

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 16 September 2022 at 16:00

NOTE : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

POST 33/01 : **DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2022/539**
Directorate: Strategic Land Acquisition
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE REQUIREMENTS : Northern Cape (Kimberley)
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Agricultural Studies / Agricultural Economics / Development Studies (NQF Level 7). A Post Graduate qualification in Agricultural Economics / Agricultural Studies / Development Studies. Five (5) years' relevant experience at middle / senior managerial level. Job related knowledge: The Land Reform: Provision of Land and Assistance Act as amended. Land Reform (Land Tenants) Act. Restitution of Land Rights Act. Extension of Land Tenure Security Act. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programme (CRDP). Relevant prescripts pertaining to Land Reform and other relevant prescripts.

Job related skills: Communication skills. Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management. Project management. Interpersonal relation skills. A valid driver's licence.

DUTIES

: Manage the identification and assessment of strategic located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the state. Develop and maintain database on all suitable land acquisition for the state. Map and overlay the identified land with Agricultural Policy Action Plan (APAP) / Animal and Veld Management Programme (AVMP) key commodities. Align acquired land to other land reform programmes (Proactive Land Acquisition Strategy (PLAS) and Household). Manage land acquisition approval process through relevant structures. Provide project management and provide project register in term of Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiary for the land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease / land application system / database. Maintain credible lease land application system / database. Provide management information report to relevant approval structures and departmental management. Coordinate land acquisition support services across districts including District Land Committees. Manage land acquisition projects procedures within relevant policy and programme guidelines (Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS)). Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Facilitate the identification of potential projects within area of responsibility to facilitate planning and budgeting.

ENQUIRIES

: Mr KA Moeketsi Tel No: (053) 830 4001

APPLICATIONS

: Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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 tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

- POST 33/02** : **DIRECTOR: NARYSEC REF NO: 3/2/1/2022/540**
 Directorate: national rural youth service corps (NARYSEC)
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberley)
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Project Management / Human Resource Development / Public Administration / Public Management / Development Studies (NQF Level 7). Five (5) years' experience at a middle / senior managerial. Job related knowledge: Knowledge of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools. Knowledge of training and skills development. Job related skills: Critical thinking and problem-solving skills. Planning and organising. Decision making skills. Communications skills. Influencing and leading skills. Delegation skills. Teamwork skills. Negotiation skills. Conflict management skills. A valid driver's licence.
- DUTIES** : Provide NARYSEC support services. Manage NARYSEC policies and practices. Provide financial services to the NARYSEC programme at Provincial level. Conduct payroll and records management. Provide NARYSEC supply chain services at Provincial level. Provide information service to NARYSEC participants. Provide a call centre service. Facilitate the establishment and support of participatory community development institutions. Facilitate consultation with community stakeholders. Facilitate the information of community organisations. Facilitate the formation of community organisations with public and private sector organisations. Facilitate skills development for rural communities in support of the implementation of the Comprehensive Rural Development Programme (CRDP). Facilitate and coordinate NARYSEC project implementation. Plan project activities. Coordinate project implementation. Liaise with project stakeholders. Compile project status reports. Facilitate youth and skills development at Provincial level. Facilitate and manage youth programme up to District level. Coordinate the implementation of programmes up to District level. Plan skills development programme. Facilitate implementation of skills development programmes. Identify exit opportunities. Oversee delivery of skills development institutions. Reduce household poverty in accordance with CRDP. Provide household poverty research and analysis. Facilitate household profiling in CRDP sites and land reform projects. Facilitate household progress tracking and graduation out of poverty on the CRDP sites. Manage household poverty database and information pertaining to CRDP.
- ENQUIRIES APPLICATIONS** : Mr KA Moeketsi Tel No: (053) 830 4001
 : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.
- NOTE** : The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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 tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by

the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

POST 33/03 : **DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT REF NO: 3/2/1/2022/550**

Directorate: Spatial Planning and Land Use Management

Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R1 073 187 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7). Registration with South African Council for Planners (SACPLAN) as a Professional Planner or with South African Geomatics Council as a Professional GISc Practitioner. Five (5) years' experience at middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment. Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations. Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership skills, Analytical skills, Innovative skills, Problem solving skills, Interpersonal skills, Human resource management skills, Skilled negotiator and self-confident decision maker, Good report writing skills and Excellent financial management skills. A high level of computer literacy. Ability to communicate effectively at all levels. A valid drivers' licence and a willingness to travel locally and internationally.

DUTIES : Provide spatial planning, land use management and environmental services in liaison with the National Office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the National Office. Enable provincial integrated spatial information management system. Provide GIS technical support to municipalities. Facilitate the utilisation of GIS technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of provincial legislation, Land Use Schemes and Spatial Development Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide spatial analysis services. Provide GISc and mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide intergovernmental support and coordination. Coordinate intergovernmental relations amongst relevant stakeholders. Coordinate provincial spatial planning and land use management services. Coordinate adhoc engagements as required. Support spatial integration of plans and programmes.

ENQUIRIES : Mr L Mbekeni Tel No: (021) 409 0500

APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.

NOTE

: The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (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 tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

POST 33/04

: **DEPUTY DIRECTOR: INFRASTRUCTURE PROCUREMENTS REF NO: 3/2/1/2022/543**
Directorate: Demand and Acquisition Management

SALARY

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

CENTRE REQUIREMENTS

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). 3 years' experience at junior management level in the Supply Chain Management. Job related knowledge: Construction / infrastructure procurement knowledge. Supply Chain Management Framework and Contract Management. Job related skills: Leaderships skills, Management skills, Computer skills, Project management skills, Diversity management skills, Communication skills (written and verbal), Presentation skills, Problem solving skills, Analytical skills, and Contract and service level agreement drafting skills. A valid driver's licence. Ability to work under pressure and within a team.

DUTIES

: Develop and manage the implementation of norms and standards, strategies and procedures for construction and infrastructure procurement. Assure that the prescribed Supply Chain Management policy and procedures are correctly applied and adhered to an on-going basis. Comply with Public Finance Management Act, Treasury Regulations, Construction Industry Development Board (CIDB) and its associated Regulation. Promote adherence to Supply Chain Management delegation at all times. Conduct awareness programs to officials to be able to execute their duties. Manage the demand process of infrastructure related works and services. Co-ordinate and monitor all infrastructure related bids reflected on the approved departmental procurement plan. Ensure that terms of reference / specifications are aligned to CIDB prescripts. Ensure the correct preferential procurement policy framework and Broad-based Black Economic Empowerment guidelines are applied. Manage the acquisition process of infrastructure related works and services. Ensure adherence to operational plan turnaround target. Quality assure bid evaluation reports prior to presentation to the Bid Adjudication Committee. Manage

- human and allocated resources. Manage staff. Ensure adequate allocation and safeguarding of resources.
- ENQUIRIES** : Mr RK Danster Tel No: (012) 319 7349
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/05** : **DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: 3/2/1/2022/544**
Directorate: Demand and Acquisition Management
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Purchasing Management / Supply Chain Management / Public Administration (Management) / Logistics / Business Management (Administration). 3 years' experience at junior management level in the Supply Chain environment and management of contracts. Job related knowledge: Treasury Regulations, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act and Construction Industry Development Board (CIDB). Job related skills: Project management skills, Team management skills, Interpersonal skills, Budget forecasting skills, Computer literacy, Planning and organising skills, Resource planning skills, Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure and within a team.
- DUTIES** : Manage procurement contracts in the Department. Implement and maintain contract administration / management policy, procedures and systems that are aligned with the Supply Chain Management Framework. Manage and administer contracts and ensure that contracts obligations are met. Administer procurement contracts in the Department. Consolidate information, statistics and reports on contracts requested by management and / various stakeholders. Consolidate, maintain and up-to-date contract register, contract commitment register for the interim and annual financial statement reporting. Consolidate and maintain all participation transversal term contracts between the Department, National Treasury and State information Technology Agency (SITA). Advise end users on the usage and participation of these transversal term contracts. Performance management of suppliers, service providers and contractors. Assist the end-user to manage the performance of existing suppliers in line with the signed service level agreement. Management of administration functions required with regard to financial and human resources administration. Manage the sub-directorate and provide direction and technical support.
- ENQUIRIES** : Mr RK Danster Tel No: (012) 319 7349
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/06** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2022/551**
Directorate: International Trade Promotions
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in Agricultural Economics or B-Com Honours Degree in Economics. 3 years' supervisory experience in International Trade environment. Job related knowledge: Public Finance Management Act (PFMA). Project management. Knowledge of economic and financial analytical techniques. Job related skills: Computer skills, Statistical skills, Negotiation skills (exposure to a trade negotiation environment), Communication skills

DUTIES

(verbal, presentation and report writing) and Basic international research. A valid driver's licence.

: Analyse and develop trade policy. Continuous in-depth study / research of developments / patterns / trends in the agricultural International trade and Investment environment, considering the sector context such as resources, production, marketing, reform, macroeconomics, farm management, agricultural business, business support and rural development. Trade analysis and research such as on: Sector trade performance, trade negotiations impact, impact of international trade policies and legislations on the sector economy, international trade law affecting the sector, norms and standards settings affecting the sector, foreign market access issues, national and global capacities on trade facilitation and investment facilitation. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia: benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Undertake the analysis / identification of economic questions / challenges in a specific environment / situation (specific geographic area, a specific industry, specific events / circumstances) pertaining to legislation / strategy / policy / initiatives / interventions. Outcomes such as: environmental scanning relating to international trade policies, strategies and global developments, monitoring and evaluation of the impact of threats performing feasible and opportunities (variables / non-variables). Performing feasibility and viability studies. Design, complete and support policy, strategies and interventions within the mandate of international trade negotiations, diplomacy / market access and trade information and communications. Undertake the application, adaption and / or development of models in order to reflect the current situation and / or forecast / project possible scenarios. This will entail inter alia: identify and prioritise the opportunities and threats (variables / non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future local and international) on opportunities and threats (variables / non-variables) in relation to the specific scenario. Validate the reliability of economic models in relations to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analysis to address the policy questions and propose interventions. Render advice on trade policy. Consultation with stakeholders e.g. the Agricultural Trade Forum, Value Chain Round Tables and provinces. All of elements of above would apply. Monitor and evaluate international events and developments. Undertake the application, adaptation and / or developments of models and trade analytical tools in order to reflect the current situation and / or forecast / project possible scenarios. This will entail inter alia: identify and priorities the opportunities and threats (variables/non-variables) impacting on the possible scenario. Collect, verify, interpret and evaluate data (historical / current / possible future-local and international) on opportunities and threats (variables / non- variables) in relation to the specific scenario. Validate the reliability of economic models in relation to the specific scenario. Forecast / project possible outcomes within a specific environment / situation. Application of economic models and analytical tools to address the policy questions and propose interventions. Undertake the support and facilitation of trade initiatives, trade negotiations, trade policies and strategies and the compilation of the final outputs e.g. reports, position papers, information documents, policy documents, strategies, populated databases, international trade agreements. Outputs such as for example: Reports on progress of international trade negotiations. Reports on the review of trade negotiations. Reports on sector performance. Trade Relations strategies and communications on exporter support and communication actions in support of export development. Trade and export opportunity studies and reports. Country briefings. Render negotiating support to agricultural and trade negotiations agreements: Negotiate sector specific technical aspects of international trade agreements between countries and regional blocks of countries: Consultation with stakeholders e.g. the Agricultural Trade Forum (ATF), Value Chain Round Tables and provinces. Participate in national policy making relating to trade policies and strategies. Participate in international trade negotiations between countries and regional blocks. Monitor the implementation of the negotiated trade agreements. Undertake the provision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and / or interventions within trade negotiations and the impact. Extrapolating links to the international trade diplomacy policies and

strategies. Represent SA and sector in international organisations and country to country meetings on trade matters. Establish and maintain a network for liaison with economic / agricultural analysis institutions through inter alia; benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Participate in national and international sector and trade related forums such e.g. the Organisation for Economic Co-operation and Development (OECD), New World Wines Groups, International Grain Council, Cairns Group. Participate in regional consultative and negotiating forums such as e.g. the South African Customs Union (SACU) structures, South African Development Community (SADC) Free Trade Agreement, African Union and forums and platforms created for specific preferential and free trade agreement, such as for the South African Development Community-European Union Economic Partnership Agreement (SADC_EUEPA), the Southern Common Market of Latin America (MERCOSUR) and Africa Continental Free Trade Area (AFCFTA). Undertake, manage and support trade and market research and intelligence to promote exports and leverage government trade promotions instruments. Establish and maintain a network for liaison with economic / agricultural analysis institutions through, inter alia; benchmarking, methodologies, partnerships and inter-sectoral collaboration (nationally and internationally). Communication and awareness on trade, investment and business support (local and international). Support the context of international trade diplomacy and relations policies and strategies for agricultural growth, sustainable development, resources utilisation, product support, marketing enhancement, legislation and regulatory compliance, support of social frameworks and agrarian reform, AgriBEE opportunities and national risks. Maintaining internal analytical tools, application and training on the use.

**ENQUIRIES
APPLICATIONS**

: Mr S Legare Tel No: (012) 319 8011
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 33/07

: **ASSISTANT DIRECTOR: NATIONAL EXTENSION REFORM REF NO: 3/2/1/2022/535**
 Directorate: National Extension Reform

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or a Diploma in Agriculture at NQF Level 6 majoring in either Agricultural Extension / Agricultural Economics / Development Studies / Plant Production / Animal Production. Minimum 3 years of appropriate working experience in agriculture environment. Job related knowledge: Knowledge of government systems and structures, Public Service Regulations, Treasury Regulations and Public Finance Management Act (PFMA). Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision-making skills, Time management skills, Communication skills (verbal and written), Leadership skills and Project management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES

: Support and coordinate development and review of national extension and advisory services policies and guidelines. Support the identification process of policy areas and policy inputs to guide the improvement of national extension and advisory services. Conduct research to identify alternative regulatory mechanisms for extension support services. Support the implementation of national extension policies, norms and standards. Communicate and disseminate information on approved national extension policies and guidelines to the Provinces and relevant stakeholders. Support the review and development of national extension services policies and guidelines. Coordinate and facilitate sector stakeholder collaboration in respect of extension services policies, norms and standards for agriculture sector. Provide technical advice and support on national extension policies and strategies. Develop and

facilitate the implementation of norms and standards for extension in agriculture. Develop and facilitate the implementation of norms and standards for extension in agriculture. Facilitate establishment and promotion of alliances with key sector stakeholders in respect of extension services norms and standards for agriculture sector. Monitor and enforce compliance with national extension policies, norms and standards and other frameworks. Coordinate and participate in the review of systems for managing the performance of extension practitioners by Provincial Departments of Agriculture (PDAs). Coordinate activities of the relevant regulatory structures and forums for national extension reform Directorate. Provide support and guidance to PDAs in respect of compliance requirements and trends. Ensure proper administrative functions of the sub-directorate. Provide administrative support for the maintenance of policies, norms and standards. Develop and maintain an updated database of clients (including commodity groups, institutions of higher learning, professional councils, agricultural associations, etc.). Provide support to the immediate line manager on the management of resources of the sub-directorate. Compile and submit monthly, quarterly and annual reports.

ENQUIRIES : Ms MS Khoza Tel No: (012) 319 6399
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 33/08 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/541**
 Directorate: Corporate Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R321 543 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a 3-year National Diploma in Computer Science / Information Technology (NQF Level 6). 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's licence.

DUTIES : Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure.

ENQUIRIES : Ms A Van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
APPLICATIONS : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

- NOTE** : African, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 33/09** : **REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2022/552**
 Directorate: Knowledge, Information and Records Management
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate. 3 - 5 years' experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of work in registry. Job related skills: Good communication skills (verbal and written), Computer skills, Records management skills, Planning and organization skills and Language skills.
- DUTIES** : Supervise and provide registry counter services. Attend to clients. Supervise the reception and receive all mail. Supervise the handling of incoming and outgoing correspondence. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messengers to deliver to Post Office. Keep record daily of amount of letters franked. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise and render an effective filing and record management service. Electronic scanning of files. Sort and package files for archives and distribution. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise and sort register and dispatch mail. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Supervise the processing and process documents for archiving and disposal. Consolidate a list of documents to be archived. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Mr G Mdhuli Tel No: (012) 319 7337
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 33/10** : **TRACTOR DRIVER / OPERATOR REF NO: 3/2/1/2022/546 (X2 POSTS)**
 Directorate: Genetic Resources
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04)
 : Gauteng (Roodeplaat Evaluation Centre)
 : Applicants must be in possession of Adult Basic Education and Training (ABET) Level 3 certificate. A valid driver's licence (Code C1). 1-year appropriate experience. Job related knowledge: Operating a tractor. Farming practices. Operating farm ground engaging implements e.g. ripper, plough, tiller etc. Job related skills: Driving and Communication skills. Willing to work overtime.
- DUTIES** : Operate a tractor with various implements (such as ploughs, rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation. Planting. Tillage. Harvesting. Transportation of various goods. Mowing of lawn. Application of pesticides. Application of (chemical) manure / fertilizer. Irrigation and maintenance. Firefighting. Cleaning of ditches. Fencing activities. Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of

vehicle (e.g. changing tyres, checking water, oil, tyre pressure etc.). Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month end kilometres logbook and report accordingly. Ensure the timely reporting defects to Mechanical Workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils. Perform routine activities in respect of crop production. Perform routine activities in respect of infrastructure. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.) in respect of: Loading and offloading goods. Repair and maintenance of farm roads. Remove any material, including loading and carting away.

ENQUIRIES
APPLICATIONS

- : Mr B Maroga Tel No: 060 972 9709
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- : Coloured and Indian males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

NOTE