

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 07 October 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). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. 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. 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 36/01** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/577**
Directorate: Operational Management
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS).
- CENTRE** : Northern Cape (Kimberley)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. Minimum of 3 – 5 years' experience in a junior management level. Job related knowledge: Thorough knowledge, understanding and experience in Land Reform (in particular Restitution) and / or development related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, excellent communication skills (verbal and written) and Computer literacy. A valid driver's licence. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES** : Ms TG Oliphant Tel No: (053) 830 4000
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X5007, Kimberly, 8302 or hand delivered during office hours to: 6th floor, New public building, Knight and Stead Street, Kimberly, 8302.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females Persons with disabilities are encouraged to apply.
- POST 36/02** : **PROJECT COORDINATOR: RURAL DEVELOPMENT REF NO: 3/2/1/2022/578**
Directorate: Rural Development
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Eastern Cape (Or Tambo)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Town and Regional Planning / Architecture / Building Construction / Quantity Surveying / Civil Engineering. Minimum of 3 years' supervisory experience in built environment. Job related knowledge: Budget planning and expenditure monitoring. Infrastructure planning and implementation. Monitoring and evaluation. Community mobilisation. Technical report writing. Computer aided engineering applications. Programme management. Research and development. Project principles and methodologies. Understanding of District Rural Development Plans (DRDP). Consensus building. Good knowledge, understanding and interpretation of budget management. Job related skills: Project management skills, Communication skills (verbal and written), Computer literacy, Leadership skills, Planning skills, People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills and Financial management skills. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Facilitate infrastructure projects (animal and veld management programmes) to support production. Ensure that all projects are executed according to Enterprise Project Management Office framework and policy. Ensure that all projects executed are fully completed on the project register. Plan, manage and evaluate specific activities to deliver the desired outcomes. Establish board stakeholder involvement. Report on project status and key milestones. Facilitate socio-economic infrastructure projects to support revitalisation of rural towns and villages. Define roles and responsibilities as well as

expectations. Manage service level agreements with contractors. Develop operational and risk registers and implement risk register management action plans. Consolidate and manage the Demand Management plan. Manage the procurement of goods and services processes. Register and manage all goods and services delivery dates and invoices submission dates. Undertake Farmer Production Support Unit (FPSU) infrastructure projects in support of Agri-Parks programmes. Report on Presidential Infrastructure Coordinating Commission (PICC) progress report on a quarterly basis. Apply appropriate information systems to promote organisational knowledge. Create jobs through rural development initiatives. Promote community participation in all rural development initiatives through employment of local residents.

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

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

POST 36/03 : **RESTITUTION ADVISOR REF NO: 3/21/2022/579**
 Directorate: Operational Management

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Level 10)
 : North West (Mmabatho)
 : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfer on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.

ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian, White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 36/04** : **ASSISTANT DIRECTOR: NEWS REF NO: 3/2/1/2022/583**
Directorate: Media and External Communications
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Communications / Journalism / Marketing / Public Relations / Graphic Design / Media Studies. Minimum of 3 years supervisory experience in a communication service environment. Documentable, hands on experience in implementing and project managing media liaison services. Job related knowledge: Knowledge of policies and legislations governing communication. Exhibitions and events as communication platforms. Development communication. Job related skills: Computer literacy, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Decision-making skills, Problem solving skills and Organising skills. A valid driver's licence. Ability and willingness to travel extensively and work outside office hours.
- DUTIES** : Research and generate stories. Write content for specific online projects. Write and contribute articles and features for departmental newsletters and newspapers. Help determine story selection and stacking. Develop and coordinate production schedule. Arrange and coordinate editorial meetings. Read newspapers and suggest news stories daily. Generate story ideas. Improve writing skills. Coordinate editing of stories. Edit, write and re-write, proofreading of articles, features, ad copies and other content. Create and drive content strategy for specific projects. Write and produce advertising copies for print and media campaigns. Research and write technical content for production, services and projects. Assist and support researchers in developing content specific projects. Assist and support information architects, program engineers and project managers in developing content for projects. Write stories and screenplays for radio and television plays.
- ENQUIRIES** : Mr M Rannditsheni Tel No: (012) 319 7960
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 36/05** : **ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/545**
Chief Directorate: Office of the Chief Information Officer
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Financial Accounting / Financial Management. Minimum of 3 years' supervisory experience in financial environment. Job related knowledge: Thorough knowledge of Public Service Regulations. Treasury Regulations. Knowledge of spread sheet. Public Finance Management Act (PFMA). Generally Recognised Accounting Practice (GRAP). Preferential Procurement Policy Framework Act (PPPFMA). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS)). Job related skills: Accounting skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint), Communication skills (verbal and written), Problem solving and decision-making skills, Planning and organising skills, Facilitation and presentation skills, Report writing skills, Strategic leadership capability skills, Training and development skills and Interpersonal relations. A valid driver's licence. Willing to travel and work irregular hours. Ability to work under pressure.
- DUTIES** : Administer budget and expenditure. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that

Medium-Term Expenditure Framework (MTEF) processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projection. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply management policies and procedures, Maintenance of discipline. Comply with PFMA, PPPFA and Treasury Regulations. Provide financial reports. Compile budget report. Compile weekly and monthly expenditure reports. Compile and report on cash flow.

ENQUIRIES : Mr P Moeketsane Tel No: (012) 407 4515
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

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POST 36/06 : **CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/584**
Directorate: Corporate Services

SALARY : R321 543 per annum (Level 08)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support services. 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 : Mr KE Sebitiele Tel No: (018) 388 7115
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POST 36/07 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/580**
Directorate: Quality Assurance and Administration

SALARY : R261 372 per annum (Level 07)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business

Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Travel claims and other related expenditure. Administer the procurements of goods and services. Compile and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain assets register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr KE Sebitiele Tel No: (018) 388 7115
APPLICATIONS : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 36/08 : **ADMINISTRATIVE CLERK REF NO: 3/2/1/2022/581**
Directorate: Operational Management

SALARY : R176 310 per annum (Level 05)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a 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 related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.

- Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Mr KE Sebitiele Tel No: (018) 388 7115
- Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
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- POST 36/09** : **ADMINISTRATIVE CLERK REF NO: 3/2/1/2022/582**
Directorate: Compliance Management Services
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a 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 related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms N Mfuphi Tel No: (012) 312 9521
- Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.
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