills.

**DUTIES**

- Manage the provisioning of higher education & training
- Manage the provision of further education and training programmes
- Oversee quality assurance processes in higher and further education and training qualifications
- Coordinate the creation of national and international linkages and strategic partnerships
- Manage the resources of the agricultural training institute
- General management.

**ENQUIRIES**

- Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/265**

- **DEPUTY DIRECTOR: PROJECT DEVELOPMENT AND INFRASTRUCTURE**
- **SUPPORT REF NO: LDARD 13/19**

**SALARY**

- R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**

- Head Office: Polokwane

**REQUIREMENTS**

- Grade 12 Certificate plus an appropriate NQF level 6 in Agriculture as recognized by SAQA A minimum of 3-5 years proven experience in Project Development and Infrastructure at Assistant Director level A valid driver’s license (with exception of persons with disabilities) Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts Extensive knowledge in agricultural related Grant funding management, Land & Agrarian Reform Policies, Project and Programme management Negotiating skills Ability to source and analyze information Analytical and Innovative thinking Written and verbal communication skills Decision making Strong leadership and team building skills Policy development skills. Planning and organizing skills.

**DUTIES**

- Coordination and facilitation of smallholder producers’ support through implementation of agricultural development programmes
- Coordination and facilitation of infrastructure support development to promote production
- Coordination and facilitation farmers training through implementation of Training and Capacity Building initiatives
- Coordinate and facilitate placement of unemployed agricultural graduates on farms for entrepreneurial development
- Manage CASP plans and expenditure reporting
- Coordinate infrastructure projects plans and reporting
- Manage financial and human resources within the unit.

**ENQUIRIES**

- Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/266**

- **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**
- **REF NO: LDARD 14/19**

**SALARY**

- R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

**CENTRE**

- Sekhukhune District

**REQUIREMENTS**

- Grade 12 plus an appropriate NQF level 6 in Financial Management or relevant equivalent qualification as recognized by SAQA A minimum of 3-5 years’ relevant experience in financial management at Assistant Director level A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competencies: Knowledge of Treasury regulations, PFMA, Treasury note, Supply Chain Management, Budget planning and control, Revenue management, Financial management, PERSAL, LOGIS and Finest, Asset management etc

**DUTIES**

- Management budgeting process within the District
- Manage the collection of revenue.
- Monitoring of salary administration, payroll and third payments. Monitor payments of eligible suppliers. Implement internal control measures. Manage the processing and issuing of orders. Effective management of human resources and performance within the component
- Management of budget planning, spending, debts and revenue collection
- Management of accounts payable and payroll Management of supply chain management Management of procurement of goods and services (Demand and Acquisition Management) Management of inventory, Asset and disposal Management logistics and Transport.

**ENQUIRIES**

- Ms Laka M.A and Ms. Mphahlele R.S Tel No: (015) 632 7000
POST 36/267: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDARD 15/19

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Head Office: Polokwane

REQUIREMENTS:
- Grade 12 certificate plus an appropriate NQF level 6 qualification in management services (work-study)/operations management or relevant equivalent qualification as recognised by SAQA 3-5 years' experience in the organizational development and job evaluation environment at assistant director level a valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: extensive knowledge and understanding of public service act, public service regulations, relevant DPSA prescripts on organisational development and job evaluation computer literacy (Org plus, equate or evaluate, excel spreadsheets, power point and Microsoft word), management skills Negotiating skills analytical and innovative thinking written and verbal communication skills decision making strong leadership and team building skills Policy development skills planning and organizing skills knowledge of persal system.

DUTIES:
- Provide leadership on Work study within the department Manage Organisational Review and Redesign Processes. Manage The Development of Job Description for All Job Categories Manage the Determination of appropriate remuneration (Job Evaluation), Manage the development of Organisational reviews and functional structure Coordinate the development of service delivery model and business case Provide strategic and technical advice on the alignment of departmental strategy with the organisational structure Manage Persal Establishment Manage Business Process Engineering Services Manage Coordination of Change Management Services Management of Human and Financial Resources.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/268: DEPUTY DIRECTOR: CONDITIONS OF SERVICE REF NO: LDARD 16/19

SALARY: R733 257 per annum (Level 11) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Head Office: Polokwane

REQUIREMENTS:
- Grade 12 plus an appropriate NQF level 6 in public management/ HRM or equivalent qualification as recognized by saqa.3-5 years working experience in human resource management at assistant director level a valid driver’s license (please attach proof) knowledge, skills and competence: leadership skills project management skills financial management skills change management skills communication skills conflict management skills presentation skills report writing skills.

DUTIES:
- Manage the termination of service. Manage leave of absence and PILLIR Management of ethics behaviours Ensure compliance on financial disclosure. Management of Remunerative work outside public service (RWOPS) Provide strategic guidance on implementation on PSCBC and Resolutions in relation to service benefits (Resettlement, housing, State guarantees, Overtime etc.) Manage staff establishment Manage Service Benefits Manage Perform management and related functions Manage PERSAL functions, analyse PERSAL reports including oversight reports Manage PERSAL clean-up and ensure alignment of PERSAL structure and budget structure Develop departmental policies and monitor the effectiveness of policies Analyse HR Review report on a regular basis Manage the departmental vacancy rate

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/269: ENGINEER PRODUCTION (GRADE A) (X4 POSTS)

SALARY: R718 059 per annum (OSD) (An all-inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)

CENTRE: Vhembe District Ref No: LDARD 05/19 (X1 Post)
Capricorn District Ref No: LDARD 06/19 (X1 Post)
Mopani District Ref No: LDARD 07/19 (X1 Post)
Waterberg District Ref No: LDARD 08/19 (X1 Post)

REQUIREMENTS:
- Grade12 certificate plus an appropriate Agricultural Engineering degree (B Eng/BSc (Eng) as recognised by SAQA Valid Compulsory registration with
ECSA as Professional Engineer (Please attach proof) Three years post qualification engineering experience Valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: technical: Project Management Engineering Design and analysis knowledge Research and development Computer-aided engineering applications Knowledge of legal compliance Technical report writing Networking GENERIC: Decision making Team work Analytical skills Creativity Self-Management Customer focus and responsiveness Communication Computer skills Planning and Organizing Problem solving and analysis.

DUTIES: Provide Agricultural engineering services Determine scope & extent of projects and works Planning, Compile TOR, Recommend Professional Team Review drawings, designs & tender documents Evaluation of tenders and recommendation to Bid Committee Monitoring progress and implementation Recommend payment certificates Compile reports Plan, design, operate and maintain engineering projects Develop cost effective solutions according to standards Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology Develop tender specifications Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice Manage the execution of maintenance strategy through the provision of appropriate systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives Effective Human Resource Management and budget management.

ENQUIRIES: Vhembe District: Ms Rathogwa M & Mr Netshiombo D.G Tel No: (015) 963 2005/6 Capricorn District: Mr.Gololo P.L & Ms. Sebatjane L.D Tel No: (015) 632 8600 Waterberg District: MS. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523 Mopani District: Mr Zitha S.S & Mr. Hobyani M.D Tel No: (015) 812 3210

POST 36/270: CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 17/19

SALARY: R470 040 per annum (Level 10)
CENTRE: Capricorn District: Lepelle-Nkumpi Local Agricultural Office
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Animal Health Technician as recognized by SAQA Valid registration with South African Veterinary Council(SAVC) (attach certified copy) 3-5 years’ relevant experience as Animal Technician A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competence: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases

DUTIES: Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service Perform administrative related functions.

ENQUIRIES: Mr Gololo P.L and Ms Sebatjane L.D Tel No: (015) 632 8600

POST 36/271: ASSISTANT DIRECTOR: ACQUISITION REF NO: LDARD 18/19

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office: Polokwane
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF Level 6 qualification in Financial Management (SCM) or relevant equivalent qualification as recognised by SAQA 2-3 years’ experience as state accountant in Supply Chain Management A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Working experience/knowledge of Financial Management (SCM) Knowledge of Public Service Regulations, Acts, Policies and procedures Knowledge of Public Finance Management Act (PFMA) Strategic capability & Leadership Program and project Management skills
Financial Management skills Change Management skills Communication skills
Conflict Management skills Policy analysing skills Report writing skills

**DUTIES**
Facilitate advertisement of bids and price quotations Facilitate evaluation meetings for bids and price quotations Facilitate compilation of submissions for bids and price quotations to bid adjudication committee Consolidation of monthly procurement reports to Treasury Manage human Resource.

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/272**
**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDARD 19/19**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
grade 12 plus an appropriate NQF level 6 as recognized by SAQA in internal auditing/risk management/auditing or relevant equivalent qualification as recognised by SAQA a minimum of 2-3 years’ experience at admin officer level in risk management or auditing/internal auditing a valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: risk management and auditing skills facilitation and presentation skills report writing skills, knowledge of the PFMA, king iv report, public sector risk management framework and other related legislations.

**DUTIES**
Implement risk management processes Co-ordination of sub- risk management committees Conduct education and awareness campaign on risk management Conduct risk assessment and development of risk registers.

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/273**
**ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO LDARD 20/19**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
Grade 12 plus an appropriate NQF level 6 in Financial Management/Accounting / Financial Accounting / Management Accounting /supply Chain Management / Auditing or relevant equivalent qualification as recognized by SAQA. 2 – 3 years’ experience as State Accountant in Expenditure Management. A valid driver’s license (with exception of persons with disabilities). Knowledge, Skills and Competencies: Knowledge of BAS and LOGIS. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (excel and word).

**DUTIES**
Processing of claims in LOGIS & BAS. Preparation of monthly payment Age analysis report. Preparation of monthly and quarterly accruals. Monitor payments stubs and distribution thereof. Monitor filling of payments related records and distribution of correspondence. Ensure payments are done within 30 days. Preparation of Disbursement letters. Handling of payments related queries

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/274**
**ASSISTANT DIRECTOR: GENERAL RECORDS REF NO: LDARD 21/19**

**SALARY**
R376 596 per annum (Level 09)

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**
Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/ Administration/Information/Archival studies or equivalent qualification as recognised by SAQA 2-3 year working experience in the records management at Registry Supervisor Level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Regulations, Acts, Policies and Procedures Knowledge of Public Finance Management Act In depth knowledge of labour law and HR best practices Interpersonal skills, organisational skills, decision making skills and communication skills.

**DUTIES**
Facilitate the implementation of the promotion of access to information Facilitate systematic disposal programme Facilitate the implementation of the Departmental file plan Manage staff and budget in line with HR and financial legislation Manage messenger services Facilitate the implementation of the vital record management programme and disaster recovery plans Ensure that
information can be identified and retrieved when required by providing well-structured records classification systems, record keeping systems, well-structured messenger services and that all records are kept in safe custody.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/275: ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICES REF NO: LDARD 22/19

SALARY: R376 596 per annum (Level 09)
CENTRE: Waterberg District Office
REQUIREMENTS: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Personnel Management/Public Management/Administration qualification or relevant qualification as recognised by SAQA 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level PERSAL Literacy (attach copy of the results) A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Regulations, Acts, Policies and Procedures Knowledge of Public Finance Management Act In depth knowledge of labour law and HR best practices. Interpersonal skills, organisational skills, decision making skills and communication skills. Computer Skills.

DUTIES: Facilitate Human Resource recruitment and selection, transfers, and secondments Facilitate Human Resource Planning and Equity Facilitate termination of services, leave management Facilitate overtime, resettlement and acting allowance Manage staff and budget in line with Human Resource and financial legislation Manage records management Update staff establishment.

ENQUIRIES: Ms. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523

POST 36/276: ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICES REF NO: LDARD 23/19

SALARY: R376 596 per annum (Level 09)
CENTRE: Tompi Seleka College
REQUIREMENTS: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Personnel Management/Public Management/Administration qualification or relevant qualification as recognised by SAQA 2-3 years working experience in the Human Resource Management at Personnel Practitioner Level PERSAL Literacy (attach copy of the results). A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Competent knowledge in computer applications and writing skills Knowledge of Public Service Act and other legislative practices Interpersonal skills, organisational skills, decision making skills and communication skills Computer Skills.

DUTIES: Facilitate Human Resource recruitment and selection, transfers, and secondments Facilitate Human Resource Planning and Equity Facilitate termination of services, leave management Facilitate overtime, resettlement and acting allowance Manage staff and budget in line with Human Resource and financial legislation Manage records management Update staff establishment Facilitate Performance Management Development System Facilitate Human Resource and General Records Facilitate logistics services Provide transformation services.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/277: ASSISTANT DIRECTOR: CONDITION OF SERVICES REF NO: LDARD 24/19

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office: Polokwane
REQUIREMENTS: Grade 12 plus an appropriate NQF level 6 in Human Resource Management/Public Management/Personnel Management/Administration qualification or relevant qualification as recognised by SAQA. 2-3 years working experience in the Human Resource Management at Personnel Practitioner level. PERSAL Literacy (attach copy of the results). A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Knowledge of Public Service Act and other legislative
prescripts that govern. Human Resource Management Knowledge of Human Resources administration process Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer – focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to handle pressure.

**DUTIES**

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/278**
ASSISTANT DIRECTOR: ASSET AND DISPOSAL REF NO LDARD 25/19
Component: Asset Management

**REQUIREMENTS**
Grade 12 plus an appropriate NQF level 6 in Financial Management of relevant qualification as recognised by SAQA 2-3 years’ experience in Asset and Disposal at Admin Officer level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills And Competencies; Sound in depth knowledge of the relevant prescripts Knowledge of the legislative framework governing Public Service. Knowledge of PFMA, Treasury regulations, PPPFPA, Knowledge of BAUD, BAS and LOGIS system, Understanding of GRAP and Accounting in the Public Sector Understanding of GIAMA Computer Skills, communication skills, report writing skills Problem Solving Skills Time Management Negotiations Skills Communication Skills Creativity and Innovation Interpersonal and Workplace Skills

**DUTIES**
Management of movable and immovable assets Monitor the process of capturing of all movable assets in the BAUD asset register Management of disposal process Facilitate disposal of redundant/obsolete furniture and equipment Management of physical asset verification and spot checks Conduct Spot Checks on Assets in all the institutions drafting of financial statements in relation to asset. Effective maintenance of the asset register. Perform monthly reconciliation of the Trial Balance and the Asset Register.

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

**POST 36/279**
ANIMAL HEALTH TECHNICIAN (X7 POSTS)

**REQUIREMENTS**

**DUTIES**
Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension
opportunities to farmers and clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES:
- Sekhukhune District - Ms. Mphahlele R.S & Ms. Laka A Tel No: (015) 632 7000
- Waterberg District – Ms. Malatji M.A & Ms. Serumula D.D Tel No: (014) 717 1064/4949/2523
- Mopani District – Mr. Zitha S.S & Mr. Hobyani M Tel No: (015) 812 3210
- Vhembe District – Ms. Rathogwa M & Mr. Netshirombo D.G Tel No: (015) 963 2005

POST 36/280:
PERSONNEL PRACTITIONER REF NO: LDARD 33/19
Component: Human Resource Services

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Capricorn District: District Office

REQUIREMENTS:
Grade 12 plus an appropriate NQF level 6 in Human Resource Management /Personnel Management/Public Management/Administration or relevant qualification as recognised by SAQA. 1-2 years’ experience in Human Resource Provisioning & Planning at Human Resource Clerk level A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills And Competencies: Knowledge of policies governing the public services, Public service regulations, Public service act, EEA, report writing, communication skills, Computer Literacy.

DUTIES:

ENQUIRIES:
Mr Gololo P.L & Ms Sebatjane L.D Tel No: (015) 632 8600

POST 36/281:
LECTURER: EXTENSION AND PARTNERSHIP REF NO: LDARD 34/19
Component: Academic Support

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Tompi Seleka College

REQUIREMENTS:
Grade 12 plus an appropriate NQF Level 7 qualification in Agriculture or relevant qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education Registration as assessor and moderator will be an added advantage (Attach proof) 1-2 years’ relevant subject matter/technical experience A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

DUTIES:
Presentation of practical and theoretical classes/courses to students and other role players in agriculture. Renewal and development of course material and study guide. Assessment of students. Conduct applied and information research on production unit. Perform administrative and extracurricular duties.

ENQUIRIES:
Mr Mabula N.J, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/282:
LECTURER: ANIMAL PRODUCTION REF NO: LDARD 35/19
Component: Academic Support

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Tompi Seleka College

REQUIREMENTS:
Grade 12 plus an appropriate NQF Level 7 qualification in Animal Production or relevant qualification as recognised by SAQA. A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education Registration as assessor and moderator will be an added advantage (attach proof) 1-2 years’ relevant subject matter/technical experience A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competencies: Computer skills. Good knowledge of the subject field. Formal training and presentation skills.

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DUTIES: Presentation of practical and theoretical classes/courses to students and other role players in agriculture. Renewal and development of course material and study guide. Assessment of students. Conduct applied and information research on production units. Perform administrative and extracurricular duties.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/283: STATE ACCOUNTANT: ACQUISITION REF NO: LDARD 36/19
Component: Supply Chain Management

SALARY: R316 791 per annum (Level 08)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing/Supply Chain Management or relevant equivalent qualification as recognized by SAQA. 1-2 years’ experience in Supply Chain Management at Supply Chain Clerk Level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of BAS Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/284: STATE ACCOUNTANT: ACCOUNTING REF NO: LDARD 37/19
Component: Financial Accounting

SALARY: R316 791 per annum (Level 08)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus an appropriate NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing or relevant equivalent qualification as recognized by SAQA. 1-2 years’ experience in Bookkeeping/Financial Reporting at Finance Clerk Level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competencies: Knowledge of BAS Knowledge & experience of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written). Problem solving, time management. Computer skills (excel and word).


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/285: STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: 38/19
Component: Financial Management

SALARY: R316 791 per annum (Level 08)

CENTRE: Capricorn District: District Office

REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Public Management/Logistics/Financial Management/Accounting/Management Accounting/Commerce/Auditing/Supply Chain Management or relevant qualification as recognized by SAQA. 1-2 years’ experience in Supply Chain Management at Supply Chain Clerk level. A valid driver’s license (with exception of persons with disabilities) knowledge, skills and competence: Knowledge of supply chain management policies and prescripts, report writing skills. Knowledge of Treasury regulations, PFMA, knowledge of LOGIS. Computer skills and report writing skills.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/286: STATE ACCOUNTANT: BUDGET, REVENUE AND EXPENDITURE REF NO: LDARD 39/19
Component: Financial and Management Accounting

SALARY: R316 791 per annum
CENTRE: Waterberg District
REQUIREMENTS: Grade 12 certificate plus a relevant NQF level 6 in Financial Management/Accounting/Management Accounting/Commerce/Auditing or relevant qualification as recognised by SAQA, 1-2 years’ experience in Financial Management at Finance Clerk Level. A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competencies: Knowledge of Legislative framework (PFMA, PPPFA and Treasury Regulations) Knowledge of PERSAL and BAS.


ENQUIRIES: Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/287: ADMIN OFFICER SUPPORT SERVICES REF NO: LDARD 40/19
Component: Admin Support Services

SALARY: R316 791 per annum (Level 08)
CENTRE: Towoomba Research Station
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Public Management/Administration/Human Resource or relevant qualification as recognised by SAQA, 1-2 years’ experience in corporate services. A valid driver’s license (with exception of persons with disabilities) Knowledge, skills and competence: Knowledge of Government prescripts. Good interpersonal relations. Good supply chain management policies and prescripts. Report writing skills. Knowledge of Treasury regulations, PFMA, knowledge of LOGIS.


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/288: TRANSPORT OFFICER REF NO: LDARD 41/19
Component: Asset Management

SALARY: R257 508 per annum
CENTRE: Capricorn District: District Office
REQUIREMENTS: Grade 12 certificate plus an appropriate NQF level 6 in Logistics/Transport Services or relevant qualification as recognised by SAQA 1-2 years’ experience in Transport management at Transport Clerk level. A valid driver’s license (with exception of persons with disabilities) Knowledge, Skills and Competence: Knowledge of transport prescripts, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing Transport Management. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.


ENQUIRIES: Mr Gololo P.L & Ms Sebatjane L.D Tel No: (015) 632 8600
POST 36/289 : FINANCE CLERK REF NO: LDARD 42/19
Component: Admin Support Services

SALARY : R173 703 per annum (Level 05)
CENTRE : Toowoomba Research Station
REQUIREMENTS : NQF Level 4/Grade 12 certificate. Proven knowledge in financial environment. Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS and PERSAL system Ability to interpret and implement financial management policies, processes and system Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.
DUTIES : Control of payroll Capture salary related, Capture payment of fuel allowance Capture S&T Handling of debts Implementation and cancellation of stop order Payment leave gratuity Capturing change of banking details Consolidate budget inputs Collect revenue Capture revenue receipt in BAS Safekeeping of revenue batches and face value forms. Banking of collected revenue. Issuing and checking correctness of the receipt Reconciling of books Compile and analyse revenue report
ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mr. Sepale M.F Tel No: (015) 294 3000

POST 36/290 : FINANCE CLERK: SALARY REF NO: LDARD 43/19
Component: Financial Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Waterberg District: District Office
REQUIREMENTS : NQF Level 4/Grade 12 certificate Proven knowledge in financial environment Knowledge, Skills and Competencies: Knowledge of Treasury Regulation, PFMA, BAS system Ability to interpret and implement financial management policies, processes and system Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.
DUTIES : Control of payroll Capture salary related, Capture payment of fuel allowance Capture S &T handling of debts Implementation and cancellation of stop order Payment leave gratuity Capturing change of banking details Consolidate budget inputs
ENQUIRIES : Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/291 : FINANCE CLERK (REVENUE) REF NO: LDARD 44/19
Component: Financial Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Waterberg District: District Office
REQUIREMENTS : NQF Level 4/Grade 12 certificate. Proven knowledge in Financial Environment knowledge, skills and competencies: Knowledge of Treasury Regulation, PFMA, BAS system Ability to interpret and implement financial management policies, processes and system. Report writing skills, computer skills, problem solving skills, analytical skills and ability to communicate with stakeholders at all level.
DUTIES : Collect revenue Capture revenue receipt in BAS Safekeeping of revenue batches and face value forms banking of collected revenue Issuing and checking correctness of the receipt Reconciling of books Compile and analyses revenue report
ENQUIRIES : Ms Malatji M.A & Ms Serumula D.D Tel No: (014) 717 4949/2523

POST 36/292 : ADMIN CLERK (STUDENT AFFAIRS) REF NO: LDARD 45/19
Component: Financial Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Tompi Seleka College
REQUIREMENTS : NQF level 4/Grade 12 certificate. Proven knowledge in student Affairs Environment. Knowledge, Skills and Competencies: Applicant must have good administrative skill Communication, report writing skills, be competent in dealing with student matters Computer skills Knowledge of legislation governing public services.
DUTIES : Administer examination process Capturing of student mark sheet and other related activities Handling and processing of all student records per semester

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Management of strong room Development and printing of prospectus and admission Processing of all application forms for admission Selecting and registering student Orientation and compilation of student time tables.

**ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/293** : **SWITCHBOARD OPERATOR (X3 POSTS)**
Component: Financial Management

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<td>R145 281 per annum (Level 04)</td>
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DUTIES: Keep and maintain redline gate. Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks. Clearing bushes alongside the redline fence. Experience in security services will be an added advantage.

ENQUIRIES: mopani District – Mr. Zitha S.S & Mr Hobyani M Tel No: (015) 812 3210
Vhembe District – Ms. Rathogwa M & Mr Netshiombo D.G Tel No: (015) 963 2005/6

POST 36/297: CLEANER (X10 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Tompi Seleka College Ref No: LDARD 56/19 (X6 Posts)
Madzivhandila College Ref No: LDARD 57/19 (X2 Posts)
Towoomba Ref No: LDARD 58/19 (X2 Posts)

REQUIREMENTS: Grade 10/AET level 4. Proven knowledge of cleaning services. Any cleaning job specific training will be an advantage. Knowledge, Skills and Competencies: Able to read and write. Ability to work in different environmental conditions. Knowledge of cleaning products/materials and equipment. Be able to work in a team. Be able to perform manual work. Good commitment and loyalty must be punctual, productive, and show good behavior towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele Principle.

DUTIES: Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advice supervisor of any other area needing special attention in their working area.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/298: FARM AID (X12 POSTS)

SALARY: R102 534 per annum
CENTRE: Tompi Seleka College Ref No: LDARD 59/19 (X6 Posts)
Madzivhandila College Ref No: LDARD 68/19 (X2 Posts)
Towoomba Ref No: LDARD 60/19 (X5 Posts)
Mara Research Ref No: LDARD 61/19 (X4 Posts)

REQUIREMENTS: Grade 10/AET level 4. Proven knowledge in farming activities and disposal of farm waste material will be an added advantage. Knowledge, skills, and competencies: Good communication and Interpersonal skills. Time management. Report writing. Knowledge of Batho Pele.


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/299: PHOTOCOPIER OPERATOR REF NO: LDARD 62/19

SALARY: R102 534 per annum (Level 02)
CENTRE: Madzivhandila College

REQUIREMENTS: Grade 10/AET level 4. Proven knowledge and usage of photocopy and fax machine will be an added advantage. Knowledge, Competencies and Skills: Able to read and write. Be able to work in a team. Must be punctual, productive, and show good behavior towards customers. Communication skills. Good interpersonal relations. Knowledge of Batho Pele.


ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

POST 36/300: GROUNDSMAN (X5 POSTS)

SALARY: R102 534 per annum (X2 Posts)
CENTRE: Tompi Seleka College Ref No: LDARD 63/19 (X4 Posts)
Head Office Ref No LDARD 64/19 (X1 Posts)
**POST 36/301**

**GENERAL WORKER (X8 POSTS)**

**REQUIREMENTS**

Grade 10/AET level 4 proven knowledge of cleaning and General Work Knowledge, Competencies and Skills: Able to read and write Knowledge of gardening equipment and appliances be able to work in a team Be able to perform manual work Show commitment and loyalty Must be punctual, productive and show good behaviour towards customers Communication skills. Good interpersonal relations.

**DUTIES**

Maintain premises and surroundings. Maintain garden Loading and offloading of goods.

**ENQUERIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

**POST 36/302**

**WATER ENGINE OPERATOR REF NO: LDARD 67/19**

**REQUIREMENTS**

Grade 10/ AET level 4 Proven knowledge of operating the Machine Knowledge, Competencies and Skills: Able to read and write Must be punctual, productive and show good behaviour towards customers Communication skills Good interpersonal relations.

**DUTIES**

Operate water engine in the pump station Maintenance of Water Engine Clean the pump station, pumps pipes and valves Take water meter readings Report any faults to supervisor Provide support services to mechanical division in performing maintenance tasks at the station and dam wall Adhere to all occupational health and safety regulations and use protective equipment appropriately.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Mr Sepale M.F Tel No: (015) 294 3000

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**DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity target. The Department committed to providing equal opportunity and affirmative action employment practice. It is our intention to promote representation in terms of race, gender and disability. Women and persons with disabilities are encouraged to apply.

**APPLICATIONS**

should be submitted to the Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 Or hand delivered to Works Towers Building, No 43 Church Street, Polokwane, 0699

**CLOSING DATE**

25 October 2019 @ 16h00

**NOTE**

Applications should be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za/ www.labour.gov.za Applications must be completed in full, accompanied by not more than three (03) months certified copies of educational qualifications, identity documents, a comprehensive curriculum vitae and valid code EB driver’s License with exempting applicants with disabilities Applications without attachments will not be considered A specific reference number for the post applied for must be quoted in the space provided on form Z83 NB; you are kindly requested to complete a, b and c of the z83 in full Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations All Shortlisted
candidates for the posts of 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 interviews 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 mandate DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applications 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.

MANAGEMENT ECHElON

POST 36/303

CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT

REF NO: S4/3/2/6/2019

Directorate: Infrastructure Planning and Design

SALARY: R1 251 183 per annum (Level 14) (An all-inclusive) (to be structured according to individual needs)

CENTRE: Head Office, Polokwane

REQUIREMENTS:

An undergraduate qualification (NOF level 7) as recognized by SAQA. Built environment/Construction Project Management/Construction Management/Management of Civil Engineering Construction/Quantity Survey/Architect of related Field Five (5) years’ working experience at a senior managerial level in Construction Management Environment. Compulsory registration with the relevant Professional Council (i.e SACPCMP, SACAP, ECSA or SACQSP) as Professional Construction Project Manager, Architect, Quantity Surveyor Valid Vehicle (Code EB) driver’s license with exception of persons with disabilities). Core and process competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer Focus.

DUTIES:

Manage the provincial infrastructure programme: develop service delivery agreements jointly with client departments; monitor adherence to timeframes, budgets and quality assurance standards for all contracts being implemented by the districts on behalf of the provincial departments; reports progress regarding implementation of infrastructure projects to relevant governance structures manage the provincial infrastructure project: manage the allocation of projects to districts; manage the handing over of sites activities; manage the construction works; manage the works of the consultants manage the provincial infrastructure programme close-out: manage the completion of the projects e.g. certificate of completed works; manage the preparation of projects close-out reports e.g. final account and Section 42 of PFMA documentation Coordinate the Provincial Infrastructure cluster reporting: Obtain and consolidate infrastructure reports from provincial department e.g. consolidated monthly reports and programmes of action; Presentation of reports to infrastructure cluster forum Manage and utilise resources (Human, Financial & Physical) in accordance with relevant directives and legislative: Give direction to team in realising the Chief Directorate’s strategic objectives; Develop action plans to execute strategic initiatives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Monitor and report on the utilisation of equipment; Co-ordinate memorandum of understanding, service level agreement and expenditure review; Ensure that the division is
adequately staffed; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline.

ENQUIRIES should be directed to Messrs Malose Moabelo, Matone Malemela and Mathume Mabilo at Tel No: 015 284 7627/7606/7607