

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- CLOSING DATE** : 22 July 2022 at 16H00
- NOTE** : Applications should be submitted on the prescribed New 2021 Z83 form obtainable from any Public Service Department or on the Internet at www.gov.za. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. Each application for employment (Z83 form) must be duly signed, dated and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The application must include only completed and signed new Form Z83 and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete Part A, B And C Of The Z83 In Full. Applications received after the Closing Date Will Not Be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. The successful candidates must be willing to sign an oath of secrecy with the Department. By virtue of applying you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. A pre-entry certificate obtained from National School of Governance (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 23/383** : **DIRECTOR: HOD SUPPORT REF NO: LDARD 01/06/2022**
- SALARY** : R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.

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| <u>CENTRE REQUIREMENTS</u> | : Head Office: Polokwane. : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification as recognized by SAQA. 5-years' experience at middle/senior management level in the Public Service. A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative and policy framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. Extensive experience in the management and administration of the Office of the HOD. Demonstrated ability to communicate at all levels. Self-driven and ability to work in a highly pressured environment and with sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; Process competencies: Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication. |
| <u>DUTIES</u> | : Provide strategic leadership towards the realization of the objectives of the component by: Co-ordinating and providing administrative and secretarial support services to the HOD, Coordinating and providing a liaison role with the governance and oversight structures, Co-ordinating, monitoring and ensuring the implementation of resolutions of governance and oversight structures. Ensuring proper inter-governmental relations and special projects management, Coordinating the processing of information, plans and reports on the departmental programmes, Managing resources (financial, human and physical) in accordance with relevant directives and legislation. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. |
| <u>POST 23/384</u> | : <u>DIRECTOR: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT REF NO: LDARD 02/06/2022</u> |
| <u>SALARY</u> | : R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : Head Office: Polokwane. : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Risk Management/Internal Auditing or equivalent appropriate tertiary qualification as recognised by SAQA. 5 years' experience at a middle management or senior management level in the Public Service in Risk Management environment. A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative and policy framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. An understanding of corporate governance in all spheres of Government. Demonstrated ability to communicate at all levels. Self-driven and ability to work in a highly pressured environment and with sense of urgency to meet deadlines, Responsiveness, Pro-activeness, Professionalism, Flexibility, Team player. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; Process competencies: Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication. |
| <u>DUTIES</u> | : Provide strategic leadership towards the realization of strategic goals and objectives of the Component by: Providing guidance and advice on risk implications of management decisions, Developing and monitoring the implementation of policies, acts and regulations in relation to Risk, Anti-Corruption & Integrity Management, Ensuring proper and timeous reporting to governance and oversight committees, Continuously advising on improvements on internal control systems to mitigate risks through corruption and fraud prevention and integrity management strategies, Serving in relevant inter-governmental structures, Establishing, maintaining and ensuring good working relationship between the department and relevant stakeholders, |

ENQUIRIES : Managing and utilizing resources (financial, human and physical) in accordance with relevant directives and legislation.
APPLICATIONS : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/385 : **DIRECTOR: ENGINEERING AND INFRASTRUCTURE DEVELOPMENT SERVICES REF NO: LDARD 03/06/2022**

SALARY : R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.

CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Engineering as recognized by SAQA. 5 years' experience at a middle/senior management level in Public Service in the field of Agriculture/ Civil/ Structural Engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. Sound and in-depth experience and knowledge of relevant legislative, prescripts, and application of engineering practices and procedures such as Engineering Act, Resource Conservation Act, Occupational Health and Safety Act, Water Act, Environmental Conservation Act, CIDB Contract and Regulations, General Conditions of Contract (GCC). Knowledge and utilization of CAD and GIS software programmes. Knowledge and application of systems and procedures relating to farm structures and mechanisation. Sound and in-depth experience and knowledge of relevant legislative, prescripts, and application of engineering practices and procedures such as Engineering Act, Water Act, Resource Conservation Act, Occupational Health and Safety Act, Environmental Conservation Act, CIDB ACT and Regulations, General Conditions of Contract (GCC). Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change management. Process competencies: Service and Innovation, Knowledge Management, Problem Solving Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Provide strategic leadership towards the realization of strategic goals and objectives of the Component by: Managing planning, implementation, monitoring and reporting thereof of agricultural engineering projects to enable agricultural production across the value-chain, Coordinating and ensure effective functioning of relevant structures, such as Coordinating Committee on Agricultural Water Use (CCAW), etc. that support the execution of the department's mandate in relation to agricultural infrastructure development and support, Serving and representing the department in relevant inter-governmental structures, Providing a liaison role with relevant stakeholders, Managing the resources of the Component (Financial, Human and Physical) in accordance with relevant directives and Legislations.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

OTHER POSTS

POST 23/386 : **GISc PROFESSIONAL GRADE A REF NO: LDARD 04/06/2022**

SALARY : R666 558 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus a 4 year B degree in GISc. 6 years post qualification GISc professional experience required. A valid driver's licence (with exception of people with disabilities) (Attach proof). Compulsory registration with PLATO or

South African Geomatics Council (attach proof). Knowledge, skills and competencies and Technical: Programme and project management. GIS, legal and operational compliance and GIS Implementation. Standards development. Policy formulation. GIS operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling design and analysis knowledge. Research and development. GIS applications. Creating high performance culture. Technical consulting. Professional judgment. Accountability. **GENERIC:** Strategic management and direction. Problem solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills and Change management.

DUTIES : Research, design, develop and implement innovative GIS technology and applications towards the achievement of the strategic objective of the organization. Provide GISc to support institutional decision making. Provide policy making and institutional strategic advice and guidance. Conduct research. Project and Financial Management.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/387 : **ENGINEER PRODUCTION GRADE A (03 POSTS)**

SALARY : R728 829 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE : Head Office: Ref No: LDARD 05/06/2022 (01 post)
 Mopani District: Ref No: LDARD 06/06/2022 (01 post)
 Waterberg: Ref No: LDARD 07/06/2022 (01 post)

REQUIREMENTS : Grade 12 plus Engineering Degree (B Eng./ BSC Eng. Compulsory registration with ECSA as Professional Engineer (Proof of registration must be attached). 6 years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Agricultural Engineering on planning, design, development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.

DUTIES : Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management on RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend to Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure a sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.

ENQUIRIES : Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
 Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523

APPLICATIONS : **Limpopo Head office** : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
Mopani: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture

and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

POST 23/388 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (PMDS) REF NO: LDARD 08/06/2022**

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE REQUIREMENTS : Head Office: Polokwane.

: Grade 12 plus a NQF level 6 Qualifications in Public Management, Human Resource Management or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within PMDS. PERSAL certificate / results (Attached Proof). A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Proven management experience with Program and Project Management skills, Conflict management and change management skills. Report writing, Communication and Financial management skills. Experience and knowledge in Performance Management Development System. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience and insight into legislation which impacts on performance management and development systems. Thorough understanding of policy analysis and development.

DUTIES : Manage performance management and development system. Monitor, evaluate and align the PMDS with the needs of the department. Manage synergy and linkage between performance and developmental plans. Manage and monitor performance agreements, reviews and compliance. Develop and manage the implementation of PMDS practices, procedures, guidelines, policies and ensure compliance with legislation. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES APPLICATIONS : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000
: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccadd Street, Polokwane, 0699.

POST 23/389 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND UTILISATION REF NO: LDARD 09/06/2022**

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE REQUIREMENTS : Head Office: Polokwane.

: Grade 12 plus a NQF 6 Qualifications in Human Resource Management/ Human Resource Development/ Public Management or Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within HRM. PERSAL certificate / results (Attached Proof). A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on human resource provisioning. People management. Financial management. Problem solving. Planning & organising. Time management. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills.

DUTIES : Manage recruitment and selection. Manage appointments. Manage transfers and debts, translations, counter offers and secondments. Manage the restructuring of packages of SMS & MMS. Manage and utilise resources

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| | | (Financial, Human and Physical) in accordance with relevant directives and legislations. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. |
| <u>POST 23/390</u> | : | <u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: LDARD 10/06/2022</u> |
| <u>SALARY</u> | : | R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Polokwane. Grade 12 plus NQF 6 Qualifications in Labour Relations or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Employee Relations. A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Problem solving and conflict management skills. Strategic capability and Leadership skills. Proven management experience, Report writing, Communication and Financial management skills. Knowledge of the Public Service Regulations, Acts, Policies and Procedures. Knowledge of Prescripts governing Labour Relations, (BCEA, LRA, EEA, PSA, SDA); Disputes Resolution Procedures. Knowledge of Collective Bargaining Processes. |
| <u>DUTIES</u> | : | To manage misconduct and grievance cases. Coordinate and handle dispute cases. Manage and monitor management of the discipline, grievance or incapacity policies or guidelines. Collective bargaining. Supervise employees to ensure an effective Employee Relations management service and undertake all administrative functions required with regard to financial and HR administration. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000 Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. |
| <u>POST 23/391</u> | : | <u>DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (05 POSTS)</u> |
| <u>SALARY</u> | : | R882 042 per annum (Level 12), all-inclusive package to be structured in Accordance with MMS dispensation. |
| <u>CENTRE</u> | : | Mopani East: Ref No: LDARD 11/06/2022 (01 post) Mopani North: Ref No: LDARD 12/06/2022 (01 post) Vhembe District: Ref No: LDARD 13/06/2022 (01 post) Waterberg West: Ref No: LDARD 14/06/2022 (01 post) Sekhukhune District: Ref No: LDARD 15/06/2022 (01 post) |
| <u>REQUIREMENTS</u> | : | Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver's licence (with exception of people with disabilities). (Attach copy). Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge, skills and competencies: Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills. |
| <u>DUTIES</u> | : | Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and |

animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resource. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

- ENQUIRIES** : Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523
Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- APPLICATIONS** : **Mopani District:** Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510
Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or hand delivered to: Makwarela Government offices
Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices
- POST 23/392** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: LDARD 16/06/2022**
- SALARY** : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Vhembe District.
- REQUIREMENTS** : Grade 12 plus NQF 6 Qualifications in Financial Management/Accounting/Auditing/Supply Chain Management and/ or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Financial Management Services. Valid driver's licence (with exception of people with disabilities). (Attach proof). Knowledge, skills and competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on financial management. Proven extensive experience in financial planning, budgeting, reporting, revenue, expenditure management, accounting, supply chain management and assets management. Thorough understanding of policy analysis and development, People management. Financial management. Problem solving. Planning organizing, Time management. Policy analysis and development. Good communication skills; Group dynamics. Diversity management. Facilitation and coordination skills. Leadership skills.
- DUTIES** : Manage the financial planning, budgeting and reporting. Manage financial revenue, expenditure management and accounting. Manage the provision of supply chain management. Manage asset and inventory. Manage and utilise resources (Financial, Human and Physical) in accordance with relevant directives and legislations.
- ENQUIRIES** : Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forwarded to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices
- POST 23/393** : **DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO: LDARD 17/06/2022**
- SALARY** : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Head Office: Polokwane.
- REQUIREMENTS** : Grade 12 plus NQF 6 Qualifications in Transport Management/ Transport Economics/Logistics Management or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Fleet Management. A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on fleet management. Thorough understanding of policy analysis and development. Program and Project Management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Leadership skills. Facilitation and Coordination skills.
- DUTIES** : To manage provisioning of GG and subsidized vehicles. Manage maintenance of GG and subsidized vehicles. Manage the acquisition of GG and subsidized vehicles. Ensure effective management of vehicles register. Manage internal control systems. Manage inspection of GG and subsidized vehicles. Manage and utilise Resources (Human and Physical) in accordance with relevant directives and legislations.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- POST 23/394** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDARD 18/06/2022**
- SALARY** : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE** : Sekhukhune District.
- REQUIREMENTS** : Grade 12 plus NQF level 6 Qualifications in Human Resource Management/ Human Resource Development/ Public Management or Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within HRM. A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on human resource provisioning. People management. Financial management. Problem solving. Planning & organising. Time management. Policy analysis and development, good communication skills. Group dynamics. Diversity management. Facilitation and co-ordination skills. Leadership skills.
- DUTIES** : Manage the provision of Human Resource Services. Manage Human Resource development and transformation services. Manage the provision of facilities and record management. Manage and utilise resources (Financial, Human and Physical) in accordance with relevant directives and legislations.
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices

POST 23/395 : **DEPUTY DIRECTOR: GOVERNANCE AND COMPLIANCE REF NO: LDARD 19/06/2022**

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office: Polokwane

REQUIREMENTS : Grade 12 plus NQF level 6 Qualifications Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Governance and Compliance. Proven management competencies. Competent knowledge in computer applications and writing skills. Valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of Public Finance Management Act (PFMA). Financial management skills. Communication skills. Conflict management skills. Policy analysis skills. Report writing skills.

DUTIES : Manage compliance audits. Manage the implementation of audit findings. Manage the co-ordination and consolidation of management letters/response. Co-ordinate audit steering committee meetings.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATION : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/396 : **STATE VETERINARIAN (03 POSTS)**

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Mokopane Laboratory Service: (Ref No: LDARD 20/06/2022) (01 post)
Mopani District: (Ref No: LDARD 21/06/2022) (01 post)
Vhembe District: (Ref No: LDARD 22/06/2022) (01 post)

REQUIREMENTS : Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council and a valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.

DUTIES : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.

ENQUIRIES : Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000
Vhembe District: Ms. Rathogwa M, Ms. Mashau VR Tel No: 015 963 2005
Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

APPLICATIONS : **Polokwane:** Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices
Mopani District: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

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| <u>POST 23/397</u> | : | <u>CONTROL ENGINEERING TECHNICIAN (04 POSTS)</u> |
| <u>SALARY</u> | : | R452 895 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation. |
| <u>CENTRE</u> | : | Head Office: Ref No: LDARD 23/06/2022 (01 post) Waterberg District: Ref No: LDARD 24/06/2022 (01 post) Sekhukhune District: Ref No: LDARD 25/06/2022 (01 post) Vhembe District: Ref No: LDARD 26/06/2022 (01 post) |
| <u>REQUIREMENTS</u> | : | Grade 12 plus a National Diploma or Bachelor's degree in Engineering or equivalent qualification as recognised by SAQA. Registration with the Engineering Council of South Africa as a Professional Engineering Technician (Please attach a certified copy of Registration and proof of payment for registration 2022). 06 years' appropriate experience and valid driver's licence. (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Project management, technical design and analysis knowledge, Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting networking. Professional judgement. Problem solving and analysis. Decision making Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising People management. |
| <u>DUTIES</u> | : | Manage and control the planning and design of infrastructure, irrigation and mechanisation (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilisation plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanisation projects. Render a technical advisory service to stake holders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions. |
| <u>ENQUIRIES</u> | : | Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005 Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523 |
| <u>APPLICATIONS</u> | : | Polokwane: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or hand delivered to: Makwarela Government offices Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510 |
| <u>POST 23/398</u> | : | <u>CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 27/06/2022</u> |
| <u>SALARY</u> | : | R477 090 per annum (Level 10) |
| <u>CENTRE</u> | : | Mopani District |
| <u>REQUIREMENTS</u> | : | Grade 12 plus NQF level 6 Qualifications in Animal Health and registration with South African Veterinary Council (attach certified copy). Valid driver's licence (with exception of people with disabilities) (Attach proof). Minimum of 3 years' relevant experience in Animal Health. Knowledge, Skills and Competence: Knowledge of acts related to animal health, report writing skills. Knowledge of difference animal diseases. Thorough knowledge of the Animal Disease Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international trade and associated legislations. |

- DUTIES** : Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.
- ENQUIRIES** : Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
- POST 23/399** : **LEGAL ADMINISTRATION OFFICER MR6 REF NO: LDARD 28/06/2022 (02 POSTS)**
- SALARY** : R480 927 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus an appropriate LLB degree or any 04 years' legal qualification. At least 05 years' appropriate post qualification legal experience. Admission as an Attorney/ Advocate of the High Court of South Africa will be an added advantage. Driver's licence (with exception of people with disabilities) (attach proof). Computer proficiency skills will be tested. Knowledge, Skills and Competencies: Thorough understanding of the Constitution, Administrative Law, Knowledge of the South African Judicial System, Interpretation of Statutes, Financial Management and Public Finance Management Act (PFMA) and all relevant legislation in the Public Service. Exposure to the legislation guiding the agricultural sector will be an advantage. Experience in providing litigation support in court cases for and against the Department. Ability to work under pressure. Research and planning skills as well as innovative and developed analytical thinking skills. Practical experience in the drafting, interpreting and scrutiny of contracts.
- DUTIES** : Advise the Department on exercising its statutory responsibilities in order to avoid and minimise litigation risks. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions. Scrutinise legislation guiding the Department and provide assistance during the legislative process. Deal with litigation on behalf of the Department through the State Attorney. Scrutinise contracts/agreement/ MoU and comply with the prescribed procedure for the conclusion of binding documents. Provide support in Departmental Technical Committees. Development of reports and general Legal Administrative Work.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- POST 23/400** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: LDARD 29/06/2022 (02 POSTS)**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus NQF level 6 Qualifications in Labour Relations or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' appropriate experience in Labour Relations at supervisory position. A valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Problem solving and conflict resolution. Strategic capability and Leadership skills. Report writing, Communication and Financial management skills. Knowledge of the Public Service Regulations, Acts, Policies and Procedures. Knowledge of Prescripts governing Labour Relations, (BCEA, LRA, EEA, PSA, SDA); Disputes Resolution Procedures. Knowledge of Collective Bargaining Processes.

- DUTIES** : To manage misconduct cases. Manage grievance cases. Coordinate and handle dispute cases. Collective bargaining. Supervise employees to ensure an effective Employee Relations management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES APPLICATIONS** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- POST 23/401** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDARD 30/06/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus NQF level 6 Qualifications in Organisation and Workstudy Management Services, Production Management, Operations Management, Industrial and Organisational Psychology or HR Management, HR Development, Public Management/ Administration with minimum 3 years' experience in organisational development/ workstudy and job evaluation supplemented by short course in Organisational Design. Certificate in Job Evaluation Analysis is compulsory. At least (3) years relevant experience in organisational development at supervisory level. A valid driver's license (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. Experience in organisational development practices, Business process re-engineering, Job evaluation system, job descriptions & job profile development, Work-study techniques (Method study and work measurement). Understanding of Amended 2015 Directive on changes to organisational structures by Departments. Skills: People management, financial management, Problem solving, Planning & organizing, Time management, Policy analysis, Good communication skills, Facilitation skills; Presentation skills; Coordination skills; Responsiveness; Personal attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive, Willingness to work under changing and difficult circumstances.
- DUTIES** : Design, develop, review and maintain strategic focused organisational structure. Facilitate and coordinate the development of job descriptions and job profiles. Facilitate the process of job evaluation for job grading. Conduct business process management and improvement. Supervise subordinates and utilise resources (financial, human and physical) in accordance with relevant directives.
- ENQUIRIES APPLICATIONS** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- POST 23/402** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING & UTILISATION REF NO: LDARD 31/06/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus a NQF level 6 Qualifications in Human Resource Management / Human Resource Development / Public Management or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' relevant experience in Human Resource Services/Management at supervisory position. Valid driver's licence (with exception of people with disabilities) (Attach proof). PERSAL certificate / Results (Attach proof). Computer proficiency skills will be tested. Knowledge, Skills and Competencies: Knowledge of enabling legislations (BCEA, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relations Act and PFMA). Completion of PERSAL course relating to Human Resource

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| | | Management. Report writing skills. Willingness to work outside normal working hours. |
| <u>DUTIES</u> | : | Manage the advertisement of posts. Facilitate recruitment processes, e.g. selection, appointments and etc. Support and advise the line managers and districts with regard to recruitment and selection processes. Compile reports on filling of the advertised posts. Development and review of human resources policies and systems. Manage the structuring/restructuring of MMS and SMS packages. Manage upgraded posts from job evaluation. Management of transfers and translations. |
| <u>ENQUIRIES</u> | : | Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 |
| <u>APPLICATIONS</u> | : | Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. |
| <u>POST 23/403</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING & UTILISATION (02 POSTS)</u> |
| <u>SALARY</u> | : | R382 245 per annum (Level 09) |
| <u>CENTRE</u> | : | Mopani District: Ref No: LDARD 32/06/2022 (01 post) Waterberg District: Ref No: LDARD 33/06/2022 (01 post) |
| <u>REQUIREMENTS</u> | : | Grade 12 plus NQF level 6 Qualifications in Human Resource Management / Human Resource Development and Public Management or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' relevant experience in Human Resource Provision and Utilization at supervisory position. Computer literacy: Word, Excel, PowerPoint. PERSAL Certificate / Results (attach proof). Valid driver's licence (with exception of people with disabilities). (Attach proof). Knowledge, Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, Employment Equity Act, BCEA and other relevant legislations. Good verbal and written communication skills. Good interpersonal relations and ability to communicate with stakeholders at all levels. Time management. Problem solving. People management. Policy analysis. |
| <u>DUTIES</u> | : | Management of Human Resource Provisioning and Utilization in the District. Coordinate Conditions of Service. Coordinate the updating of post structure. Coordinate Human Resource Planning and Equity. |
| <u>ENQUIRIES</u> | : | Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523 |
| <u>APPLICATIONS</u> | : | Mopani District Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826 Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510 |
| <u>POST 23/404</u> | : | <u>IT NETWORK ADMINISTRATOR REF NO: LDARD 34/06/2022</u> |
| <u>SALARY</u> | : | R382 245 per annum (Level 09) |
| <u>CENTRE</u> | : | Sekhukhune District |
| <u>REQUIREMENTS</u> | : | Grade 12 plus NQF level 6 Qualifications in Information Technology or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years' experience in supervisory position. Valid drivers' licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Knowledge of Cisco Switches. Network cabling. Microsoft exchange and office suite. BAS, PERSAL AND LOGIS. Knowledge management. Communication. Reporting. Advanced computer literacy. Problem solving. Creativity. Flexibility. Team player. Responsiveness. |
| <u>DUTIES</u> | : | Manage Network. Provide IT Technical Support. Manage IT Assets. Manage Software Applications. |
| <u>ENQUIRIES</u> | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 |
| <u>APPLICATIONS</u> | : | Applicants must quote the relevant reference number on the application and forward The Director: Sekhukhune District, Limpopo Agriculture and Rural |

Development, Private Bag X01 Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices

- POST 23/405** : **ANIMAL HEALTH TECHNICIAN (02 POSTS)**
- SALARY CENTRE** : R321 543 per annum (Level 08)
: Mopani District: Ref No: LDARD 35/06/2022 (01 post)
: Vhembe District: Ref No: LDARD 36/06/2022 (01 post)
- REQUIREMENTS** : Grade 12 plus NQF level 6 Qualification in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. A paid-up registration with the South African Veterinary Council as Animal Health Technician (Please attach a certified copy of Registration and proof of payment for registration 2022). A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
- DUTIES** : Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.
- ENQUIRIES** : Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
: Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices
- POST 23/406** : **IT TECHNICIAN (REF NO: LDARD 37/06/2022)**
- SALARY CENTRE** : R321 543 per annum (Level 08)
: Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus NQF level 6 Qualifications in Information Technology or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 year experience in Information Technology Support. A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Knowledge of Microsoft Windows and Operating system environment. Knowledge of SITA Act and Information Technology Infrastructure Library (ITIL). Strong communications skills. LAN and WAN Technology and protocol. Report writing skills. Problem analysis and analytical thinking.
- DUTIES** : Provide Technical Support. Maintain Active Directory (AD) and Call Manager. Attend all calls logged on the Service desk system. Install transversal systems.
- ENQUIRIES** : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/407 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING & UTILISATION REF NO: LDARD 38/06/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Mopani District
: Grade 12 plus NQF level 6 Qualifications in Human Resource Management / HRD or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years' experience in Human Resource Services. Knowledge, Skills and Competencies: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills, PERSAL Literacy will an added advantage.

DUTIES : Identification of budgeted vacant posts to be advertised. Writing of submission of budgeted vacant posts to Head Office for advertisement. Distribution of circulars for advertised posts. Receiving, scheduling of applications, short-listing, interviews, invitations of candidates for interviews and formation of panel members. Provision of secretariat services. Implement appointment on PERSAL. Notification of successful candidates and reporting of assumption of duty. Handling of transfers and translations. Handling of acting on higher posts. Capturing of probationary reports. Handling of exit interviews. Development of EE report, Updating of post establishment and vacancy rate.

ENQUIRIES : Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

POST 23/408 : **SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: LDARD 39/06/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Mopani District
: Grade 12 plus NQF level 6 Qualifications in Human Resource Management / HRD or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years' experience in Human Resource Services. Knowledge, Skills and Competencies: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills, PERSAL Literacy will an added advantage (Attach proof).

DUTIES : Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL.

ENQUIRIES : Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

POST 23/409 : **SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: LDARD 40/06/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Mopani District
: Grade 12 plus NQF level 6 Qualifications in Financial Management/Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years' experience in Financial Management Services. Knowledge, Skills and Competencies: Knowledge of legislative framework (PFMA, PPPFA and Treasury Regulations). Knowledge of PERSAL and BAS.

DUTIES : Payment of salary related claims in PERSAL. Administer payroll. Supervise collection of revenue. Administer debt files and ensure recovery of debts. Capturing of revenue receipts in BAS. Prepare debt collection report monthly. Conduct inspection of revenue collection points within the district.

ENQUIRIES : Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural

Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

- POST 23/410** : **AGRICULTURAL ADVISOR: ANIMAL PRODUCTION) (05 POSTS)**
(Twelve months fixed term contract)
- SALARY CENTRE** : R321 543 per annum (Level 08) plus 37% in lieu of benefits
: Waterberg District: Bela-Bela Ref No: LDARD 41/06/2022 (01 post)
Mogalakwena Ref No: LDARD 42 (01 post)
Mopani District: Tzaneen- Berlyn Service Centre Ref No: LDARD 43/06/2022 (01 post)
Capricorn District: Eldorado Service Centre (Ref No: LDARD 44/06/2022) (01 post); My Darling Service Centre (Ref No: LDARD 45/06/2022) (01 post)
- REQUIREMENTS** : Grade 12 plus NQF level 7 Qualifications in agriculture /Animal Production or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A Valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organizing, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like animal production. Establish networks and linkages with all stakeholders, keep relevant database up to date such as famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care, etc.
- ENQUIRIES** : Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: 015) 632 8619
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523
- APPLICATIONS** : **Mopani District:** Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
Capricorn District: Applicants must quote the relevant reference number on the application and forward to The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices
Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

- POST 23/411** : **AGRICULTURAL ADVISOR: CROP PRODUCTION (09 POSTS)**
(Twelve months fixed term contract)
- SALARY CENTRE** : R321 543 per annum (Level 08) plus 37% in lieu of benefits.
: Waterberg District: Modimolle-Mookgophong Ref No: LDARD 46/06/2022 (01 post)
Mopani District: Tzaneen- Berlyn Service Centre Ref No: LDARD 47/06/2022 (01 post)
Letaba-Bellevue Service Centre Ref No: LDARD 48/06/2022 (01 post)
Sekhukhune District: Elias Motsoaledi - Sempupuru Service Centre Ref No: LDARD 49/06/2022 (01 post)
Makhuduthamaga-Nebo Service Centre Ref No: LDARD 50/06/2022 (01 post)
Tubatse - Strydkraal Service Centre Ref No: LDARD 51/06/2022 (01 post)
Vhembe District: Thulamela Ref No: LDARD 52/06/2022 (01 post)
Collins Chabane Ref No: LDARD 53/06/2022 (01 post)
Musina Ref No: LDARD 54/06/2022 (01 post)
- REQUIREMENTS** : Grade 12 plus NQF level 7 Qualifications in agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A Valid driver's license (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for the organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like crop production. Establish networks and linkages with all stakeholders, keep relevant database up to date, such as farmers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care, etc.
- ENQUIRIES** : Mopani District: Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005
Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Waterberg District: Mr. Matjiu SK ((014) 717 4949 or Ms. Malatji MA (014) 717 2523
- APPLICATIONS** : **Mopani District:** Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices

Capricorn District: Applicants must quote the relevant reference number on the application and forward to The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices

Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices

Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

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| <u>POST 23/412</u> | : | <u>ADMINISTRATIVE CLERK (02 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R176 310 per annum (Level 05) Head Office: Corporate Services Ref No: LDARD 55/06/2022 (01 post) Financial Management Ref No: LDARD 56/06/2022)(01 post). |
| <u>REQUIREMENTS</u> | : | A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation. |
| <u>DUTIES</u> | : | Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. |

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply



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| <u>APPLICATIONS</u> | : | Applications for Head Office should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030. Capricorn: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane, 0699 Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Old Parliament Building Thohoyandou Waterberg: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle Mopani: The District Director, Private Bag X9689, Giyani, 0826 or hand delivered at Unigaza Road Giyani. Please note that the positions advertised at following institutions should be addressed to the Districts as follows: Tubatse Children's home should be addressed to Sekhukhune District, Sekutupu to Capricorn District, Irish Home to Mopani District, Thohoyandou Children's home and Mtsweteni Children's home to Vhembe District |
| <u>CLOSING DATE</u> | : | 15 July 2022 at 16h00 |
| <u>NOTE</u> | : | Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a duly completed Z83 application for employment form, and a detailed Curriculum Vitae. Z83 forms is obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za . Certified copies of qualifications and other relevant |

documents will be required to be submitted when shortlisted on or before the interview. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship, and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

- POST 23/413** : **MANAGER SOCIAL WELFARE SERVICES REF DSD /2022/08 (1 POST)**
- SALARY** : R806 811 per annum (All-Inclusive Remuneration Package)
CENTRE : Capricorn District
REQUIREMENTS : Qualifications and Competencies: A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as Social Worker with the South African Council for Social Service Professions. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.
- DUTIES** : Key Performance Areas: Provide Social Work services of the highest, most advanced and specialised nature within the District, Manage Social Work Programmes in the District, Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/414** : **MANAGER: SOCIAL WORK POLICY: FOSTER CARE REF DSD/2022/09 (1 POST)**
- SALARY** : Grade 1: R806 811 per annum, (All-Inclusive Remuneration Package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Qualifications and Competencies: A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions of which five (05) years must be appropriate experience in social work policy development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.
- DUTIES** : Key Performance Areas: Maintain foster care and adoption stakeholder structures. Monitor foster care and adoption placement processes and procedures. Keep up to date with the new developments in the social work field. Capacitate social workers and social auxiliary workers on foster care processes. Capacitate social workers on adoption report writing. Monitor and study the social service legal and policy framework continuously.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/415 : **MANAGER: SOCIAL WORK POLICY: HIV/AIDS REF DSD/2022/10 (1 POST)**

SALARY : Grade 1: R806 811 per annum, (all-inclusive remuneration package)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Qualifications and Competencies: A Bachelor's Degree in Social Work as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a Social Worker with the South African Council for Social Service Professions of which five (05) years must be appropriate experience in social work policy development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Ability to compile complex reports. Knowledge of relevant programmes in Social Work. Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. White paper for social welfare services.

DUTIES : Key Performance Areas: Ensure compliance with guidelines and frameworks in the management of HIV/AIDS programs. Keep up to date with the new developments in the social work filed. Capacitate social workers and relevant stakeholders on HIV/AIDs programs. Implement HIV/AIDs promotion programs. Coordinate social relief of distress programs. Monitor and study the social service legal and policy framework continuously. Ensure provision of community-based care services.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/416 : **MANAGER: COMMUNITY DEVELOPMENT REF: DSD/2022/11 (4 POSTS)**

SALARY : Grade 1: R806 811 per annum, (all-inclusive remuneration package):
CENTRE : Capricorn (1 Post)
Waterberg (1 Post)
Sekhukhune (1 Post)
Vhembe (1 Post)

REQUIREMENTS : Qualifications and Competencies: A Bachelor's degree in developmental studies/ social sciences or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' recognisable experience in community development after obtaining the required qualification. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills

DUTIES : Key Performance Areas: Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage and monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/417 : **DEPUTY DIRECTOR: HEAD OF THE INSTITUTION, REF DSD/2022/12 (1 POST)**

SALARY : R744 255 per annum; (Level 11)(all -inclusive remuneration package)
CENTRE : Thohoyandou/Mtsweteni Children's Home

- REQUIREMENTS** : Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Three (03) to Five (05) years' experience at management level. A valid driver's license (with exception of persons with disabilities. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act. Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach.
- DUTIES** : Key Performance Areas: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human].
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/418** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION: MEC'S OFFICE REF NO: DSD/2022/13 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R744 255. per annum, (Level 11)
: Head Office: Polokwane
: Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/Social Sciences. Three (03) to Five (05) years' experience at management level. A valid driver's license. (with exception of persons with disabilities. Competencies: Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC') portfolio; Proven management competencies; Working knowledge of the political and parliamentary process in South Africa, Computer Literacy. Knowledge And Skills: Organizational communication effectiveness; Developing others; Planning and organizing; Problem solving and decision-making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the administrative and coordination activities within the office of the Member of the Executive Council(MEC);Liaise with internal and external role players with regard to matter relating to the portfolio of the Member of the Executive Council(MEC) Render executive council support service of the Member of the Executive Council(MEC)Supervise employees.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/419** : **DEPUTY DIRECTOR: CORPORATE SERVICES, REF DSD/2022/14 (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R744 255. per annum,(Level 11) (All-Inclusive Remuneration Package):
: Capricorn (1 Post)
: Sekhukhune (1 Post)
: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/HRM/HRD/Employee Relations 3 – 5 years' appropriate experience in any of the Corporate Services units. Knowledge of one or more of the following will be an added advantage: Human Resource Management/ Development, Labour Relations and project Management. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. Persal literacy
- DUTIES** : Key Performance Areas: Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Labour Relations. Manage and ensure effective and efficient logistical services. Formulate and manage the component's budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/420 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY, REF: DSD/2022/15 (1 POST)**

SALARY CENTRE REQUIREMENTS : R744 255. per annum,(Level 11) (All-Inclusive Remuneration Package):
: Head Office, Polokwane
: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years' appropriate experience in Information Technology. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills.

DUTIES : Key Performance Areas: Develop the business plan in line with the strategic objectives of the department. Drive innovation and use of information technology. Manage and implement national legislation on Information Technology. Manage the development, upgrading, maintenance and updating of IT systems and network. Develop partnerships and network with relevant stakeholders. Manage resources (physical, human and financial). Manage, monitor and advise on the appropriate information technology infrastructure. Ensure delivery of all IT services through the management of service level agreements with the outsourced service partners.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/421 : **SOCIAL WORK SUPERVISOR GRADE 1 (15 POSTS)**

SALARY CENTRE : Grade 1: R389 991.per annum
: CAPRICORN DISTRICT
Blouberg Ref No: DSD/2022/16 (1 Post)
Molemole Ref No: DSD/2022/17 (1 Post)
Aganang Ref No: DSD/2022/18 (1 Post)
SEKHUKHUNE DISTRICT
Elias Motsoaledi Ref No: DSD/2022/19 (1 Post)
Ephraim Mogale Ref No: DSD/2022/20 (1 Post)
Fetakgomo Ref No: DSD/2022/21 (1 Post)
VHEMBE DISTRICT
Thulamela Ref No: DSD/2022/22 (1 Post)
Makhado Ref No: DSD/2022/23 (1 Post)
Collins Chabane Ref No: DSD/2022/24 (1 Post)
MOPANI DISTRICT
Maruleng Ref No: DSD/2022/25 (2 Posts)
Ba-Phalaborwa Ref No: DSD/2022/26 (1 Post)
WATERBERG DISTRICT
Thabaleshoba Ref No: DSD/2022/27 (1 Post)
Bakenburg Ref No: DSD/2022/28 (1 Post)
Phagameng Ref No: DSD/2022/29 (1 Post)

REQUIREMENTS : Qualifications and Competencies: Recognized Bachelor's degree (NQF7) in Social Work. A minimum experience of seven (07) years in social work after registration with the SACSSP. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence. (With exception of persons with disabilities. Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES : Key Performance Areas: Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of

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| | | social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations. |
| <u>ENQUIRIES</u> | : | General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426 |
| <u>POST 23/422</u> | : | <u>ASSISTANT DIRECTOR: HEAD OF THE INSTITUTION, REF DSD/2022/30 (2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R382 245.00 Per Annum; (Level 9) |
| | : | Mopani: Irish Home (1 Post) |
| | : | Tubatse Children's Home (1 Post) |
| <u>REQUIREMENTS</u> | : | Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Two (02) to three (03) year's experience in supervisory level. A valid driver's license (with exception of persons with disabilities. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act. Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach |
| <u>DUTIES</u> | : | Key Performance Areas: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human]. |
| <u>ENQUIRIES</u> | : | General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426 |
| <u>POST 23/423</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF: DSD/2022/31 (2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R382 245 per annum, (Level 9) |
| | : | Mopani (1 Post) |
| | : | Sekhukhune (1 Post) |
| <u>REQUIREMENTS</u> | : | Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Financial Management/ Business Management. 2 – 3 years' appropriate experience in Supply Chain Management field. A valid driver's licence. (with exception of persons with disabilities. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Assist in developing the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective asset management. Provide purchasing and stores management. Provide transport management services within the institution. Provide logistical support services. Manage and utilise human resource in accordance with relevant directives and legislation. |
| <u>ENQUIRIES</u> | : | General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426 |
| <u>POST 23/424</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETING, REF DSD:2022/32, (1 POST)</u> |
| <u>SALARY CENTRE</u> | : | R382 245 per annum, (Level 9) |
| | : | Mopani |
| <u>REQUIREMENTS</u> | : | Qualifications and Competencies: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management. Three (03) years of experience at lower managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities. Knowledge And Skills Knowledge and understanding of National Treasury prescripts (PFMA, Treasury Regulations, Modified Cash Standards, National Treasury Instruction Notes etc.). Knowledge of BAS and LOGIS. Communication skills. Presentation skills. Analytical thinking. Computer Literacy. |

- DUTIES** : Key Performance Areas: Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Manage payments. Manage monthly creditor's reconciliation. Compile reports and submission relating to expenditure and accounts. Provide support to institutions on payments and related matters. Manage resources (Financial and Physical) .
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/425** : **INFORMATION TECHNOLOGY TECHNICIAN REF:DSD/2022/33 (4 POSTS)**
- SALARY CENTRE** : R382 245.per annum, (Level 9)
: Mopani (1 Post)
: Vhembe (1 Post)
: Waterberg (1 Post)
: Sekhukhune (1 Post)
- REQUIREMENTS** : Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years' appropriate experience in Information Technology. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Knowledge and understanding of procurement procedures, standards, regulations and tender procedures
- DUTIES** : Key Performance Areas: Implement the business operational plan in line with the strategic objectives of the department. Implement national legislation on Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate information technology infrastructure.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/426** : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 REF: DSD/2022/34 (5 POSTS)**
- SALARY CENTRE** : Grade 1: R369 258 per annum
: Capricorn (Polokwane-Mankweng) (1 Post)
: Sekhukhune (Ephraim Mogale) (1 Post)
: Vhembe (Thulamela) (1 Post)
: Waterberg (Modimolle-Mookgopong) (1 Post)
: Mopani (Greater Letaba) (1 Post)
- REQUIREMENTS** : Qualifications and Competencies: Appropriate three (3) years tertiary qualification (An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA). A minimum experience of seven (07) years in Community Development. A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of relevant programmes in Community Development. People management and empowerment
- DUTIES** : Key Performance Areas: Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery. Enquiries:
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/427** : **PROFESSIONAL NURSE: REF DSD/2022/35 (1 POST)**
- SALARY CENTRE** : Grade1: R260 760.per annum
: Thohoyandou Children's Home

- REQUIREMENTS** : Qualifications and Competencies: Basic R425 qualification i.e Diploma/ Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and another relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy.
- DUTIES** : Key Performance Areas: Provide direction and supervision for the implementation of the Nursing plan (Clinical practice and quality patient care) Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Patient transfer to other health facilities. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood-borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/428** : **CHILD AND YOUTH CARE TEAM LEADER REF DSD/2022/36 (1 POST)**
- SALARY** : Grade 1: R159 603 per annum
CENTRE : Capricorn: sekutupu
REQUIREMENTS : Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care worker will be an added advantage. A minimum of 7 Years appropriate experience in child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework governing old age home. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain Confidentiality.
- DUTIES** : Key Performance Areas: Implementation of planned activities, developmental and therapeutic programme. Accompany and follow -ups on planned and developmental therapeutic programme. Serve as a team leader for child and youth care workers during shift. Undertake inspections during shift and report on incidents and problems identified. Perform administrative work relevant to the Job.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/429** : **CHILD AND YOUTH CARE WORKER: REF: DSD/2022/37 (4 POSTS)**
- SALARY** : Grade 1: R143 073.per annum
CENTRE : Tubatse Children Home (2 Posts)
 Thohoyandou Children's Home (2 Posts)
REQUIREMENTS : Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care worker will be an added advantage. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing children's home. Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills.
- DUTIES** : Key Performance Areas: Receive children and youth to the care facility after admission, Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical service. Facilitate the independent living and recreational programmes. Organise family visits and contact. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administrative duties.

- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/430** : **ARTISAN GRADE 1: FACILITIES AND MAINTENANCE: REF DSD/2022/38 (1 POST)**
- SALARY** : Grade 1: R126 789 per annum
CENTRE : Mopani: Irish Home
REQUIREMENTS : Qualifications and Competencies: Appropriate Trade Test Certificate, Knowledge of Building regulation and sans norms, Experience in planning, design and construction, A valid driver's licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing in the public service. Proven ability and exposure to working with multidisciplinary teams, Hands -on experience in maintenance management, co-ordination skills, Computer Literacy, Good communication skills, Leadership and Management skills, Interpersonal Skills, Report writing skills, Analytic skills, Knowledge and experience in project management.
- DUTIES** : Key Performance Areas: Provide planning and coordination of facility development and maintenance. Maintenance of the facility. Monitor the performance of the multidisciplinary teams at various capital projects and post-construction maintenance on physical facilities.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 23/431** : **DRIVER: REF: DSD/2022/39 (1 POST)**
- SALARY** : R124 434.per annum (Level 03)
CENTRE : Thohoyandou Children's Home
REQUIREMENTS : Qualifications and Competencies: Junior Certificate or STD 08.A valid driver's licence. Public Driver's Permit (PDP). Knowledge And Skills: Good communication skills. Interpersonal skills.
- DUTIES** : Key Performance Areas: Transporting clients to various destination. Collect post and documents in and out of the institution. Responsible to take vehicles in and out from merchants. Ensure cleanliness of state vehicles.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426