

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 28 March 2022 at 16:00

NOTE : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's license, proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. Applicants must declare any / pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement.

OTHER POSTS

POST 09/01 : **STATE VETERINARIAN REF NO: 3/2/1/2022/008 (X2 POSTS)**
Directorate: Inspection Services

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for Middle Management Services)

CENTRE : (Cape Town)

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the BVSc Degree or relevant qualification recognised by the South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. A valid driver's license. 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal skills. Problem solving. Interpretation skills.

DUTIES

Analytical skills. Listening skills. Computer literacy. Report writing. The ability to drive. Extended working hours. Travelling.

: Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administrations. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: Studying professional journals, publications and attend

		relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.
<u>ENQUIRIES</u>	:	Dr ME Machedi Tel No: (012) 309 8703
<u>APPLICATIONS</u>	:	Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	African, Coloured, Indian and White males and females are encouraged to apply.
<u>POST 09/02</u>	:	<u>STATE VETERINARIAN REF NO: 3/2/1/2022/007</u> Directorate: Inspection Services
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for Middle Management Services)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the BVSc Degree or relevant qualification recognised by the South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. A valid driver's license. 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing. The ability to drive. Extended working hours. Travelling.
<u>DUTIES</u>	:	Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an

efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administrations. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

**ENQUIRIES
APPLICATIONS**

: Dr ME Machedi Tel No: (012) 309 8703
 : can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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POST 09/03

: **ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES REF NO: 3/2/1/2022/006**
 Directorate: Inspection Services

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Pretoria
 : Degree / Diploma in Administration or any other relevant qualification. 3 years relevant experience in administration. Job related knowledge: Public Service Regulations. Procurement procedures. Public Financial Management Act (PFMA). Planning and organising. Job related skills: Ability to communicate well with people at different levels. Planning. Good telephone etiquette. Creativity. Interpersonal skills. Problem solving. Interpretation. Analytical. Listening skills. Administrative. Computer literacy. Report writing. Extended working hours and travelling.

DUTIES

: Facilitate and Coordinate the administrative activities in the Directorate. Provisioning administration. Identify ways to improve administrative services in the Directorate. Administer the procurement process when procuring goods and services. Manage the use of subsidised vehicles and Government Garage vehicles. Ensure administrative support is provided in filling vacant posts within the Directorate. Provide guidance and support service with regard to problem solving administrative procedures personnel assets budget and generic processes. Provide support with regards to the implementation, interpretation and application of administrative policies prescribed by the Department. Oversee adherence to policies such as Public Financial Management Act (PFMA), Procurement, Human Resources, Transport, Record management policies. Develop administrative procedures and provide inputs for policy development to the relevant Directorate. Manage the Directorate equity plan and ensure vacancies are filled accordingly. Advise management on financial expenditure. Coordinate and manage the budget of the Directorate. Provide guidance in planning to prevent overspending and / or unproductive spending. Investigate general and audit queries in the Directorate on

senior managers behalf. Provide management with budget inputs for the Directorate. Liaise with other Directorates within the Department. Liaise with the Directorate: Human Resource, Finance, Transport and Procurement for matters relating to their field of work. Supervision of staff. Identify and coordinate training needs. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations and work plans for the Directorate are done. Motivate, discipline and influence supervised staff. Allocate and control work.

ENQUIRIES
APPLICATIONS

: Mr KE Phoku Tel No: (012) 309 8702
: can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to:
184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

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POST 09/04

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO:**
3/2/1/2022/012

Directorate: Corporate Services

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: KwaZulu-Natal (Pietermaritzburg)
: A National Diploma in Human Resource Management / Labour Relations, Public Administration / Public Management (NQF Level 6). 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Job related skills: Computer skills. Report writing skills. Communication skills. Interpersonal skills. Problem solving skills. A valid driver's license. The Personal and Salary System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshop / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Performance Development Planning (PDP). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure the EPMDS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated services with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement

recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that the employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation of PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advice on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances with the prescribes period.

ENQUIRIES : Ms YP Ngubane Tel No: (033) 264 9500
APPLICATIONS : can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
NOTE : Coloured, Indian and White males and Coloured and White females are encouraged to apply.

POST 09/05 : **CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2022/011**
 Directorate: Corporate Services

SALARY : R321 543 per annum (Level 08)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : A National Diploma in Environmental Health / Safety Management. 2 years of experience in the occupational health and safety environment. Job related knowledge: Knowledge of occupational health and safety legislation and other related matters. Job related skills: Tack and diplomacy. Good communication skills. Good interpersonal skills. Integrity and honesty. Report writing. Independent worker. Team worker. A valid driver's license (compulsory) Willingness to travel extensively and work irregular hours.

DUTIES : Promote occupational health and safety (OHS) standards within the province. Conduct OHS assessment on Department of Agriculture, Land Reform and Rural Development (DALRRD) offices in the province. Facilitate and assist the Assistant Director: Provincial Coordination and Special Events with Health and safety matters. Facilitate the appointment of statutory appointees. Participate in the OHS committee meetings. With direction of the Director: Corporate Services participate in provincial and municipal health structures meetings to stay abreast of relevant prescripts. Liaise with relevant local authorities on suspicion of disease outbreak. Identify health risk areas in DALRRD's offices and communicate recommended safety measures. Investigate and evaluate complaints lodged against the Department pertaining to aspects of health and lead the implementation of the remedial actions. Involve members of staff in matters affecting their health. Educate members of staff on necessary health and safety promotion measures. Regularly inspect all possible sources of health and safety hazards in offices. Conduct training and safety awareness to employees of the Department within the province. Facilitate training of statutory appointees. Conduct safety awareness to employees of the Department within the province. Report on the status of the Occupational Health and Safety Programme. Report to the Assistant Director: Provincial Coordination and Special Events on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to OHS. Communicate to staff any relevant information on OHS. Contribute to development and implementation of the contingency plan. Facilitate the development or review of the office emergency evacuation plan. Facilitate the customisation of an emergency evacuation plan. Liaise with relevant stakeholders on the preparation of emergency evacuation drills. Promote incident management within the province. Investigate OHS incidents and recommend a remedial action to management. Liaise with Human Resource on Injury on Duty reported cases for further handling. Revise awareness on hazards attached to the work activities. Promote liaison with internal and external stakeholders. Liaise with Division: Facilities Management of supply chain

management on the implementation of OHS in the Department. Liaise with Employee Health and Wellness on rehabilitation of employees after incidents. Liaise with the municipality and other relevant stakeholders on emergency evacuation plan / drills.

ENQUIRIES : Ms YP Ngubane Tel No: (033) 264 9500
APPLICATIONS : can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE : Coloured and Indian males and Coloured and White females are encouraged to apply.

POST 09/06 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/009**
Directorate: District Office

SALARY : R261 372 per annum (Level 07)
CENTRE : KwaZulu-Natal (Port Shepstone)
REQUIREMENTS : A National Diploma in the field of Humanities / Social Science / Law (LLB). 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. A valid driver's license. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislations to farm occupiers and labour tenant. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislation to farm occupiers. Facilitate the extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTS). Advise beneficiaries in terms of settlement choices.

ENQUIRIES : Mr BE Ntuli Tel No: (033) 355 4300
APPLICATIONS : can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE : African, Coloured, Indian and White males and Coloured, Indian and White females are encouraged to apply.

POST 09/07 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/010 (X2 POSTS)**
Directorate: District Office

SALARY : R261 372 per annum (Level 07)
CENTRE : KwaZulu-Natal (Ladysmith)
REQUIREMENTS : A National Diploma in the field of Humanities / Social Science / Law (LLB). 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters. Transformation of Certain Rural Areas Act (TRANCRA). Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting. A valid driver's license. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislations to farm occupiers and labour tenant. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislation to farm occupiers. Facilitate the extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Provide that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTS). Advise beneficiaries in terms of settlement choices.

ENQUIRIES : Ms T Nkosi Tel No: (036) 638 9400
APPLICATIONS : can be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

NOTE : African, Coloured, Indian and White males and Coloured, Indian and White females are encouraged to apply.

POST 09/08 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2022/003**
Directorate: Inspection Services

SALARY : R261 372 per annum (Level 07)
CENTRE : NAKOP
REQUIREMENTS : B-Degree / National Diploma in Agriculture or relevant qualification. 1-year relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Law enforcement. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Influencing skills. Listening skills.

DUTIES

Computer skills. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive Travel.

: Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customers. Issue phytosanitary, quality and export certificates as required for international trade purposes. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organisations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Perform administrative duties. Develop and maintain databases. Manage the provision of animal quarantine services. Manage the provision of animal quarantine services to limit the introduction of infectious diseases and to prevent their spread in South Africa. Ensure that animal quarantine services are conducted in accordance with applicable agricultural legislation, policies and international agreements and standards. Communicate with the relevant stakeholders, identify, and establish relevant forums.

**ENQUIRIES
APPLICATIONS**

: Mr L Mochena Tel No: (011) 390 7501
: can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

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POST 09/09

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO:
3/2/1/2022/004**
Directorate: Inspection Services

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07)
: Cape Town International Airport)
: B-Degree / National Diploma in Agriculture or relevant qualification. 1-year relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Law enforcement. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Influencing skills. Listening skills. Computer skills. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive Travel.

DUTIES

: Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well

as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customers. Issue phytosanitary, quality and export certificates as required for international trade purposes. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organisations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Perform administrative duties. Develop and maintain databases. Manage the provision of animal quarantine services. Manage the provision of animal quarantine services to limit the introduction of infectious diseases and to prevent their spread in South Africa. Ensure that animal quarantine services are conducted in accordance with applicable agricultural legislation, policies and international agreements and standards. Communicate with the relevant stakeholders, identify, and establish relevant forums.

ENQUIRIES : Mr L Mochena Tel No: (011) 390 7501
APPLICATIONS : can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE : African, Coloured and Indian males and Coloured and Indian females are encouraged to apply.

POST 09/10 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2022/005 (X3 POSTS)**
 Directorate: Inspection Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Vioolsdrift
REQUIREMENTS : B-Degree / National Diploma in Agriculture or relevant qualification. 1-year relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Law enforcement. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Influencing skills. Listening skills. Computer skills. Report writing. A valid driver's license and the ability to drive. Extended working hours. Extensive Travel.

DUTIES : Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the appropriate actions. Conduct searches of passengers, motor vehicles, etc with regard to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customers. Issue phytosanitary, quality and export certificates as required for international trade purposes. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organisations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Perform administrative duties. Develop and maintain databases. Manage the provision of animal quarantine services. Manage the provision of animal quarantine services to limit the introduction of infectious diseases and to prevent their spread in South Africa. Ensure that animal quarantine services are conducted in accordance with applicable agricultural legislation, policies and international agreements and

standards. Communicate with the relevant stakeholders, identify, and establish relevant forums.

ENQUIRIES
APPLICATIONS

: Mr L Mochena Tel No: (011) 390 7501
: can be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to:
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