

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 21 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.

MANAGEMENT ECHELON

- POST 38/01** : **DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/598**
Directorate: Land Development Support
- 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 Bachelor's Degree / Advanced Diploma in Agricultural Studies / Agricultural Economics (NQF Level 7). Minimum of 5 years' experience at a middle / senior managerial level. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to land tenure and administration. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development, monitoring and evaluation. Knowledge and understanding of government development policies, e.g National Development Plan, National Growth Path etc. Research methodology. Corporate governance. Job related skills: Project management skills, Communication skills (verbal and written), Agricultural development skills, Conflict management skills, Stakeholder mobilisation skills, Financial management skills, Reporting skills, Presentation skills, Computer literacy and Analytical skills. A valid driver's licence.
- DUTIES** : Facilitate the development and grading of small-scale farmers into fully fledged commercial farmers. Facilitate capacity building and training to farmers. Establish partnership between emerging and established farmers. Promote agricultural enterprise opportunities for small scale farmers for food security and household level. Facilitate the identification of land reform strategic institutional partnerships. Assist farmers in instructing appropriate enterprise model based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conduct the diligence on existing business ventures. Facilitate the identification and recruitment of strategic investment partners. Facilitate the provision of appropriate business services. Manage the implementation of land development programmes and producer support commercialisation policy in line with Operation Phakisa initiatives. Conduct regular assessment of the progress of recapitalisation programs and development services. Ensure compliance with relevant prescripts. Address gaps, non-compliance and make recommendations. Provide advice and guidance on partnerships. Advise State-Land on the performance of the lease on the farm especially where development funding has been provided. Ensure resource mapping in all identified farms for development (business planning, farm assessment, etc). Facilitate profiling of beneficiaries in Communal Property Association (CPA) and One Households, One Hectare (1HH1HA) programmes. Facilitate the development of Business Plans for farm projects identified for development. Facilitate the regularisation of CPA and legal compliance in the restitution projects identified for development. Facilitate the development of farm assessment reports. Conduct workshops to farmers on different departmental policies affecting them. Ensure the identification and readiness of the properties to be developed through different programs. Assist in the appraisal of the project proposal through different approval structures. Ensure that all proposals are aligned with the policies and objectives of the Department. Coordinate and align the development of identified projects with the different DALRRD Branches mandate and expertise. Ensure alignment of identified farms to be developed with departmental deliverables in the Annual Performance (APP) and Operational Plan of the Branch. Ensure the alignment of selected properties with the APP and Operational plan. Ensure alignment of such projects with allocated budget. Ensure quarterly reporting on performance of the project in line with Key Performance Areas as defined in the Operational Plan. Produce monthly reports on the actual performance of the farm.
- ENQUIRIES APPLICATIONS** : Mr K Moeketsi Tel No: (053) 830 4000/1
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.

OTHER POSTS

POST 38/02 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/599**
Directorate: Quality Assurance and Administration
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R261 372 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
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 procurement 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 asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms N Duiker Tel No: (012) 337 3658
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered during office hours to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083.

FOR ATTENTION : Human Resource Management
NOTE : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 38/03 : **SUPPLY CHAIN CLERK: ASSET MANAGEMENT REF NO: 3/2/1/2022/600**
Directorate: logistics and asset management

SALARY : R176 310 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organising skills, Computer skills, Language skills, Good communication skills (verbal and written) and Interpersonal relations. Flexibility. Ability to work within a team.

DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and

accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logistical Information System (LOGIS) or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods registers. Update and maintain register of suppliers.

**ENQUIRIES
APPLICATIONS**

: Mr TJ Kgorutla Tel No: (012) 319 6677
: 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

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

POST 38/04

: **MESSENGER REF NO: 3/2/1/2022/601**
Directorate: Human Resource Administration

**SALARY
CENTRE
REQUIREMENTS**

: R104 073 per annum (Level 02)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy, Sound organisational skills, Good people skills, Communication skills (basic written), Client orientation and customer focus.

DUTIES

: Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.

**ENQUIRIES
APPLICATIONS**

: Ms L Maphutha Tel No: (012) 319 7080
: 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.