

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: The Directorates - Dr Ruth Segomotsi Mompoti District: The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (**Taung Agricultural College**): The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (**Potchefstroom Agricultural College**): The District Director, Dr Kenneth Kaunda District Services, P.O.Box 804, Potchefstroom, 2520, for attention of Ms C Hilderbrand
All other posts for **Mahikeng - Head Office**, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Ms K Manoto or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.
- CLOSING DATE** : 28 June 2021
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate and ID-document. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

MANAGEMENT ECHELON

POST 21/153 : **DIRECTOR: RISK, ANTICORRUPTION AND INTEGRITY MANAGEMENT REF NO: NWDARD 01/05/21**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration package)

CENTRE REQUIREMENTS : Mahikeng - Head Office
 : An appropriate recognized three year (3) Bachelor's degree at NQF Level 7, or equivalent in Risk/ Integrity Management/ Auditing or relevant related field. At least seven (7) years' experience in Risk and Integrity Management (including auditing environment). A minimum of 5 years' experience at Middle/Senior Management level. Extensive knowledge and experience in Risk and Integrity Management. Appropriate experience in and understanding of Risk, Anticorruption and Integrity Management strategies and issues within the Government context. Knowledge and experience in the application of the legislative framework that governs Risk, Anticorruption and Integrity Management in the Public service environment, Public Service Act, Regulations, PFMA and Treasury Regulations. Excellent verbal and written communication skills. Sound knowledge of strategic planning processes and budgetary and financial systems/processes. Strong leadership ability and innovation in support of the Head of Department. Ability to draft service risk management, anticorruption and integrity management strategies. A valid driver's license. SMS Pre-Entry certificate.

DUTIES : Provide the departmental risk management services. Coordinated the development and monitoring of implementation of business continuity plan. Promote the implementation of code of conduct, e.g remunerative work and gift register. Promotion of financial disclosure system. Develop and maintain anti-corruption system. Coordinate the development of Risk Management, Anticorruption and Integrity Management strategies and policies.

ENQUIRIES : Ms KO Bodigelo- Nyezi Tel No: (018) 389 - 5532/5062

POST 21/154 : **DIRECTOR: AGRICULTURAL ECONOMICS REF NO: NWDARD 02/05/21**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13), (All-inclusive remuneration package)
 : Mahikeng - Head Office
 : An appropriate recognized 4 years Bachelor's degree or equivalent qualification in Agricultural Economics with at least 8 years' relevant post- qualification experience. A minimum of 5 years' experience at Middle Management level coupled with knowledge and experience in Agricultural Economics and other related disciplines. Experience and knowledge on challenges facing the economy of the North West Province. Understand the socio economic principles which impacts on the province. Knowledge of economic development priorities, legislation and policies. Excellent planning and organizational skills. Knowledge of government programmes which seeks to address socio economic issues. Ability to lead and interact with various developmental and financial institutions. Knowledge if strategic planning and budgeting processes. Programme and project management. Team leadership, with practical hands on approach to problem solving. Knowledge of the public service regulatory framework. Good analytical skills. An understanding of the discipline of monitoring and evaluation and the millennium.

DUTIES : Manage and provide agricultural economics support to internal and external clients with regards to business plans development, agricultural economics studies and agricultural marketing and trade. Ensure implementation of sound agricultural economics practices. Manage the socio-economic studies, impact assessment and financial resources for decision making. Manage access to marketing and trade information by Agri- business. Manage the human and financial resources of the Directorate.

ENQUIRIES : Mr T Mothusi Tel No: (018) 389 – 5724

OTHER POSTS

POST 21/155 : **DEPUTY DIRECTOR: VETERINARY LABORATORY AND EPIDEMIOLOGY REF NO: NWDARD 03/05/21**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (Level 12), (all inclusive remuneration package)
 : Potchefstroom Veterinary Laboratory
 : An appropriate BVSc or BVMCh and registration with the South African Veterinary Council. Six (6) years' experience in laboratory work as a laboratory Veterinarian. Valid Drivers' License. Computer literacy. Proven experience in either Veterinary

- Epidemiology or Veterinary Diagnostics or Veterinary Pathology or Virology. Good Knowledge of Laboratory Quality Management Systems and accreditation of laboratories requirements. Good knowledge in Government Management protocols. A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Valid driver's license.
- DUTIES** : Managing Sampling coordination at a laboratory. Managing Implementation of the ISO 17025 standard in Potchefstroom and Vryburg laboratories. Develop policies for diagnostic and epidemiological directions the laboratories will take according to required standards. Develop protocols for different test procedures according to ISO 17025 standards. Managing the laboratory component of risk management of controlled/notifiable and non-controlled animal diseases (mastitis, zoonosis and food-borne illnesses included) for the benefit of State Veterinary component. Managing and co-ordinating the development of epidemiological studies of emerging and prevalent diseases of the province for the benefit of NW Veterinary Services and the farming community. Write proposals to other sub-directorates for such studies. Provide strategic guidance to the laboratories in maintaining and initiating accreditations and running of the laboratories.
- ENQUIRIES** : Dr L Madyibi Tel No: (018) 389 - 5102/5057
- POST 21/156** : **STATE VETERINARIAN - VETERINARY LABORATORY REF NO: NWDARD 04/05/21 (X3 POSTS)**
- SALARY CENTRE** : R733 257 per annum (Level 11), (all inclusive remuneration package)
: Potchefstroom (X2 Posts)
: Vryburg Veterinary Laboratories (X1 Post)
- REQUIREMENTS** : An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council. A motivation stating the applicant's reasons for pursuing a career in a laboratory environment should accompany the application.
- DUTIES** : Sampling coordination. Provide professional guidance to clients when submitting samples and requesting laboratory services. Laboratory investigations of diagnostic samples and conducting of necropsies, and professional guidance to laboratory analysis on types and methods of tests to be carried out. Write test reports with professional recommendations. Know disease conditions of the province and provide guidance to peers. Conduct on-farm investigations of disease outbreaks and unusual or inconclusive laboratory cases. Conduct extension work. Implement the technical requirements of ISO 17025. Participate in all accreditation work. Implement OHS at section level. Manage and control subordinates' key performance areas in accordance with departmental policies. Compile reports and report to management.
- ENQUIRIES** : Dr LS Madyibi Tel No: (018) 389 - 5102/5057
- POST 21/157** : **STATE VETERINARIAN REF NO: NWDARD 05/05/21 (X6 POSTS)**
- SALARY CENTRE** : R733 257 per annum (Level 11), (all inclusive remuneration package)
: Mafikeng
: Ratlou
: Ventersdorp
: Lekwa-Taemane
: Molopo/Bray
: Moretele State Veterinary Offices
- REQUIREMENTS** : An appropriate BVSc /BVMCh or equivalent qualification and registration with the South African Veterinary Council. Understanding of the application of the Animal Diseases Act (Act 35 of 1984). An understanding of the Meat Safety Act (Act 40 of 2000). A good understanding of the Import and Export facilitation protocols. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes). A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Computer literacy. Valid driver's license.
- DUTIES** : To provide risk assessment of potential hazardous situations in area that involve Animal Health. Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area. Assessing the prevalence of TB in the area and instituting the necessary control measures. Participating in the Departmental Primary Animal

Health Care (PAHC) project through providing necessary secondary intervention function. Conducting risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the State Veterinary area. Inspecting and registering all facilities that intend to export commodities out of South Africa. Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS). Reporting to line function manager.

ENQUIRIES : Dr LS Madyibi Tel No: (018) 389 - 5102/5057

POST 21/158 : **DEPUTY DIRECTOR: TAUNG IRRIGATION SCHEME REF NO: NWDARD 08/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)

CENTRE : Taung Local Agricultural Office

REQUIREMENTS : A recognized 4- year bachelor's degree in Agriculture. A post graduate qualification in Agronomy. Minimum 3 years experience as Assistant Director. SACNASP registration. Driver's license. Understanding of the Irrigation Strategy of South Africa, as well as the National Water Resource Strategy (2nd edition). Understanding of the Agricultural Policy Action Plan. Experience in community/rural development imperatives. Sound communication and problem solving skills. Sound understanding of service delivery models. Innovative, initiative, analytical, result orientated. Understanding of the entire district's agricultural thrust, as well as of the Taung Irrigation Scheme.

DUTIES : Assist the Scheme to increase the contribution of irrigated agriculture to the GDP, and deal with poverty alleviation, employment creation and skills development. Optimize irrigation water use efficiency for long term sustainability of irrigated agriculture. Initiate and ensure implementation of scheme-based interventions, to expand irrigation areas, and, systemic interventions of water use and efficiency management. In line with SIP4, facilitate development of agricultural activities and open up beneficiation opportunities. Develop and oversee implementation of Agronomic management plans for the scheme. Implement projects within the scheme. Participate in the Coordinating Committees on Agricultural Water (CCAW). Represent the department in the water use and irrigation working group (WUIWG). Stakeholder engagements.

ENQUIRIES : Mr T Molema Tel No: (053) 928 - 0600/0631

POST 21/159 : **DEPUTY DIRECTOR/ CAMPUS HEAD - TAUNG AGRICULTURAL COLLEGE REF NO: NWDARD 09/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)

CENTRE : Taung Agricultural College

REQUIREMENTS : Appropriate NQF Level 9 degree or qualification in Agriculture. Agricultural Education Management or Agricultural Irrigation Management and Engineering or related fields. A post graduate qualification in Agriculture will be an added advantage. At least ten (10) years junior management working experience of which seven (7) years should be working experience as HOD or head of section preferably at a College of Agriculture. Post qualification experience in the agricultural field or training environment and Proof of contribution towards or publishing scientific agricultural or related papers will be an added advantage. Knowledge in Higher Education Training (HET) and Higher Education Management Information System (HEMIS). Proven track record of implementation of large scale projects. Computer literacy (MS Office package). A valid driver's license. Fluency in English, good Communication skills.

DUTIES : Comprehensive management of Taung Agricultural College as an Institution of Higher Learning in accordance with the Higher Education Act of 1997. Implementation of the credible management system in line with the delivery of Irrigation Management qualification offered at the College compliant and applicable to Higher Education legislation. High level planning and administration of the College budget in compliant and applicable financial legislations, regulations , prescripts and policies, Effective management of Human Capital development

and mentoring and administration in line with all relevant legislations, prescripts and policies, College marketing and comprehensive students recruitment administration and management of students , the Ensure overall effective and efficient resource management within the College, Manage financial resources of the College.

ENQUIRIES : Dr K Mabe Tel No: (053) 994 - 9834

POST 21/160 : **DEPUTY DIRECTOR: KGORA FARMER TRAINING CENTRE REF NO: NWDARD 14/05/2021**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Kgora Farmer Training Centre - Mafikeng
REQUIREMENTS : Appropriate NQF level 7 qualifications in Agriculture, with proven experience in managing at least 1 commercial farming operation/farm. An appropriate Master's degree will be an added advantage. Registration with Agri-Seta as an Assessor (Registration as a Moderator will be an added advantage). Proven, applicable experience in FET accreditation and quality assurance. Public Service Supply Chain Management experience. Public Service Financial Management experience. Computer literacy (MS Office software packages). A valid, unendorsed Code C1 drivers License. Fluency in English and Afrikaans.

DUTIES : Responsible for the overall management of a 600 h.a. Kgora Farmer Training Centre and will, inter alia, ensure that the whole farm is commercially viable. Ensure that all farmer training objectives of the Province are realised. Training Centre responds as a strategic tool of the North West Department of Agriculture and Rural Development towards implementation of its agreements, MOUS and MOAs with sector role-players such as Grain SA, SAPA, SAPPO, ARC etc. Management of human and financial resources as well as assets towards the intended goals of the North West Province.

ENQUIRIES : Mr M Matlhabe Tel No: (018) 389 - 5157

POST 21/161 : **DEPUTY DIRECTOR: DESIGNATED GROUPS REF NO: NWDARD 15/05/2021**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Mafikeng - Head Office
REQUIREMENTS : An appropriate recognised four degree plus at least 5 years experience in facilitating and coordinating designated groups development programmes working environment. Working knowledge of the Public Sector Regulatory Framework. Report writing, editing and analysing skills. Knowledge of strategic planning and reporting. Knowledge of agriculture and rural development sectors. Highly motivated and have ability to work independently. A creative, teamwork, client focused, solution oriented, assertive and confident approach. Demonstrate integrity, dedication, output and quality driven.

DUTIES : Coordinating departmental youth development programmes and promoting rights of children in line with national and provincial policies. Coordinate departmental women development and empowerment programmes in line with national and provincial policies. Coordinate departmental project for the elderly in line with national and provincial policies. Coordinating departmental development programmes for people living with disability and promoting their rights in line with national and provincial policies. Coordinating empowerment programmes and promoting rights of farm workers and farm dwellers in line with national and provincial policies. Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.

ENQUIRIES : Mr M Matlhabe Tel No: (018) 389 – 5157

POST 21/162 : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SERVICES REF NO: NWDARD 16/05/21**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Mafikeng - Head Office
REQUIREMENTS : A Bachelor's degree in Knowledge Management or Information Science NOT Information Technology. A minimum of six (6) years' experience in Knowledge

		Management or Information Science of which three (3) years must be at in junior management (Assistant Director) level. Computer literacy in MS Office packages. Valid Driver's license. In-depth information of the databases management services. Ability to transform the ideas of management and implement appropriate solutions in the department. Good communications (verbal and written) and organising and planning skills. Good analytical and interpersonal skills.
<u>DUTIES</u>	:	Ensure that knowledge management is institutionalised in the Department. Develop and support the implementation of the knowledge management policies and strategies. Promote the departmental electronic information and knowledge management system. Ensure the development of knowledge management systems and practices such as knowledge sharing, creation and reuse are implemented. Managing the relationship with third party software providers of the website, membership database etc. Ensure that all IT systems supporting knowledge management capability are integrated into knowledge management strategies. Manage, organise and maintain Information Resource Centres (IRC's) and render information services. Manage information contained in records effectively. Retrieve information and keep records in safe custody. Provide administrative support for the implementation of PAIA. Management of staff and coordinate and consolidate the monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr M Kolojane Tel No: (018) 389 – 5107
<u>POST 21/163</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWDARD 17/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package) Mafikeng - Head Office A Bachelor's degree in Social Work or Psychology. Registration with South African Council of Social Services Professions (SACSSP)/ Health Council of South Africa. Seven year's experience with 3 -5 year' in Employee Health and Wellness Field of which 3 years should be at Management level. Computer literacy in MS Office packages and a Valid Driving License. Knowledge, Skills and Competencies: Managing HIV and AIDS in the workplace Guidelines, Medical Schemes Act 131 of 1998, Public Service Regulations, RSSA Constitution, Act 68 of 1995, OHS Act 29 of 1996. Financial management, Project Management, Project Management, Counselling Skills, Report Writing Skills, Organizing and Planning skills, Good communication skills, Leadership and Facilitation Skills.
<u>DUTIES</u>	:	Development and implementation of, reporting on and monitoring of Wellness Management Program. Development and implementation of, reporting and monitoring of HIV, AIDS, STI and TB Management Program. Development and implementation of reporting on and monitoring of Health and Productivity Management Program. Development and implementation of, reporting on and monitoring of the SHERQ Management Program Management of Employee Health and Wellness Unit.
<u>ENQUIRIES</u>	:	Ms. K. Pule Tel No: (018) – 3895258/5225
<u>POST 21/164</u>	:	<u>DEPUTY DIRECTOR: HOD SUPPORT REF NO: NWDARD 18/05/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package) Mafikeng - Head Office A Bachelor's Degree/National Diploma in Agriculture/ Public Administration/Public Management. A minimum of seven (7) years relevant experience in the Agricultural / Public Administration Sector of which 3 years should be at managerial level. Knowledge of economics and social agricultural issues with a good understanding of the department and service delivery imperatives. Knowledge of Public Financial Management Act, Treasury Regulations and Public Service Regulations and related Prescripts. Project management, monitoring and evaluation skills. Good communication skills (verbal and written). Conflict management and leadership skills. Language skills and the ability to communicate with people from different backgrounds. Computer literacy. Sound organisational, interpersonal, communication (verbal and written) skills. Ability to act with tact and discretion and to do research and analyse document and situations. Good presentation, self-management skills. Ability to work under pressure and independently with limited

supervision. Willingness to work extended hours when required. Valid driver's license.

DUTIES : Serving as a Chief of Staff in the Office of the Head of Department, the incumbent is expected to be able to discharge inter- alia the following duties with a marked degree of excellence. Supervision of staff in the office of the Head of Department. Arranging and taking care of high level engagements and meetings between the office of the Head of Department and Clients as well as stakeholders of the Department. Liaison with all spheres of governments and other State Organs. Provide secretarial support to the Head of Department's meetings (including writing of reports, minute taking, compilation of action lists and records keeping). Manage the management action lists. Liaise with programme managers within the department and other relevant stakeholders for information and consolidation of required reports. Serve as a direct link between Accounting Officer and the Executive Office of the Department. Draft memos and write reports. Obtain inputs, collates and complies progress and management reports. Compile monthly financial and non-financial reports of the office of the Head of Department.

ENQUIRIES : Ms Y Modubu Tel No: (018) 389 – 5638

POST 21/165 : **CONTROL VETERINARY PUBLIC HEALTH OFFICER REF NO: NWDARD 06/05/21**

SALARY : R470 040 per annum (Level 10)
CENTRE : Mafikeng - Head Office
REQUIREMENTS : An appropriate National Diploma in Environmental Health. Minimum of 6 year's hands on experience. Supervisory experience will be an added advantage. Computer literacy. A good understanding of the Meat Safety Act, 2000. (Act 40 of 2000). A valid driver's license.

DUTIES : Enforcement of the Meat Safety Act. Monitoring the auditing and inspection of abattoirs in the Dr Kenneth Kaunda and Bojanala districts of the NW province. Monitor the auditing and inspection of sterilizing plants. Supervise Veterinary Public Health officers in the Dr Kenneth Kaunda and Bojanala districts. Participate in the Directorate and Departmental projects and programmes.

ENQUIRIES : Dr LC Kgatswetswe Tel No: (018) 389 - 5578/5989

POST 21/166 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: NWDARD 11/05/21**

SALARY : R376 596 per annum (Level 09)
CENTRE : Potchefstroom College of Agriculture
REQUIREMENTS : Bachelor's Degree in Education/ Higher Education and / or a Degree in Agriculture and a certificate in Education. Minimum of 3 years' appropriate experience in a higher education environment, of which at least 1 year should be in a management position. Sound knowledge of accreditation and Quality Assurance duties. Good verbal and written communication skills. Computer Literacy. Valid Driver's License. Good Interpersonal Relations.

DUTIES : Conducting of workshops on Quality Assurance Management of the Structured Agricultural training in the Higher Education and Training (HET band in academic and training programmes). Training of invigilators and moderators on Quality assurance requirements and conduct, Manage compliance to the Higher Education Quality Management system. Implementation of academic plans by appropriate and effective curriculum development and revision as required by industry and regulatory bodies. Overall financial management in compliance with the PFMA and PPPFA. Management of academic staff. Provision of marketing services for the institution.

ENQUIRIES : Ms OU Sebitloane Tel No: (018) 285 0700/10

POST 21/167 : **ASSISTANT DIRECTOR: HOD SUPPORT REF NO: NWDARD 19/05/21**

SALARY : R376 596 per annum (Level 09)
CENTRE : Mahikeng - Head Office
REQUIREMENTS : A Bachelor's Degree/National Diploma in Public Administration/Public Management and/ or equivalent qualification. A minimum of five (5) years relevant experience in Public Administration of which 2 years should be at managerial

Level. Language skills and the ability to communicate with people from different backgrounds. Computer literacy. Sound organisational, interpersonal and communication skills (verbal and written). Ability to work under pressure and independently with limited supervision, Willingness to work extended hours when required. Valid driver's license.

DUTIES : Provide administrative support to the Head of Department regarding managing of the diary, appointments/engagements/ meetings and other logistical arrangements related to the activities of the Head of Department. Prepare reports and records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Support the Office Manager with administration of the manager' s budget. Assist in managing incoming and outgoing documents and correspondence Ensure safekeeping of all documents in the office of the manager in line with relevant legislation and policies. Handles procurement activities of the office. Liaise with programme managers within the office and other relevant stakeholders for information and consolidation of required reports. Draft memos and write reports. Supervise staff in the office of the Head of Department.

ENQUIRIES : Ms Y Modubu Tel No: (018) 389 - 5638

POST 21/168 : **VETERINARY TECHNOLOGIST REF NO: NWDARD 07/05/21**

SALARY : R316 791 per annum (Level 08)
CENTRE : Potchefstroom Veterinary Laboratory
REQUIREMENTS : An appropriate National Diploma in Veterinary Technology/Revised qualification of Professional Bachelor in Veterinary Technology) and registration with the South African Veterinary Council (SAVC).

DUTIES : Collect, package, register and process diagnostic specimens. Run diagnostic tests/assays on above specimens and interpret test results. Operate laboratory analytical equipment and apparatuses in the section Implement laboratory equipment's programme for calibration /maintenance. Verification and intermediate checks Implement internal and external quality controls' programme to assure validity of all test results *Implement and report back on occupational health and safety measures at section level. Supervise laboratory assistants' testing work/activities. Implement ISO 17025 technical requirements and all SANAS regulations/technical guides applicable to accredited testing facilities. Report back on testing and related activities in the section.

ENQUIRIES : Ms J Maruping Tel No: (018) 294 – 3232

POST 21/169 : **LECTURER - AGRIBUSINESS MANAGEMENT REF NO: NWDARD 10/05/21**

SALARY : R316 791 per annum (Level 08)
CENTRE : Taung Agricultural College
REQUIREMENTS : NQF Level 8 specializing in Agricultural Economics or Agribusiness Management.

At least three (3) years relevant working experience. Post qualification experience in the agricultural field or training environment and Proof of contribution towards or publishing scientific agricultural or related papers will be an added advantage. Computer literacy (MS Office package). A valid driver's license. Fluency in English.

DUTIES : Teach and manage learning activities on a range of courses offered in the Agricultural Economics department. Participate in development and review of curricular. Develop and prepare course plans, learning material, assignments, assessment for student learning. Undertake monitoring and assessments of students, course work, project work, examination and maintain up to date and accurate records of their progress and achievements. Provide high quality academic, pastoral and personal support to students. Contribute to student recruitment through participation in marketing and promotional events of the college. Organize student placements and visits in the workplace. Assist the admission, enrolment and induction of students or any other activities in teaching and learning.

ENQUIRIES : Mr M Z Motaung Tel No: (53) 994 - 9834

POST 21/170 : **LECTURER - SYSTEM ADMINISTRATOR REF NO: NWDARD 12/05/21**

SALARY : R316 791 per annum (Level 08)

CENTRE : Potchefstroom Agricultural College

REQUIREMENTS : National Diploma/ Degree (NQF 7) in Information Technology Information Systems/ Computer Science. Minimum of 2 year's working experience in an administration environment. Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records. Good organising and interpersonal skills. Good verbal and written communication skills.

DUTIES : Process enrolment and admission of student on the IT System. Registration of relevant subjects per semester. Generate proof of registration letters and proof of residence. Print student cards. Generate class lists per subject. Process assessment outcomes on the IT system. Create predicates and publish on the notice boards Generate and issue student progress reports. Generate academic records /or transcripts. Print certificates for graduates. Prepare reports for council committees and management meetings.

ENQUIRIES : Ms OU Sebitloane Tel No: (018) 285 0700/10

POST 21/171 : **LECTURER - ANIMAL HEALTH REF NO: NWDARD 13/05/21**

SALARY : R316 791 per annum (Level 08)

CENTRE : Potchefstroom Agricultural College

REQUIREMENTS : NQF Level 8 qualification in Animal-health. Relevant Master's degree will be an added advantage. A minimum of 2 years teaching and/or research or industry experience on related subject field. Computer literacy (MS office software packages). Registration with South African Veterinary Council. Valid driver's license.

DUTIES : Plan and design course material for Animal-health and other subject related to Animal production. Presentation of lecturers, tutorial and practical *Comprehensive students assessment and evaluation. Render technical support with regard to health and husbandry practices for all college livestock. Curriculum development. Liaise with industry and other stakeholders regarding curricula, excursion, research and community projects.

ENQUIRIES : Mr MS Moneoang Tel No: (018) 285-0704