

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	16 May 2022 at 16:00
<u>NOTE</u>	:	DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPISA 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 licence, 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 will conduct reference checks which may 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

<u>POST 15/01</u>	:	<u>DEPUTY DIRECTOR: FOOD SAFETY AND QUALITY ASSURANCE REF NO: 3/2/1/2022/078</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Agricultural Sciences. 3 years' management experience in food safety and quality management sphere. Job related knowledge: Agricultural Product Standards Act, Liquor Products Act. Knowledge of policy development. Knowledge of food safety systems (e.g. Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000), Public Service Act, Public Service Regulations. Knowledge and understanding of food safety monitoring systems / mechanisms. Job related skills: Policy development and analysis skills. Monitoring and research skills. Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management skills, Inspection and auditing knowledge / skills, Problem solving and analysis skills, Facilitation and coordination skills, Computer skills.

DUTIES

A valid driver's licence and able to drive. Willing to work long hours and travel extensively. Overtime work will be required.

: Administration of the Legislation (Agricultural Product Standards Act and Liquor Product Act). Delegation of authority to inspectors involved with inspection of products in relation to food safety and quality assurance. Authorisation and approval of export standards and requirements on all regulated products. Constitution and recommendation of review panels and proceedings related to inspection and auditing decisions. Attend to Court cases emanating from aggrieved parties in line of inspection. Establish guidelines and procedures relating to analytical work with respect to chemical, biological and physical hazards testing on regulated products. Develop and monitor policies, guidelines and norms and standards in line with relevant legislation. Manage the development, analysis and review of policies, guidelines, norms and standards and standard operating procedures relating to agricultural and liquor products to ensure compliance with the prescripts of the Act. Review the developed legislation, policies, guidelines, norms and standards where necessary. Ensure the publication and notification of the draft legislation, Bills, Ministerial approved legislation in the Government Gazette and via the World Trade Organisation (WTO). Monitor / audit the application of the legislation, policies, guidelines, norms and standards to identify gaps and trends in the sector. Stakeholder Management (assignees and Boards appointed in terms of the Liquor Product and Agricultural Standards Act). Co-ordinate and monitor the activities of the institutions implementing food safety and quality assurance legislation. Develop mechanisms / guidelines for control of activities relating to the inspection of agricultural and liquor products. Coordinate and report on the performance of the assignees. Manage the auditing of performance of assignees. Attend Board meeting of the Wine and Spirit Board. Provide technical advice and guidance on food safety and quality assurance matters. Provide advice on the correct interpretation and application of the legislative framework to stakeholders (national and international organisations, industry, consumers, etc). Represent the Department on national and international forums with regard to the harmonization of food safety and quality assurance issues. Approve dispensations (with regards to exports, import and local sale). Coordinate and facilitate awareness raising and information sessions to the sector. Host international missions in relation to observation of the food control systems in South Africa. Formulation of South African position with respect to attendance of multilateral institutions. Provide technical advice in the negotiation of bilateral and multilateral trade agreements impacting on food safety and quality assurance. Manage and observe international trends (market access) with respect to introduced sanitary and trade related matters specifically our trading partners. Monitor developments with respect to international legislation relating to technical barriers on food safety and quality assurance. Petition the WTO if need be or comply accordingly by adjusting our policies in order to satisfy the trading partners 'requirements (measures). Manage the resources of the sub-directorate (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES
APPLICATIONS**

: Mr BM Makhafola Tel No: (012) 319 7304
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE

: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/02

: **REGISTRAR: PLANT BREEDERS RIGHT ACT REF NO: 3/2/1/2022/131**
Directorate: Genetic Resources

SALARY

: R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Gauteng (Roodeplaas)
: Applicants must be in a possession of a Grade 12 Certificate and a Master's Degree in Biological or Agricultural Science with Botany, Agronomy, Horticulture, Genetics and / or Plant Biotechnology as a major subject. 5 years' experience in the field of botany, plant taxonomy, plant breeding or

administration of legislation related to Agriculture. Job related knowledge: In-Depth knowledge of botany (plant morphology, Plant taxonomy and plant nomenclature principles). Understanding of legislation regulating registration of plant varieties, including related legislation such as the Plant Improvement Act. Understanding of the International Union for the Protection of New Varieties of Plants (UPOV) Convention. Job related skills: Analytical and innovative thinking skills, Strong coordination skills, Information management skills, Communication skills (good written and verbal skills), Presentation skills, Administration and organising skills, Problem solving skills and Interpretation of legislation skills. Computer literacy and a valid driver's licence. Willingness to work extended hours and travel nationally, regionally and internationally.

DUTIES

: Manage the administration of the Plant Breeder Rights Act (PBR). Review all applications submitted to ensure they comply with the requirements in terms of the Plant Breeders Rights Act. Facilitate timely registration of applications by taking the necessary actions to prevent unnecessary time delays. Liaise with Plant Evaluation Centers on all aspects regarding the planting of trials and evaluation of new plant varieties in terms of the Plant Breeders Rights Act. Review all Distinctness, Uniformity and Stability (DUS) reports received from the Evaluation Centers and verify relevant documentation submitted in connection with the application concerned. Register approved new plant varieties and issue plant breeder rights certificates thereof. Correspond with applicants on all matters pertaining to their applications. Liaise with Plant Breeders Rights Offices in other countries pertaining to the access to existing DUS results for granting plant breeders rights where applicable. Sign off all correspondence pertaining to the Plant Breeders Rights Act. Manage all objections and appeals lodged in terms of the Plant Breeders Rights Act. Facilitate knowledge and information management related to plant breeders' rights. Maintain the Plant Breeders Rights Register. Manage access to information pertaining to plant breeders' rights applications including access to Registers and compiling information requested in terms of Promotion of Access to Information Act (PAIA). Compile and / or edit all publications relevant to Plant Breeders Rights Act. Ensure that all publications are published in correct format in relevant medium. Issue variety descriptions to external stakeholders upon request. Ensure public understanding of the national Plant Breeders Rights system. Draft responses to stakeholder enquires, including Parliamentary questions, Non-governmental organisations, other government Departments. Effect legislative amendments and develop / review policies, guidelines and procedural manuals relevant to the Plant Breeders Rights Act. Draft policies, guidelines documents, Standard Operating Procedures, Regulations etc, and facilitate publication thereof as applicable. Facilitate submission and approval of documents to relevant structures within the Department / Government as applicable. Facilitate public participation process where applicable. Liaise with Legal Services on legal matters pertaining to the implementation of the Plant Breeders' Rights Act. Liaison with international and regional bodies, e.g. UPOV, Southern African Development Community (SADC) and provide inputs into relevant documents where applicable. Represent the Department / country in relevant national or international meetings, workshops, symposia and conferences. Coordinate inputs to inform departmental / country position on relevant matters and submit such to relevant national / regional / international bodies. Liaise with the regional / international Plant Breeders Rights Authorities on the matters pertaining to the Plant Breeders Rights system. Manage the resources of the Sub-directorate. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES
APPLICATIONS

: Dr N Netnou-Nkoana Tel No: (012) 319 6024
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 and Persons with disabilities are encouraged to apply.

- POST 15/03** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/117**
Directorate: Operational Management
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and A Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3 – 5 years' experience in a supervisory level. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent verbal and written communication skills, Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/04** : **MANAGER: FRESH FRUIT AND FLOWERS REF NO: 3/2/1/2022/096**
Directorate: Food Safety and Quality Assurance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and B-degree / National Diploma in Agricultural Sciences. 3 years' relevant management experience. Job related knowledge: Agriculture Product Standards Act, Liquor Products Act, Food safety systems (Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000). Production / handling / manufacturing processes. Drafting of legislation. National and international trade and agreements. International quality standardisation and liaison. Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Scientific methodology. Relevant industry structures. Laboratory Accreditation, proficiency testing and inter-laboratory testing. Job related skills: Ability to communicate well and interact with people at different levels. Planning and organising skills, Interpretation / compilation / editing abilities. Technical skills, Policy development and analysis, Law enforcement, Interpersonal skills, Supervision skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Foresight and initiative skills, Integrity and discretion skills, Listening skills, Computer literacy skills, Report writing skills, Legal interpretation, Decision making skills. A valid driver's licence and ability to drive. Willing to work long hours and travel extensively. Overtime work will be required.
- DUTIES** : Manage the compilation of new and review, and amendment of existing product standards / legislation / policies/ guidelines / checklists / inspection procedures and standard operating procedures with regards to the quality and safety of regulated agricultural and liquor products. Manage the development,

analysis and review of product standards / legislation. Manage the development of new and revision of existing policies, guidelines, checklists, inspection procedures and standard operating procedures. Ensure the developed standards / legislation are in line with international food safety and quality requirements. Facilitate the timely publication of notice to invite comments on newly developed and / or proposed amendments to existing legislation / standards through the relevant channels (e.g. government gazette, World Trade Organisation). Monitor the application of product standards / legislation / policies / guidelines / checklist / inspection procedures and standard operating procedures to identify gaps and trends in the sector. Facilitate the approval of newly developed and / or amendment of existing standards / legislation / policies / guidelines / checklists / inspection procedures and standard operating procedures. Manage and ensure the consistent application and interpretation of product standards / legislation. Develop policies and / or guidelines on the interpretation of the relevant Acts and its subordinate legislation and ensure implementation thereof by all stakeholders. Coordinate and guide the uniform interpretation and application of product standards / legislation by stakeholders. Provide accurate advice to the Executive Officer and the Administering Officer with regard to the authorisation of dispensations for exports, imports and local sale. Ensure and oversee import and export quality and food safety risk assessment and certification of liquor products in accordance with international obligations, bilateral and multilateral agreements and norms and standards of the Liquor Product Act. Oversee sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the relevant legislation and export country standards. Monitor and review the quality of liquor product analytical results and comparative data in the Wine Online certification system. Oversee the handling of technical correspondence regarding labelling and compositional requirements of local, imported and exported liquor products. Monitor the food safety and quality risk assessment of import and export liquor products. Develop interventions to identified shortcomings identified through audits and quarterly reports provided on inspection activities and activities of assignees. Manage the issuing of food business operator codes / factory codes / abattoir codes, compilation and maintenance of databases and registration of labels for export and import. Oversee the registration, updating and maintenance of food business operator codes, A- and B- code numbers, factory codes, abattoir codes and labels for export purposes. Ensure the development, updating and maintenance of databases in relation to food safety aspects (pesticides and mycotoxins), abattoir facilities, labels registered for export and import purposes, etc. Compile accurate briefing notes / responses to enquiries. Manage, update and monitor Wine Online export certification system and coordinate system development to ensure effective knowledge management and compliance with national and international standards of the various exporting countries. Coordinate and manage the provision of technical advice, guidance, support and information to stakeholders. Obtain, evaluate, update and disseminate the relevant information to keep South Africa industries and other stakeholders informed of new trends / technical requirements / sanitary measures. Contribute to the formulation of South Africa's position in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs during the negotiation of bilateral agreements (e.g. European Union (EU) / Remote Sensing (RS) Wines and Spirit agreement, Geographical Indications (GI) Protocol on agricultural products) and the World Wine Trade Group (WWTG) to reduce technical barriers to trade. Provide technical inputs on sanitary and technical barriers to trade issues in relation to regulated agricultural product in terms of South Africa's membership to international standards setting bodies. Participate in / chair local meetings, workshops, seminars relevant to food safety, quality and sanitary matters. Coordinate the investigation of Rapid Alert System for Food and Feed (RASFF) notifications received, propose remedial actions to be taken and provide feedback to the importing country accordingly. Manage the EU quota allocation for wine and other agricultural products in terms of the requirements of the Trade, Development and Cooperation Agreement (TDCA) Agreement and GI Protocol in liaison with Directorate Marketing and relevant stakeholders. Provide response to questionnaires relating to the National Food Control System (laws, Inspections, laboratories etc.) for specific agricultural products where there is an application by South Africa's industry to access

certain markets. Coordinate activities in collaboration with relevant stakeholders during audits of the South Africa's Regulatory Control system pertaining to export of specific agricultural products by official visitors from the importing countries. Supervision of staff. Allocate and ensure quality of work. Training and development. Monitor, assess and evaluate performance. Apply discipline.

- ENQUIRIES** : Mr BM Makhafola Tel No: (012) 319 7304
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/05** : **MANAGER: AGRONOMY AND VEGETABLES REF NO: 3/2/1/2022/133**
Directorate: Food Safety and Quality Assurance
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and B-degree / National Diploma in Agricultural Sciences. 3 years' relevant management experience. Job related knowledge: Agriculture Product Standards Act, Liquor Products Act, Food safety systems (Hazard Analysis Critical Control Points (HACCP), International Organisation for Standardisation 9000). Production / handling / manufacturing processes. Drafting of legislation. National and international trade and agreements. International quality standardisation and liaison. Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Scientific methodology. Relevant industry structures. Laboratory Accreditation, proficiency testing and inter-laboratory testing. Job related skills: Ability to communicate well and interact with people at different levels. Planning and organising skills, Interpretation / compilation / editing abilities. Technical skills, Policy development and analysis, Law enforcement, Interpersonal skills, Supervision skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Foresight and initiative skills, Integrity and discretion skills, Listening skills, Computer literacy skills, Report writing skills, Legal interpretation, Decision making skills. A valid driver's licence and ability to drive. Willing to work long hours and travel extensively. Overtime work will be required.
- DUTIES** : Manage the compilation of new and review, and amendment of existing product standards / legislation / policies/ guidelines / checklists / inspection procedures and standard operating procedures with regards to the quality and safety of regulated agricultural and liquor products. Manage the development, analysis and review of product standards / legislation. Manage the development of new and revision of existing policies, guidelines, checklists, inspection procedures and standard operating procedures. Ensure the developed standards / legislation are in line with international food safety and quality requirements. Facilitate the timely publication of notice to invite comments on newly developed and / or proposed amendments to existing legislation / standards through the relevant channels (e.g. government gazette, World Trade Organisation). Monitor the application of product standards / legislation / policies / guidelines / checklist / inspection procedures and standard operating procedures to identify gaps and trends in the sector. Facilitate the approval of newly developed and / or amendment of existing standards / legislation / policies / guidelines / checklists / inspection procedures and standard operating procedures. Manage and ensure the consistent application and interpretation of product standards / legislation. Develop policies and / or guidelines on the interpretation of the relevant Acts and its subordinate legislation and ensure implementation thereof by all stakeholders. Coordinate and guide the uniform interpretation and application of product standards / legislation by stakeholders. Provide accurate advice to the Executive Officer and the Administering Officer with regard to the authorisation of dispensations for exports, imports and local sale. Ensure and oversee import and export quality and food safety risk assessment and certification of liquor products in accordance with international obligations,

bilateral and multilateral agreements and norms and standards of the Liquor Product Act. Oversee sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the relevant legislation and export country standards. Monitor and review the quality of liquor product analytical results and comparative data in the Wine Online certification system. Oversee the handling of technical correspondence regarding labelling and compositional requirements of local, imported and exported liquor products. Monitor the food safety and quality risk assessment of import and export liquor products. Develop interventions to identified shortcomings identified through audits and quarterly reports provided on inspection activities and activities of assignees. Manage the issuing of food business operator codes / factory codes / abattoir codes, compilation and maintenance of databases and registration of labels for export and import. Oversee the registration, updating and maintenance of food business operator codes, A- and B- code numbers, factory codes, abattoir codes and labels for export purposes. Ensure the development, updating and maintenance of databases in relation to food safety aspects (pesticides and mycotoxins), abattoir facilities, labels registered for export and import purposes, etc. Compile accurate briefing notes / responses to enquiries. Manage, update and monitor Wine Online export certification system and coordinate system development to ensure effective knowledge management and compliance with national and international standards of the various exporting countries. Coordinate and manage the provision of technical advice, guidance, support and information to stakeholders. Obtain, evaluate, update and disseminate the relevant information to keep South Africa industries and other stakeholders informed of new trends / technical requirements / sanitary measures. Contribute to the formulation of South Africa's position in international meetings with regard to the harmonisation of food safety and quality assurance issues. Provide inputs during the negotiation of bilateral agreements (e.g. European Union (EU) / Remote Sensing (RS) Wines and Spirit agreement, Geographical Indications (GI) Protocol on agricultural products) and the World Wine Trade Group (WWTG) to reduce technical barriers to trade. Provide technical inputs on sanitary and technical barriers to trade issues in relation to regulated agricultural product in terms of South Africa's membership to international standards setting bodies. Participate in / chair local meetings, workshops, seminars relevant to food safety, quality and sanitary matters. Coordinate the investigation of Rapid Alert System for Food and Feed (RASFF) notifications received, propose remedial actions to be taken and provide feedback to the importing country accordingly. Manage the EU quota allocation for wine and other agricultural products in terms of the requirements of the Trade, Development and Cooperation Agreement (TDCA) Agreement and GI Protocol in liaison with Directorate Marketing and relevant stakeholders. Provide response to questionnaires relating to the National Food Control System (laws, Inspections, laboratories etc.) for specific agricultural products where there is an application by South Africa's industry to access certain markets. Coordinate activities in collaboration with relevant stakeholders during audits of the South Africa's Regulatory Control system pertaining to export of specific agricultural products by official visitors from the importing countries. Supervision of staff. Allocate and ensure quality of work. Training and development. Monitor, assess and evaluate performance. Apply discipline.

- ENQUIRIES** : Mr BM Makhafola Tel No: (012) 319 7304
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 15/06** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 3/2/1/2022/139**
Directorate: Intergovernmental Relations
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Public Relations / Public Administration /

Political Science / Development Studies. 3 – 5 years' experience in a supervisory level. Experience in inter-sector and inter-sphere coordination at all levels. Experience in planning, organising, facilitating meetings and workshops. Experience in managing government stakeholders (internal and external). Experience in working across the three spheres of government. Understanding of the District Development Model (DDM) approach and processes. Job related knowledge: Understanding of the planning cycle of government. Understanding of the spheres of government and its powers and functions and intergovernmental relations. Customer service principles (Batho Pele Principles). Good interpersonal relations. Good quality control of document. Inter-sphere and inter-sector coordination. Understanding of the DDM. Knowledge of legislation governing intergovernmental relations. Job related skills: Computer literacy skills, Client orientation and customer focus skills, Organising skills, Planning and coordination skills, Report writing skills, Minute-taking skills, Communication skills, Presentation skills and Sense of responsibility and loyalty. Ability to work under pressure and stay focused. Ability to work with difficult people and to resolve conflicts. A valid driver's licence. Willingness to work overtime and must be self-driven and goal orientated. Ability to work independently and work in a team.

- DUTIES** : Facilitate inter-sector and inter-sphere coordination and integration by the Department. Provide support in the operationalisation of the intergovernmental relations (IGR) strategy across the line functions. Coordinate the development, revision and implementation of Protocols / memorandum of understanding (MoU's) with relevant government Departments in line with the departmental mandate. Monitor the implementation of the approved MOUs / protocols by the Department. Support, monitor and report on co-ordinated and integrated planning and implementation of departmental programmes across the three spheres of government. Act as a link between the Department and the three spheres of government and sector Departments. Provide support and guidance to the Department on intergovernmental relations and the implementation of the District Development Model (DDM) in line with the departmental mandate. Develop guidelines for the implementation of the departmental intergovernmental relations strategy. Support the development of integrated plans, implementation and reporting in the Department in line with the IGR strategy and DDM. Represent the Department in the inter-sphere and inter-sectoral collaboration teams and structures. Mobilise stakeholders across the spheres and sectors to provide support in the implementation of the departmental programmes. Provide support to the Minister, Deputy Minister, Director-General and the Department in the implementation of intersperse programmes regarding the IGR function. Manage the national intergovernmental relations fora (Mintech and Ministers and Members of Executive Councils Meeting (MINMEC)). Provide secretariat services to Mintech and MinMEC. Facilitate the development of the MinMEC Programme of Action. Liaise with national, Provincial and local government towards the implementation of the MinMEC Programme of Action. Create and manage the database of relevant inter-sphere and inter-sector stakeholders in line with the departmental mandate. Liaise with other Department's IGR fora at national level. Provide support to the Provincial and District Intergovernmental fora towards the implementation of the departmental mandate. Capacitate and support the departmental provincial and district officials in the implementation of the IGR guidelines. Facilitate alignment of the departmental programmes with provincial and district IGR fora. Mobilise provinces and municipalities to support departmental programmes through Provincial and District IGR fora. Participate and provide input to the relevant DDM structures.
- ENQUIRIES** : Mr Z. Silangwe Tel No: (012) 319 6868
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian, White males and Coloured, Indian, White females and Persons with disabilities are encouraged to apply.
- POST 15/07** : **DEPUTY DIRECTOR: OPERATIONAL CLUSTER REF NO: 3/2/1/2022/140**
Directorate: Operational Cluster
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Monitoring and Evaluation / Development Studies. 3 – 5 years' experience in a supervisory level. Experience in programme coordination. Experience in intersectoral and intersperse coordination at all levels. Experience in programme / project analysis. Experience in planning, organising and facilitating meetings and workshops. Experience in managing programme related stakeholders (internal and external). Job related knowledge: Understanding of the outcomes-based monitoring and evaluation approach. Understanding of government planning frameworks and reporting cycles. Knowledge and understanding of Medium Term Strategic Framework. Knowledge of the National Development Plan. Understanding of the three spheres of government and its powers and functions - Intergovernmental and Stakeholders Relations. Understanding of integrated planning, implementation and reporting. Understanding of DALRRD. Event management. Understanding of the District Development Model (DDM). Job related skills: Computer literacy skills, Communication skills, Interpersonal skills, Presentation skills. Monitoring, Evaluation and Reporting skills, Analytical skills and Conflict management skills. A valid driver's licence. Ability to meet deadlines and work under pressure. Willingness to work long and irregular hours. Demonstrate initiative and persistence. Ability to communicate at all levels. The ability to work and lead a team.
- DUTIES** : Support the process of facilitating the bottom up integrated planning toward the development of the Programme of Action (POA) in line with the Ministers performance agreement. Support the process of developing the POA. Assist in identifying and mobilising stakeholders to contribute towards implementation. Manage database of identified stakeholders to contribute to the implementation of the POA. Analyse operational plans of stakeholders to identify potential contributions. Produce the draft POA. Support and coordinate the contribution towards the development and implementation of the plans in line with the DDM. Support the process of reviewing the POA annually. Facilitate and coordinate the contribution of the three spheres of government and the sector departments towards the implementation of the POA. Coordinate the development and circulation of the Technical Implementation Forum (TIF) schedule of meetings. Provide lead secretariat service during TIF and priority task team meetings. Submit final action issues and minutes for approval (TIF and Task Team). Consolidate progress report on action issues and present them in meeting. Provide guidance / support to Provinces in convening Provincial Technical Implementation meetings. Provide support in managing and coordinating task teams of the programme of action per output developed. Convene task team meetings. Consolidate progress reports presented, follow up and monitor records. Support the process of submitting quarterly reports to approval structures. Analyse reports received and provide content support. Compile a draft consolidated progress report in line with the reporting template. Compile and update performance trend report on the information reported. Identify and escalate issues that required intervention. Submit draft cabinet memo / narrative in line with reports received. Oversee the submission of Directorate monthly plans and reports (Financial and non-financial).
- ENQUIRIES** : Mr C Magagula Tel No: (012) 312 9394
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 15/08** : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2022/150 (X3 POSTS)**
Directorate: Forensic Investigations
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate Degree or National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Police Administration / Criminal Justice and / or related field. 5 years credible and applicable experience in the Forensic Investigation

field and Project management experience. Membership of Association of Certified Fraud Examiners (ACFE) or Institution of Commercial Forensic Practitioners (ICFP) is recommended. Job related knowledge: Project management best practice. The ACFE / ICFP Professional Standards. Forensic investigations methodologies and procedures. Job related skills: Communication skills (written and verbal), interviewing skills, analytical and problem-solving ability and interpersonal skills, project management skills, computer skills and investigation skills. A valid driver's licence.

DUTIES

: Participate in the compilation of the Forensic Investigations Directorate's strategic and operational plans. Participate in the compilation of the Forensic Investigations Directorate's operational plan by April each year. Compile the Forensic Investigations Directorate's operational and process risk registers by April each year. Implement the Forensic Investigations Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Forensic Investigations on a monthly basis. Participate in the compilation of the Forensic Investigations Directorate's annual internal case management registers by April each year. Manage the planning of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects plans. Manage the compilations on the electronic audit software of Planning Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Manage the investigation of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project plans. Manage the compilation on the electronic audit software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the reporting of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved Investigation project plans memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic Investigations on a weekly basis. Manage the Closure of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects plans and Follow-up on implementation by line management of recommendations of Forensic Investigations' reports of the annual and previous case management register projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Director: Forensic investigations on a weekly basis. Analyse the line management's status of implementation of recommendations of the Forensic Investigations Directorate's reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Forensic Investigations Sub-Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an- ongoing basis in line with Departmental prescripts.

ENQUIRIES
APPLICATIONS

: Mr M Rammutla Tel No: (012) 312 8168
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 White females and Persons with disabilities are encouraged to apply.

<u>POST 15/09</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2022/151 (X3 POSTS)</u> Directorate: Information Technology Audit
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Auditing / Information Technology. 3 years' experience in Information Technology Auditing at a supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit on a monthly basis. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit Plans by April each year. Execute / Manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on the continuous basis, and reports progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Information Technology Audit Directorate's specialised project allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Reporting Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit Report of the specialised annual report previous audit plan projects. Execute / Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Information Technology Directorate's resources allocated to this position.

		Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.
<u>ENQUIRIES</u>	:	Mr M Rammutla Tel No: (012) 312 8168
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/10</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL AUDIT REF NO: 3/2/1/2022/152</u> Directorate: Performance and Financial Audit
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting. 3 years' experience in financial auditing at a supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based internal audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
<u>DUTIES</u>	:	Participate in the compilation of the Performance and Financial Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Performance and Financial Audit Directorate's operational plan by April each year. Compile the Performance and Financial Audit Directorate's operational plan and process risk registers by April each year. Implement the Performance and Financial Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Performance and Financial Audit on a monthly basis. Participate in the compilation of the Performance and Financial Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit Plans by April each year. Manage the Planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and reports progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Manage the compilation of the electronic audit software of the Reporting Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Performance and Financial Audit on a weekly basis. Manage the Closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit reports of the annual and previous audit plan projects. Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Performance and Financial Audit Directorate's projects allocated to this position, in line with Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report

progress to the Director: Performance and Financial Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Performance and Financial Audit Directorate's internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Financial Audit Sub-directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

- ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 8168
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 15/11** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/130**
Directorate: Genetic Resources
- SALARY** : R628 014 – R953 715 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Gauteng (Roodeplaar)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a BSc (Honours) or M Tech with Botany, Agronomy, Horticulture. Genetics and / or Plant Biotechnology as a major subject. Registered with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. 3 years' post qualification in the field of botany, plant taxonomy, plant breeding or administration of legislation related to Agriculture. Job related knowledge: Plant Breeders' Rights Act, Plant Improvement Act, International Union for the Protection of New Varieties of Plants (UPOV) Convention, Plant morphology, Statistics, Crop specific knowledge, Planning and organising, Training and Finances. Job related skills: Planning skills, Problem solving skills, Research skills, Computer skills, Communication skills (verbal and written), A valid driver's licence (code EB), Plant variety evaluations and Organising. Required to work under harsh environmental conditions and Travelling national and internationally.
- DUTIES** : Develop and implement relevant systems and procedures. Verify applications and technical questionnaires submitted by applicants in terms of the Plant Breeders' Rights Act and Plant Improvement Act. Establishment of trials in collaboration with the Directorate's farm Manager, applicant or their appointed agent as applicable. Identify location of all candidate and comparative varieties / liaise with farm manager on field identification. Engage with clients on matters related to their applications and do site visits. Perform technical scientific analysis. Collect data on candidate and standard varieties in accordance to prescribed guidelines. Observation and evaluation of candidate varieties in accordance to the International Union for the Protection of New Varieties of Plants (UPOV) or National Test guidelines as applicable. Variety characterization and documentation. Data analysis on candidate and standard varieties. Compile variety descriptions and Distinctness, Uniformity and Stability (DUS) reports for candidate varieties. Confirm that candidate varieties comply to prescribed DUS requirements in terms of the relevant legislation. Data processing and entering of data into database. Provide technical support and advice. Collect and provide technical / scientific data, information and advice to registrars and Plant Improvement Organisation. Provide technical support and advice to all applicants in relation to Technical Questionnaires submitted in terms of the Plant Breeders' Rights Act and the Plant Improvement Act. Research and development. Draft and / or provide input to UPOV and / or national test guideline. Review and study scientific publication, including internet searches, relevant to received Plant Breeder's Right / Variety Listing applications. Participate at national, regional and international forum. Liaise with relevant scientific bodies on technical / science related matters and exchange of knowledge thereof. Ensure management of reference collections. Ensure proper management of filling system and crop and seed registers. Conduct or participate in research pertaining to variety characters or ring test as applicable.
- ENQUIRIES** : Dr N Netnou-Nkoana Tel No: (012) 319 6024
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 and Persons with disabilities are encouraged to apply.
- POST 15/12** : **SCIENTIST PRODUCTION (GRADE A – C) REF NO: 3/2/1/2022/132 (X4 POSTS)**
Directorate: Agriculture Inputs Control
- SALARY** : R628 014 – R953 715 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and Appropriate recognized 4 year B.Sc. (Honours) Agriculture in any of the following: Animal Science with Animal Nutrition as a major subject(s). Soil Science with Soil Nutrition as a major subject. Crop Science / Horticulture / Agronomy / Crop protection with weed science / Entomology / Plant Pathology as major subject. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Scientist. 3 years' post qualification regulatory experience. Job related knowledge: Expertise and experience in the interpretation of Fertiliser, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guideline. Job related skills: Knowledge of and experience in: Programme and project management skills, Scientific methodologies and models skills, Ability to research and develop independently skills, Computer applications skills (Microsoft Office Software – Word, Excel and Power Point). Legal compliance skills, Data analysis (high level analytical skills), Presentation skills. Technical report writing skills (ability to prepare and present complex reports). Customer services skills and Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure and work extended hours / overtime may be required.
- DUTIES** : Develop and implement methodologies, policy systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and standard operating procedure (SOP). Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register animal feeds, fertiliser and pesticides. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customise scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and development. Continuous professional development to keep up with new technologies and procedures by attending workshops and conferences. Research literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters.
- ENQUIRIES APPLICATIONS** : Mr MJ Mudzunga Tel No: (012) 319 7303
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.

<u>POST 15/13</u>	:	<u>LAND USE ADVISOR REF NO: 3/2/1/2022/074 (X2 POSTS)</u> Directorate: Land and Soil Management
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a BSc in Agriculture. 3 years' relevant technical experience. Job related knowledge: Public Service Regulations. Planning and organising. Human resource matters. Understanding legislation and guiding the work of the Directorate sub-programme. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Management and organising skills, Creativity skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy skills, Reporting writing skills. A valid driver's licence and the ability to drive and willing to work extended hours and travelling.
<u>DUTIES</u>	:	Develop, review and implement policy and the legislative framework. Promote sustainable management of agricultural land use. Develop norms and standards. Formulation of norms and standards guidelines. Ensure that regulations related to the demarcation and use of agricultural land is published in the gazette. Conduct site assessment (analyses and interpretation of scientific data). Assess applications against the applicable norms and standards. Provide recommendations on applications to the delegated authority. Validate the status quo of the agricultural land (Land capability and grazing capacity, existing approvals): Determine the soil profile and rangeland suitability and activities in the surrounding area and water availability. Handle the application and participate in tribunal. Coordinate scientific oversight of the sub-division of the agricultural land. Advise on Environmental Impact Assessment application and scoping. Provide advice on the administration of Subdivision of Agricultural Land Act (SALA) and process applications for agricultural land use. Analyse and interpret the application. Advise on Environmental Impact Assessment application and scoping. Provide departmental position during the tribunal hearings in terms of other legislation. Present recommendation to the committee. Provide advice and recommendations to the Directorate: Legal Services on land use matters. Consult and provide scientific and technical advice to appointed Councils State Attorneys. Provide departmental position during the tribunal hearings in terms of other legislation. Comment on matters relating to other legislation. Monitor and evaluate the implementation of land use legislation. Liaise with relevant stakeholder. Develop, implement, evaluate and adapt Standard Operating Procedures, Service Level Agreements (SLA's) and Memorandums of Understanding (MoU's) with internal and external role players. Ensure that Spatial Development Frameworks (SDF's), Integrated Development Plans (IDP's), Land Use Management Schemes (LUMS), Environmental Impact Assessments (EIA's), Environmental Management Plans (EMP's) and other legislative and administrative frameworks are aligned with policy principles and the objects of the Act. Monitor internal and external compliance with aforementioned and recommend measures to improve service delivery. Address disagreements, complaints and enquiries from other organs of state as well as other affected parties. Represent the Department during the tribunal hearings in terms of other legislation. Conduct SALA awareness. Comment on matters relating to other legislation. Collaborate with other National and Provincial Department's as well as municipalities. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance and apply discipline. Ms M Marubini Tel No: (012) 319 7619
<u>ENQUIRIES APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand 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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/14</u>	:	<u>PROJECT COORDINATOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/112</u> Directorate: Operational Management
<u>SALARY</u>	:	R477 090 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Cape Town)
	:	Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. 3 – 5 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy skills, Communication skills and Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Smit Tel No: (021) 409 0300
	:	Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
<u>NOTE</u>	:	Indian and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.
<u>POST 15/15</u>	:	<u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/141</u> Directorate: District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10)
	:	Western Cape (Cape Town / Metro and West Coast District)
	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business Management / Financial Management / Economics. 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of the departmental land reform programmes, legislation and procedures. Job related skills: Communication skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading skills, analysis and interpretation skills. A valid driver's licence and willing to travel and work irregular hours.
<u>DUTIES</u>	:	Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity association and other stakeholders for data collection. This in order to create and maintain cooperatives database. Engage organs of the state, private sector and build partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution and facilitate training in adherence and ensure compliance with the Co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperatives Act, among others by holding Annual General Meeting, submission of their financial records to South African Revenue Services etc. Ensure market opportunities are identified for co-operative development in the Department. Identify local, national and international

markets for cooperatives. Assist cooperatives to get branding for their business through Small Enterprise and Development Agency. Assist cooperatives to get export certificates to sell their products. Assist the cooperatives to produce good quality and quantity goods / produce at the correct time. Facilitate the development of co-operative financing institutions towards the formation of a Co-operative Bank. Organise workshops for cooperatives on understanding functioning of the cooperative's financial institution. Encourage the cooperative to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with Development e.g. financial and non-financial support. Organise workshop for Small, Medium and Micro Enterprises (SMME). Facilitate the development of small and medium scale agro-processing programmes. Identify those business entities with potential for agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and training Authority (SETAS) etc. Ensure Compliance with relevant legislation.

- ENQUIRIES** : Ms T Diamond Tel No: (021) 409 0300
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001
- NOTE** : Coloured, Indian and White males and African, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/16** : **ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2022/108**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : KwaZulu-Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistic Information Systems (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's license.
- DUTIES** : Implement logistics management systems, procedure and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price etc. Coordinate year-end closure for audit purpose as required. Provide management information, statistics and reports. Monitor movement of request. Ensure the integrity of LOGIS. Verify compliance before capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods and services and assets. Manage creditors' reconciliation. Manage stores and warehousing. Ensure effective system aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Manage of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) request. Reconcile payments against OFTAR and DOTR request. Administer Government Garage and subsidised vehicles. Administer fleet and travel managements services.
- ENQUIRIES** : Ms P Muller Tel No: (033) 264 9500
- APPLICATIONS** : Applications can be submitted by post to Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 15/17</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/113</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) North West (Mmabatho) Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's Degree in Human / Social / Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act, Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer literacy skills, Communication skills (written and verbal), Interpersonal skills, Presentation skills, Analytical skills, Problem solving skills and Project management skills. A valid driver's licence.
<u>DUTIES</u>	:	Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitlele Tel No: (018) 388 7115 Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/18</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: 3/2/1/2022/114</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) North West (Mmabatho) Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government systems and structures. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organising skills, Communication skills (verbal and written), Interpersonal skills, Analytical and Problem-solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work in a team.
<u>DUTIES</u>	:	Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form users and submit new novel forms for creation. Provide feedback on new creations. Compile Reports. Maintain Information Technology (IT) application. Update antivirus / facilitate an update of antivirus. Scan computers for antiviruses. Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer Network

		Support, Planning and Scheduling and Annual reports are submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement time frame. Manage subordinates and leave arrangements.
<u>ENQUIRIES</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/19</u>	:	<u>ASSISTANT DIRECTOR: PLAS MANAGEMENT ACCOUNTING REF NO: 3/2/1/2022/136</u> Directorate: PLAS Trading Account Financial Management
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Management Accounting / Economics. 3 years' supervisory experience working in planning and budgeting environment. Job related knowledge: Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Job related skills: Computer literacy skills, Problem solving skills, Interpersonal skills, Communication skills (written and verbal), Report writing skills and Presentation skills. A valid driver's licence (code 8).
<u>DUTIES</u>	:	Coordinate the development of trading account budget. Pre-planning: Annually develop draft budget framework by gathering all inputs required. Inform the development of the framework / guidelines and compile a submission for approval. Develop user friendly standard template for budget planning that is correctly formatted and clearly indicates the standard items. Review the Provincial budget inputs, analyse and address exceptions identified then finalise the consolidated budget for review. Planning: Consolidate the approved Medium-Term Expenditure Framework (MTEF) budget to the Treasury Template and compile the endorsement letter for the Director-General approval. Adjusted Estimates of National Expenditure (AENE) preparation: Compile Provincial proposed quarterly budget shifts / re-alignments. Compile draft AENE budget informed by the final approved Provincial and National budget shifts / adjustment. Gather information and compile draft Estimates of National Expenditure (ENE) Chapter. Review the consolidated Chief Directorate: Pro-active Land Acquisition Strategy (PLAS) budget / Demand Management Plan's (DMP) and submit for approval. Review Basic Accounting System (BAS) reports journals / shift forms for misallocated expenditure. Budget implementation: Ensure loading of approved ENE budget into A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Coordinate the submission of annual projections / drawings that are aligned to the approved ENE budget. Coordinate the submission of revised projections that are aligned to approved AENE budget. Monitor expenditure performance and reporting. Ensure that cash flow / drawings memo and payment submission is routed for review and sign off. Ensure loading of approved AENE budget on Accpac system after obtaining the approved budget. Ensure that weekly Agricultural Land Holding Account (ALHA) and Chief Directorate: PLAS performance reports are send out to stakeholders. Ensure in Year Monitoring (IYM) is reviewed and submitted to management. Review grant report and submit for sign off. Review quarterly entity report submission, for final review and submission. Review declaration of surplus funds submission. Retrieve and submit reports / documents requests by auditors. Manage project registration and support. Review the reconciliation of projects and asset register. Oversee the updating of the comprehensive project database (Project and Job Costing). Authorise project registration forms after capturing is completed, reviewed and sign off of monthly project reports. Head and manage business unit in line with governance principles. Develop performance agreement. Review performance of staff in line with the regulations in order to comply with the performance management system and achievement of the entity's objective.
<u>ENQUIRIES</u>	:	Ms V Mavasa Tel No: (012) 312 8868
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/20** : **CONTROL NETWORK CONTROLLER REF NO: 3/2/1/2022/145**
Directorate: Cadastral Information, Maintenance and Supply Services
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science (NQF Level 6). 3 years' supervisory experience in the Information Technology (IT) environment. Experience with hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology goods and services. Information Technology Acts and Policies. Risk management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Internal control and risk management. Project management principles and tools. Job related skills: Planning skills, Organising skills, Financial skills, Communication skills (written and verbal), Managerial skills, Strong computer skills, Project management skills and Interpersonal skills. A valid driver's licence is required.
- DUTIES** : Provide Information and Communications Technology (ICT) Desktop support and Cadastral Spatial Information services. Attend to Information Technology (IT) hardware and software problems. Setup IT equipment and install all relevant software. Monitor and update Surveyor General (SG) User Accounts. Monitor SG IT inventory. Monitor the desktop support and Local Area Network to ensure smooth running of the office. Monitor the Information system. Render IT security services, maintain IT applications, networks and hardware. Ensure maintenance of hardware and software for the office. Attend to Cadastral Spatial Information software related problems. Monitor and test backups as per the Departments scheduled policy. Ensure availability of ICT related systems including internet and email related and liaise with the relevant stakeholders to resume services speedily. Report unsuccessful backups to the backup administrator and perform manual backups until the problem is resolved. Ensure that all computers' antivirus is updated. Ensure management of assets and provision of regular updates to all users. Ensure safeguarding of assets within division by conducting regular asset verification. Co-ordinate safe keeping of ICT related assets with the offices and Shared Service Centre's (SSC) asset management divisions and make sure all necessary paperwork is filled in timeously. Provide server and domain administration services. Ensure security of data through sound data administration and backup procedure. Ensure availability of systems and server processing and liaise with the National Office where there is a problem accessing them. Ensure that users accounts that have left the Department must be disabled within a day and be deleted within 3 months of non-use. Ensure that requests for new domain and e-mail accounts created within one day. Create new user accounts on active directory and assign account to the correct groups and organisational units. Monitor the servers and shared folders for unwanted data. Monitor the space on the servers shared folders and request administrators to increase capacity when required. Monitor servers and network performance and report to the necessary administrators when poor performance is experienced. Ensure that backup is running every Friday and as scheduled and then run it manual when there is a problem. Manage IT developments and monthly reports. Facilitate development and training of interns and in-service trainees. Provide monthly production reports. Ensure security of network on Personal Computers and servers daily. Ensure virus protection regularly. Coordinate IT provided by SSC (write in full) according to law. Co-ordinate ICT related services between Office of the Chief Information Officer, external service providers and the National Geomatics Management Services IT staff. Develop cadastral spatial information operational plans. Upgrade software according to policy. Develop cadastral spatial information operational plans according to law. Manage the national data set on a permanent basis. Provide programming services regularly. Manage IT changes as they occur. Supervise service levels according to policy. Conduct endorsements as and when required.

<u>ENQUIRIES</u>	:	Ms J Semela Tel No: (051) 448 0955
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 15/21</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/146</u> Directorate: Corporate Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's Degree in Human / Social / Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act and Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer literacy skills, Communication skills (written and verbal), Interpersonal skills, Presentation skills, Analytical skills, Problem solving skills and Project management skills. A valid driver's licence.
<u>DUTIES</u>	:	Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
<u>ENQUIRIES</u>	:	Ms Z Mokoena Tel No: (051) 400 4200
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured, White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
<u>POST 15/22</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/147</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Financial Management / Accounting / Commerce / Economics. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
<u>DUTIES</u>	:	Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (Shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Virement, Rollovers and allocations. Ensure year-end / month end closures occur effectively in accordance to policy and procedures. Rectify

incorrect expenses (Journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the departmental budget. Analyse and report on expenditure trends of the Departmental budget. Align departmental budget with Demand Management Plan (DMP). Ensure that quarterly budget alignment is done.

ENQUIRIES : Ms T Maieane Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/23 : **ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2022/148**
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Financial Management / Public Administration / Public Management / Purchasing Management. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistic Information Systems (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's licence.

DUTIES : Implement logistics management systems, procedures and processes. Manage user profiles. Asset classifications. Link supplier Item Control Number (ICN), unit price etc. Coordinate year-end closure for audit purpose as required. Provide management information, statistics and reports. Monitor movement of request. Ensure the integrity of LOGIS. Verify compliance before capturing on LOGIS. Ensure processing of orders. Manage inventory levels. Initiate payments for goods, services and assets. Ensure payments within 30 days. Validate and reconcile payment for goods and services and assets. Manage creditors' reconciliation. Manage stores and warehousing. Ensure effective system aimed at improving service turnaround times (0 to 9). Ensure optimum utilisation of stores and warehousing. Manage fleet services and travel arrangements. Manage of Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) requests. Reconcile payments against OFTAR and DOTR request. Administer Government Garage and subsidised vehicles. Administer fleet and travel management services.

ENQUIRIES : Mr C Mampa Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 15/24 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2022/149 (X4 POSTS)**
 Directorate: Forensic Investigations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Forensic Investigations / Auditing / Police Administration / Law / Criminology / Forensic Accounting / Criminal Justice. 3 years credible and applicable experience in the Forensic Investigation field. Project management or supervisory experience. Membership of Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Project Management best practice. The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations

methodologies, procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Project management skills. Computer skills. Investigation skills. A valid driver's licence.

DUTIES : Perform and supervise the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's projects, in line with the methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Investigation Phase Deliverables of the Forensic Investigation Directorate's projects in line with quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilations on the electronic software Reporting Phase Deliverables of the Forensic Investigations Directorate's projects in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the Closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Manage the Forensic Investigations Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES : Mr M Rammutla Tel No: (012) 312 8168
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

POST 15/25 : **SCIENTIFIC TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/129**
Directorate: Genetic Resources

SALARY : R316 536 – R408 678 per annum, (Salary will be in accordance with OSD)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a BSc or National Diploma with Botany, Agronomy, Horticulture, Agriculture as a major subject. South African Council for Natural Scientific Professions (SACNASP) registration as a Certified Natural Scientist. 1-year experience in botany, plant taxonomy or plant evaluations related field. Job related knowledge: Plant morphology. Plant collection strategies. Seed storage type determination. Seed cleaning. Seed moisture determination. Germplasm documentation. Characterisation. Gene bank procedure. Job related skills: Planning skills, Problem solving skills, Research skills, Computer skills, Communication skills (verbal and written) and Organising skills. A valid driver's licence (code EB) will be an added advantage and willing to work extended hours. Willing to travel nationally, regionally and internationally.

DUTIES : Perform procedures and functions relevant to ex situ conservation. Process collected and harvested material, including accessions in active collection (cleaning, fumigation, counting, packaging, labelling and storage). Maintain material planted in shade house / field trials (includes application of fertiliser and pesticides, weeding, irrigation, where applicable etc). Assist with characterisation activities pertaining to gene bank accessions. Provide

technical support and advice on conservation and sustainable use of plant genetic resources for food and agriculture. Assist with establishment and monitoring of on-farm conservation projects and community seed banks. Process and register harvested materials collected from on-farm conservation projects. Assist in identification and preparation of gene bank material for repatriation. Assist with activities pertaining to plant collection missions. Perform technical scientific analysis and regulatory functions. Plant and monitor Gene bank accessions identified for multiplication and characterisation. Conduct germination testing of identified / selected accessions. Package and label accessions with acceptable germination percentages. Conduct seed moisture content analysis. Assist with preparation of material identified for safe duplication at the Southern African Development Community (SADC) Plant Genetic Resources Centre (SPGRC). Assist in preparation of material requested under the Material Transfer Agreement. Assess the needs and status of gene bank facilities and equipment. Research and development. Collect and record data on accessions planted, using recognised descriptors. Contribute in development of research outputs on conservation and sustainable use of plant genetic resources for food and agriculture. Assist on collecting and analysing information / data on sustainable use of plant genetic resources for food and agriculture. Provision of inputs / information for reports required by relevant national / regional / international bodies.

- ENQUIRIES** : Ms M Mokoena Tel No: 060 972 9702
- APPLICATIONS** : Applications can be submitted by post to Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 15/26** : **SURVEY TECHNICIAN REF NO: 3/2/1/2022/142 (X2 POSTS)**
Directorate: Examination Services
- SALARY** : R316 536 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Western Cape
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

- NOTE** : African and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 15/27** : **SURVEY TECHNICIAN REF NO: 3/2/1/2022/143 (X2 POSTS)**
Directorate: Maintenance and Cadastral Spatial Information Services
- SALARY** : R316 536 per annum, (The salary will be determined in accordance with the OSD)
- CENTRE** : Western Cape
- REQUIREMENTS** : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. 3 years' post qualification technical (Survey) experience. Job related knowledge: Programme and Project Management, Survey Design and analysis knowledge, Research and Development, Computer-aided survey applications, knowledge of legal compliance, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.
- ENQUIRIES** : Ms B Mathulwe Tel No: (012) 326 8050
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
- NOTE** : African and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.