

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

This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: **Dr Kenneth Kaunda District Services and Potchefstroom Agricultural College:** The District Director, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom, 2520, for attention of Ms C Hiderbrand
Dr Ruth Segomotsi Mompoti District Services and Taung Agricultural College: The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
All other posts for Mahikeng - Head Office, The Director Human Resource Management, Department of Agricultural Development, Private Bag X2039, Mmabatho 2735, for the attention Ms P Molefe or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.
- CLOSING DATE** : 20 May 2022
- NOTE** : Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service Department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached) and ID document, and the names of three referees. The certificates need not be certified on application. Only shortlisted candidates for the post will be required to submit certified documents. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted, i.e all the documentation must be submitted for each post applied for. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. Note: Short-listed candidates will be subjected to security clearance and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments to the advertised posts. Failure to comply with the above requirements will result in the disqualification of the application. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 16/204** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: NWDARD 01/04/22**
- SALARY** : R1 073 187 per annum (Level 13), all inclusive remuneration package. The remuneration package consist of a basic salary (70% of the total remuneration package) and employer's contribution to the Government Employees Pension Fund (13% of the basic salary and a flexible portion of the package that may be structured according to the Senior Management Service guidelines.
- CENTRE** : Head Office - Mahikeng
- REQUIREMENTS** : A Bachelor's degree in Financial Management/Accounting, seven (7) years' experience in a financial management environment, of which 5 years should be at Middle Management level. Working knowledge of the Constitution of the Republic, Public Service Act and its Regulations. Extensive knowledge of the

PFMA, Treasury Regulations and similar Guidelines, SCM and Procurement procedures and associated practice notes; Knowledge of GRAP, Public Service Anti-corruption and Fraud Prevention measures. Knowledge of Government's Accounting and Financial Systems i.e BAS, PERSAL and WALKER. The Government Financial planning processes in relation to the MTSF *Strong and hands-on problem-solving skills accompanied by innovative and pro-active approach. A high degree of computer literacy (Microsoft Word, Excel, PowerPoint); In depth knowledge of accounting systems. Understanding of Good Corporate Governance principles (King IV). Knowledge of financial risk management practices *Experience and ability to work in cross-functional projects / teams. Excellent coordination and project management skills. Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management. Planning and stakeholder relationship management and organisational skills, including the ability to liaise and operate within intergovernmental context. Policy formulation and analysis skills. A valid code 08 driver's licence.

DUTIES

: Expenditure management including but not limited to creditors accounts in line with provincial government standards payroll administration including tax reconciliations and related returns as well as providing associate bookkeeping functions. Revenue management including identification, collection and banking. Preparation of financial statements, coordination of annual external audits and internal audits. Preparation of the departmental MTEF, Annual Performance Plans for the directorate and prepare all statutory reports. Advise the Chief Financial Officer on all financial matters in the department including risks identification and recommending mitigations.

ENQUIRIES
NOTE

: Mr MD Mompei Tel No: (018) 389 - 5094/ 5306
: Candidates shortlisted for the above - mentioned post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance and vetting, the signing of performance agreement and employment contract. NB: The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. It is mandatory for candidates to complete the Public Service SMS Pre-Entry certificate before an appointment can be considered. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

OTHER POSTS

POST 16/205

: **DEPUTY DIRECTOR - RISK, ANTICORRUPTION, FRAUD AND INTEGRITY MANAGEMENT REF NO: NWARD 02/04/22**

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (Level 11), all inclusive remuneration package
: Head Office - Mahikeng
: An appropriate recognized three year (3) degree in Accounting/auditing or National Diploma in audit/risk management. At least seven (7) years' experience in Risk, anti-corruption and Integrity Management (including auditing environment). A minimum of 3 years' experience at Assistant Director Level in risk management, anti-corruption and integrity management. Knowledge and experience in the application of the legislative framework that governs Risk, Anti-corruption and Integrity Management in the Public service environment, Public Service Act, Regulations, PFMA and Treasury Regulations. Excellent verbal and written communication skills. Sound knowledge of strategic planning processes and budgetary and financial systems/processes. Strong leadership ability and innovation in support of the Head of Department. Ability to draft risk management, anti-corruption, and integrity management strategies. A valid driver's license.

<u>DUTIES</u>	:	To facilitate and coordinate the implementation of Risk Management, Anticorruption and Integrity Management strategies and policies. Coordinate the development and monitoring of implementation of business continuity plan and combined assurance plan. Develop, promote, and maintain systems to implement the code of conduct, remunerative work, gift register and financial disclosures.
<u>ENQUIRIES</u>	:	Mr OL Mokaila Tel No: (018) 389 - 5550
<u>POST 16/206</u>	:	<u>DEPUTY DIRECTOR: DESIGNATED GROUPS REF NO: NWDARD 03/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all inclusive remuneration package Head Office - Mahikeng A Bachelor's degree in Development Studies plus at least 7 years' experience in facilitating and coordinating designated groups development programmes working environment. A minimum of 3 years at Assistant Director Level. Working knowledge of the Public Sector Regulatory Framework. Report writing, editing and analysing skills. Knowledge of strategic planning and reporting. Knowledge of agriculture and rural development sectors. Highly motivated and have ability to work independently. A creative, teamwork, client focused, solution oriented, assertive and confident approach. Demonstrate integrity, dedication, output and quality driven.
<u>DUTIES</u>	:	Coordinating departmental youth development programmes and promoting rights of children in line with national and provincial policies. Coordinate departmental women development and empowerment programmes in line with national and provincial policies. Coordinate departmental project for the elderly in line with national and provincial policies. Coordinating departmental development programmes for people living with disability and promoting their rights in line with national and provincial policies. Coordinating empowerment programmes and promoting rights of farm workers and farm dwellers in line with national and provincial policies. Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Matlabe Tel No: (018) 389 - 5157
<u>POST 16/207</u>	:	<u>SPECIALIST AGRICULTURAL ADVISOR (PASTURE/ ANIMAL) REF NO: NWDARD 04/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Dr Kenneth Kaunda District Office/ Potchefstroom Master's degree in Pasture / Animal Production. A minimum of 5 year's relevant experience. Current registration with SACNASP. Advanced Computer Skills. Knowledge of extension methodology. Knowledge of basic and advanced pasture/ animal production science. Knowledge of relevant National Acts and guidelines. Good telephone etiquette. Good report writing skills. Good verbal and written communication skills. Good interpersonal relations. Training and facilitation skills. Willingness to travel throughout the Province.
<u>DUTIES</u>	:	Develop and promote practical farming /production methods. Provide solutions to identified agricultural production constraints by disseminating information /knowledge through various means including trials and demonstrations. Liaise with research institutions. Empower Agricultural Advisors through transfer of skills and knowledge in the field of specialisation. Plan and implement specialist advisory programmes. Develop and update production guidelines for priority farming activities. Facilitate training of clients through information sessions, documentation, on-farm demonstrations, farmers days, etc. Conduct feasibility studies. Monitoring, evaluation and reporting on the performance of programs and projects
<u>ENQUIRIES</u>	:	Ms MPS Sentsho Tel No: (018) 299 – 6514
<u>POST 16/208</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: NWDARD 09/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R452 895 per annum, (OSD) Taung Agricultural College BSc Agricultural Engineering. At least five (5) years relevant working experience of which 3 years must be at supervisory level. Project Management qualification will be an added advantage. Must be registered with ECSA.

		Computer literacy (MS Office package, relevant engineering packages). A valid driver's license. Fluency in English.
<u>DUTIES</u>	:	Manage KRA's of personnel within Engineering Section/department. Manage workshop facilities, Develop and manage development of Engineering specifications. Develop and update infrastructure development strategy of the College. Supervise contractors on infrastructure projects. Provide and manage provision of student training.
<u>ENQUIRIES</u>	:	Mr MZ Motaung Tel No: (053) 994 – 9800
<u>POST 16/209</u>	:	<u>ASSISTANT DIRECTOR: STUDENT AFFAIRS REF NO: NWDARD 10/04/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Taung Agricultural College
<u>REQUIREMENTS</u>	:	NQF Level 8 Qualification in Business/Public Administration. At least five (5) years working experience in student management environment of which two (2) years should be at supervisory level. Computer literacy (MS Office package). A valid driver's license. Fluency in English.
<u>DUTIES</u>	:	Overall management of student affairs unit. Provision of student administration services. Overall management of student hospitality. Provision of marketing and recruitment services. Overall management of student leadership processes. Management of KRAs of personnel in Student Affairs unit
<u>ENQUIRIES</u>	:	Mr MZ Motaung Tel No: (053) 994 - 9800
<u>POST 16/210</u>	:	<u>ASSISTANT DIRECTOR: DISASTER RISK MANAGEMENT REF NO: NWDARD 15/04/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng - Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Agriculture. A minimum of 5 years relevant working experience of which 2 should be at supervisory experience. Knowledge of disaster management legislation and policies. Knowledge of weather interpretation, agro-meteorology for farm decision making, agro-meteorology on sustainable development, and climate smart agriculture policies and carbon balance (especially in agriculture) will serve as an added advantage. Excellent written and verbal communication skills. Computer literacy. A valid driver's license. Ability to work under pressure.
<u>DUTIES</u>	:	Transfer information and training on early warning systems and mitigating measures. Assist in the coordination and supporting of the establishment of provisional Early Warning Committee. Support, assist and monitor risk reduction programmes in all districts. Compile and distribute Early Warning Provincial Advisory. Assist with coordination of effective and rapid response/recovery to agriculture-related disasters*Manage the key performance areas of subordinates.
<u>ENQUIRIES</u>	:	Mr S Vorster Tel No: (018) 389 – 5405
<u>POST 16/211</u>	:	<u>ASSISTANT DIRECTOR: LAND CARE REF NO: NWDARD 16/04/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Agricultural Disaster & Risk Management
<u>REQUIREMENTS</u>	:	A four (4) year B.Sc. degree (Agric) and /or Natural Science, (CA) with five (5) appropriate experience in the Agriculture sector, emphases on Conservation Agriculture. A minimum of two years Managerial /supervisory skills and practical knowledge of project management and the promotion of sustainable use of natural resource (Conservation Agriculture is a MUST). Knowledge of the legal compliance (CARA, PFMA, DORA and Land Care Policy). Knowledge of the province will be added an advantage. Technical and scientific report writing skills. Experience in public speaking is a must.
<u>DUTIES</u>	:	Assessment of the District topography. Develop the district strategy for Land Care projects. Develop district business plan for Land Care projects. Monitoring and evaluation of Land Care projects. Consolidate the Land Care Projects reports from Districts. Management of resources.
<u>ENQUIRIES</u>	:	Mr. D. Morolo Tel No: (018) 389 - 5333
<u>POST 16/212</u>	:	<u>ASSISTANT DIRECTOR: LAND USE REF NO: NWDARD 17/04/22</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng - Head Office

<u>REQUIREMENTS</u>	:	A Bachelors' Degree/National Diploma in Agriculture/Land Management having majored in Land Use Planning. A minimum of 5 years relevant working experience of which two years must be at supervisory level. The following technical and generic competencies are required: Land use Planning, Farm Planning, Agro Ecosystems, Spatial Planning, Geographic Information System. Ability to interact at strategic and operational level. Knowledge of Acts regulating land use and conservation of Agricultural land Knowledge of Agricultural Prescripts. Project Management Skills. Problem solving skills. Computer literacy. In possession of a valid Driver's licence. Willingness to work irregular hours and travel extensively.
<u>DUTIES</u>	:	Supervise a multi-disciplinary team of Agricultural Scientists and technicians to carry out Natural Resource Identification and Utilization. Professional Management of agricultural Land Use Planning, Land Use Management, Resource Planning, Conservation and Geographic Information Systems. Supervise the development of farm plans and Agro-Ecosystems. Compilation of reports. Ensure the implementation of Agricultural policy in the Province. Management and accountability of the Sub directorate which includes human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr M Bodibe Tel No: (018) 389 - 5540
<u>POST 16/213</u>	:	<u>LECTURER: DAIRY PRODUCTION AND ANIMAL NUTRITION REF NO: NWDARD 06/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Potchefstroom Agricultural College
<u>DUTIES</u>	:	NQF level 8 specializing in Agriculture. Minimum of 3 years' experience in the appropriate field. Registration with relevant bodies. Valid unendorsed motor vehicle driver's license. Analytical skills, classroom management. Computer literacy. Problem solving skills
<u>ENQUIRIES</u>	:	Plan and prepare for lecturing theory and practical. Development of class activities to ensure learner oriented learning. Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical's. Compile assignments, class tests and bulk question memoranda. Design practical assessment instruments and rubrics to ensure unbiased assessment. Literature review and material development Develop, review and update existing material. Provide inputs for curriculum development. Management of administrative tasks.
<u>ENQUIRIES</u>	:	Ms O Sebitloane Tel No: (018) 285 - 0700/10
<u>POST 16/214</u>	:	<u>LECTURER - SYSTEM ADMINISTRATOR REF NO: NWDARD 11/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Taung Agricultural College
<u>DUTIES</u>	:	Grade 12 plus NQF Level 8 in Information Technology / Information Systems/ Computer Science. Minimum of 3 year's working experience in an administration environment. Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records. Good organizing and interpersonal skills. Good verbal and written communication skills.
<u>ENQUIRIES</u>	:	Conduct workshops on the online system continuously to academic staff and students. Process enrolment and admission of student on the IT System. Registration of relevant subjects per semester. Generate proof of registration letters and proof of residence. Print student cards. Generate class lists per subject. Process assessment outcomes on the IT system. Create predicates and publish on the notice boards. Generate and issue student progress reports. Generate academic records /or transcripts. Print certificates for graduates. Prepare reports for council committees and management meetings.
<u>ENQUIRIES</u>	:	Mr MZ Motaung Tel No: (053) 994 9800
<u>POST 16/215</u>	:	<u>LECTURER - IRRIGATION AND WATER USE MANAGEMENT REF NO: NWDARD 12/04/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Taung Agricultural College
<u>DUTIES</u>	:	NQF Level 8 specializing in Agricultural/Irrigation Engineering. At least three (3) years relevant working experience. Proof of contribution towards or publishing scientific agricultural irrigation or crop production papers or other

		related papers will be an added advantage. Computer literacy (MS Office package). A valid driver's license. Fluency in English.
<u>DUTIES</u>	:	Teach and manage learning activities on a range of courses offered in the department. Develop and prepare curricular, course plans, learning material, assignments, activities and assessments for student learning. Participate in infrastructure development of the college in relation to irrigation aspects. Undertake monitoring and assessments of students, course work, project work and examination and maintain up to date and accurate records of their progress and achievements. Provide high quality academic, pastoral and personal support to students. Contribute to student recruitment through participation in marketing and promotional events of the college. Organize student placements and visits in the workplace. Assist the admission, enrolment and induction of students.
<u>ENQUIRIES</u>	:	Mr M Z Motaung Tel No: (053) 994 - 9800
<u>POST 16/216</u>	:	<u>LECTURER - ANIMAL PRODUCTION REF NO: NWDARD 13/04/22</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Taung Agricultural College
<u>REQUIREMENTS</u>	:	NQF level 8 qualification in Agriculture with Animal Production / Science as a specialty. Minimum three (3) years post qualification experience in teaching / training / industry. Computer literacy (Ms Office package). Qualification in Education will be an added advantage. A valid driver's license. Good communication skills. Fluency in English.
<u>DUTIES</u>	:	Presentation of practical and theoretical lectures in animal production. Development and updating of study material in animal production. Plan and carry out assessment of students. Contribute to student recruitment through participation in marketing and promotional events of the College. Render technical advice and support in all animal farming enterprises of the college. Participate in Community outreach engagements
<u>ENQUIRIES</u>	:	Mr MZ Motaung Tel No: (053) 994 – 9800
<u>POST 16/217</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION (GRADE A) - SOIL SCIENCE REF NO: NWDARD 05/04/22</u>
<u>SALARY</u>	:	R316 536 per annum, (OSD)
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Office/Potchefstroom
<u>REQUIREMENTS</u>	:	A National diploma or equivalent B Agriculture as required by OSD. Registration with SACNASP as candidate or Scientific Technician. Technical ability in the conducting of soil research, e.g. soil profiles, sampling, trial layout, data collection and collation. Three (3) year's proven research experience to be appointed as a Scientific Technician Grade A. The ability to work in a team context. A valid driver's licence (at least Code E).
<u>DUTIES</u>	:	Assists Scientist with research and technical support. Implement trials, and maintain and collect data. Maintain equipment and machinery. Transfer technical information. Write reports and articles. Participate in and attend scientific congresses.
<u>ENQUIRIES</u>	:	Dr H Muedi Tel No: (018) 299 - 6500
<u>POST 16/218</u>	:	<u>FARM MANAGER REF NO: NWDARD 07/04/22 (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Ardmoedsvlakte and Taung Experimental Farms
<u>REQUIREMENTS</u>	:	A grade 12 and 3 year National Diploma in Agriculture or a B Agriculture degree. Computer literacy. A minimum of three (3) years appropriate experience in various fields of Agriculture, particularly in extensive cattle farming. Leadership qualities. Ability to work in a team. Livestock farming and water reticulation experience. A valid drivers licence (code E as minimum). Communication, Conflict management, project, financial and people management skills.
<u>DUTIES</u>	:	Implement the short and long-term sub-directorate plans. Support the research activities on the farm. Ensure that grazing/ planted pasture is not damaged by fire and/ or animals. Provide water to animals. Supervise day-to-day activities on the farm. Ensure that health and safety policies and procedures are adhered to. Actively participate in activities associated with workplace health and safety. Sign leave forms and other administration-related requisition. Handle staff EPMDS.

ENQUIRIES : Mr. T.P. Motene Tel No: (018) 299 - 6687

POST 16/219 : **ARTISAN INSTRUCTOR – MECHANICS REF NO: NWDARD 08/04/22**

SALARY : R261 372 per annum (Level 07)
CENTRE : Potchefstroom Agricultural College
REQUIREMENTS : Grade 12 plus an appropriate N6 Certificate in Diesel / Petrol / Motor mechanics with a valid and appropriate Trade Test Certificate as a Diesel/ Petrol/ Motor Mechanic. Minimum of three (3) years' relevant experience in artisan preferably in mechanic. Experience as a facilitator will be an added advantage. A Valid Drivers' Licence preferably code EB. Computer Literacy. Good communication skills. Good Interpersonal Relations. Ability to transfer skills and knowledge.

DUTIES : Provide quality education and training to learners on trade skills programmes. Conduct the evaluation of learners in both formal and non-formal programmes. Maintenance of the college tractors machinery and facilitating mechanisation. Manage the college mechanical workshop. Implement the design and layout of infrastructure for agricultural research purposes. Facilitate the tractor operation skills course. Control assets and consumables. Manage staff members. Carry out the maintenance functions for farm implements and vehicles. Supervision of staff.

ENQUIRIES : Mr T Aphane Tel No: (018) 285 - 0700/ 0719

POST 16/220 : **FARM MANAGER REF NO: NWDARD 14/04/22**

SALARY : R261 372 per annum (Level 07)
CENTRE : Taung Agricultural College
REQUIREMENTS : Grade 12 plus NQF Level 6 Qualification in Agriculture specializing in Plant Production or Mixed Farming. Minimum of three (3) years' experience in management of farm units. A valid driver's license. Computer literacy. Proven technical personnel supervision experience, especially within the public service environment. Ability to communicate in English, Afrikaans or any other language in the North West Province. Ability to work under pressure and willingness to work overtime if necessary.

DUTIES : Management of the farm units, planted pasture, irrigation equipment, infrastructure and facilities. Procurement of goods and services for the farms. Daily overview of trials conducted by various lecturing staff or in collaboration with research institutions. Management of staff and carry out administrative tasks. Supervision of staff.

ENQUIRIES : Mr MZ Motaung Tel No: (053) 994 - 9800