

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 03 February 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website 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 the South African Qualifications Authority (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 committee 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 02/01** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 3/2/1/2023/001**
Branch: Corporate Support Services
- SALARY** : R1 590 747 per annum (Level 15), (all-inclusive remuneration 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** : Gauteng (Pretoria)
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 Public Administration / Business Administration (NQF Level 7) and a Honour's Degree in Public Administration / Business Administration (NQF Level 8). Minimum of 8 – 10 years' experience at senior management level in the corporate support services environment. Job related knowledge: Client oriented and customer focus. Programme and project management. Ability to conduct Occupational Health and Safety (OHS) Audit. Ability to manage projects and Ability to conduct Threat Risk Assessment (TRA). Accounting policies and procedures. Job related skills: Liaison skills, Strategic capability and leadership skills, Communication (verbal and writing) skills, Decisive and Diplomatic, Report writing skills, Investigation skills, Financial management skills, Budget compilation skills. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** : Ensure effective, efficient and fair management of human resources. Render human resource management services. Render human resource development services. Facilitate sound employee relations. Manage human resource information services. Provide organisational development and service delivery improvement services. Manage and monitor the coordination of human resource transformation strategies, diversity management strategies and plans. Provide planning and coordination to the Office of the Chief Directorate. Oversee Information and Communication Technology (ICT) management services to support organisational objectives. Ensure alignment of ICT and business strategy. Ensure a stable ICT environment that enables the efficient and effective utilisation of information technology. Develop, implement and maintain ICT solutions. Ensure ICT service availability, service delivery and service optimisation. Provide knowledge, information and records management services. Oversee legal services for the Department. Provide corporate legal support services. Manage litigations, both on behalf of and against the state. Facilitate the process of legislation development. Oversee security and facilities management services. Manage document security and Occupational Health and Safety (OHS) compliance. Manage vetting, screening and investigations. Manage physical security and special events. Provide facilities, office management, public and private partnership services. Provide financial management and administrative support services. Oversee monitoring and evaluation services. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Conduct evaluation assessments related to the programmes of the Department. Manage monitoring and evaluation functions and provide technical support to provincial departments and public entities. Oversee communication services. Provide corporate communications, marketing and print production management services. Provide language, media and external communication services. Manage financial and administrative support. Manage financial management support. Oversee the administration support and advisory services.
- ENQUIRIES APPLICATIONS** : Mr C Mathebula Tel No: (012) 319 6824
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.

<u>POST 02/02</u>	:	<p><u>CHIEF DIRECTOR: PROVINCIAL OFFICE (X2 POSTS)</u> The position for Western Cape is a re-advertisement, applicants who applied previously are encouraged to re-apply.</p>
<u>SALARY</u>	:	<p>R1 308 051 per annum (Level 14), (all-inclusive remuneration 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)</p>
<u>CENTRE</u>	:	<p>Chief Directorate: Provincial Office: Eastern Cape (East London Ref No: 3/2/1/2023/002) Western Cape (Cape Town Ref No: 3/2/1/2023/003)</p>
<u>REQUIREMENTS</u>	:	<p>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 or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). Minimum of 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.</p>
<u>DUTIES</u>	:	<p>Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme. Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports. Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events</p>

management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES : Enquiries for Eastern Cape Ms N Boya Tel No: (043) 701 8113 / 4 and enquiries for Western Cape Mr Z Bastile Tel No: (021) 409 0570

APPLICATIONS : **Applications for Eastern Cape Province** can be submitted by post to: P.O Box 1716, East London, 5201 or hand delivered during office hours to: Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

Applications for Western Cape province can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 02/03 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICE DELIVERY AND OPERATIONS REF NO: 3/2/1/2023/004**
Directorate: ICT Service Delivery and Operations

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration 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 : Pretoria

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 Bachelor's Degree or Advanced Diploma in Computer Science / Information Technology (IT). Minimum of 5 years' experience at middle management / senior managerial level. Job related knowledge: The Public Finance Management Act and Regulations, and other relevant legislation e.g. National Strategic Intelligence Act, National Archives of South Africa Act, Promotions of Access to Information Act, Public Service Act. The Department and its core objectives and functions. Public Service, strategies and goals. Knowledge of Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and related Technologies (Cobit) frameworks. IT operating systems and technical knowledge. Data management. Information management. The development of IT strategies. The e-Government Policy framework. The Government Information Technology Officers (GITO) strategy, standards, norms, regulations and policies. Minimum Information Security Standards (MISS). Good corporate governance principles. Government priorities and imperatives. The white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem solving and analysis skills. People management and empowerment. Client orientation and customer focus. Communication skills (verbal and written), Honesty and integrity. A valid driver's licence.

DUTIES : Manage ICT network and telecommunications services. Implement, manage and maintain all ICT network infrastructure. Implement, manage and maintain telecommunication infrastructure. Implement, manage and maintain the Wide Area Network (WAN). Manage ICT operations, infrastructure and exchange services. Implement, manage and maintain server room infrastructure. Ensure continuous ICT service improvement. Implement, manage and maintain ICT services. Implement, manage and maintain exchange services. Manage ICT cyber security services. Implement, manage and maintain all ICT security infrastructure. Implement cyber security awareness in DALRRD. Manage ICT internal disaster recovery and ICT resilience. Implement, manage and maintain ICT service continuity. Test the internal ICT disaster recovery plan (DRP) at least once a year.

ENQUIRIES : Ms PT Sehoole Tel No: (012) 319 6196

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.

OTHER POSTS

POST 02/04 : **DEPUTY DIRECTOR: SMALL HOLDER DEVELOPMENT REF NO: 3/2/1/2023/018**
Directorate: Small Holder Farmer's Production

SALARY : R908 502 per annum (Level 12), (all- inclusive remuneration 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 National Diploma or a Bachelor's Degree in Agriculture or Rural Development. Minimum of 3 years' junior management experience. Experience in drafting and editing concise reports, programme planning / management within the three spheres of government. Experience in coordination, facilitation, evaluation and extensive knowledge in assessment and compilation of household profiles. Job related knowledge: Public Finance Management Act. Planning and organising Project Management. Integrated food security strategy. Public policy development and formulation. Food security and nutrition. Competent in Microsoft computer packages. Stakeholder management. Food security policy strategies and programmes. Job related skills: Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical. Computer literacy. Report writing skills. Willingness to work extended hours. A valid driver's licence.

DUTIES : Manage the coordination of support to small holder producers. Manage the growth and increase of small holder producers through coordinated support. Consolidate and analyse progress reports provided by various stakeholders on small holder support. Coordinate feedback engagement of stakeholders through the Small Holder Development Working Group (SD-WG) and Project Management Unit (PMU). Oversee the monitoring of support to small holder producers. Manage the development of small holder producers. Develop the implementation plan of small holder support. Manage the identification of small holder producers. Manage the identification of small holder needs across the country. Consolidate small holder needs. Create synergies for the alignment of small holder producer's stakeholder support. Provide advisory services to small holder development. Manage the coordination of small holder development guidelines. Facilitate the implementation of the Strategic Plan for Small Holder Support (SPSS). Review and update the approved Strategic Plan for Small Holder Support. Coordinate the implementation of the Strategic Plan for Small Holder Support. Develop and design the implementation strategies of small holder programmes. Formulate norms and standards for small holder producers support. Coordinate the monitoring of small holder programmes. Evaluation of small holder programmes. Management of small holder development information. Ensure data collection, compilation and analysis. Develop guidelines and templates for the monitoring of small holder programmes. Collaboration with various stakeholders towards the improvement of information systems for small holder development. Manage the creation and maintenance of learning and sharing platforms for dissemination of small holder information. Liaise with national, regional and international stakeholders on small holder development. Manage the resources of the Sub Directorate: Small Holder Development (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Mr R Tuckeldoe Tel No: (012) 319 8473

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 02/05** : **STATE VETERINARIAN REF NO: 3/2/1/2023/022 (X2 POSTS)**
 Directorate: Inspection Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), all-inclusive remuneration package to be structured in accordance with the rules for MMS
- CENTRE** : Gauteng (Pretoria / Johannesburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc Degree recognised by SAQA and the South African Veterinary Council. A valid driver's licence. Minimum of 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. Valid driver's licence. Willingness to work extended hours and to travel.
- DUTIES** : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations.

Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

- ENQUIRIES** : Dr ME Machedi Tel No: (012) 309 8703
- 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** : African and White Males and African Females and Persons with disabilities are encouraged to apply.
- POST 02/06** : **PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION**
REF NO: 3/2/1/2023/007
Directorate: District Office
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Mpumalanga (Gert Sibande)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Humanities / Social Science or Degree in Law. Minimum of 3 years' experience in Land Reform environment. Job related knowledge: Knowledge of Land Tenure Security matters. Knowledge of Communal Tenure. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills, Statistical forecasting skills and Computer Skills. A valid driver's license. Willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs Conventional Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedure to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the right of people living in communal land. Conduct training workshop to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) that have been lodged. Categories LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigation. Prepare terms of reference. Compile report. Implement Upgrading of Land Tenure Rights Act Programmes. Develop

		land profile. Consult stakeholders. Compile a report. Implement Communal Property Associations (CPA) Act Programmes: Facilitate establishment of CPAs. Monitor CPAs compliance. Provide support towards compliance.
<u>ENQUIRIES</u>	:	Ms ZP Hadebe Tel No: (013) 754 8020
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
<u>NOTE</u>	:	Coloured, Indian, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 02/07</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT</u> <u>REF NO: 3/2/1/2023/006</u> Directorate: Financial and Supply Chain Management Services This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Public Management. Minimum of 3 years' supervisory experience working in the demand and acquisition environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Preferential Procurement Policy Framework Act. Ability to monitor budget. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills, Liaison skills. A valid driver's licence.
<u>DUTIES</u>	:	Administer demand management plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP's for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the client's DMP. Submit verified consolidated DMP. Coordinate procurement plan. Analyse and Verify developed procurement plan. Facilitate approval of the Provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client's offices. Provide contract management services. Manage contract performance. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered supplier versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms of contract, transversal contract, bulk procurement and direct sourcing) (Sourcing Strategies). Assist service providers to access online information on CSD (Central Supplier Database). Verify captured service providers information on CSD and allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (Administration of contract). Monitor expiring contracts and advise users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to Policy Performance, Risk Management. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bid submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review

evaluation report and submit via email to the relevant Bid Evaluation Committee Members. Serve as Bid Adjudication Committee Secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to the clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on supply chain management risk control and fraud preventions.

ENQUIRIES : Mr AS Mdala Tel No: (013) 754 8043
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 02/08 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: 3/2/1/2023/010**
Directorate: Intergovernmental Relations

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Relations / Public Administration / Political Science / Development Studies. Minimum of 3 years' experience at supervisory in stakeholder relations and intergovernmental coordination. Job related knowledge: Understanding of the planning cycle of government. Understanding of the spheres of government and its powers, functions and intergovernmental relations. Understanding of the work of DALRRD. Good quality control of document. Inter-sphere and inter-sector coordination. Job related skills: Computer literacy. Client orientation and customer focus. Organising skills. Planning and coordination skills. Report writing skills. Minute-taking skills. Communication skills (verbal and written). Presentation skills. Customer Service principles (Batho Pele Principles). Good interpersonal relations. Sense of responsibility and loyalty. Ability to work under pressure and stay focused. Ability to work with difficult people and to resolve conflicts. A valid driver's licence. Willingness to work overtime. Self-driven. Goal orientated. Ability to work independently. Team player.

DUTIES : Support coordination and integration of the departmental mandate across the three spheres of government. Liaise with external and internal stakeholders to mobilise resources for the implementation of the rural development initiatives / plans. Assist with facilitation of inter-sector coordination. Strengthen and maintain established partnerships with external stakeholders. Assist with stakeholder analysis on current and potential stakeholders for specific programmes. Create and deliver presentations on Intergovernmental Relations (IGR) related matters. Support the implementation of the intergovernmental relations and stakeholder management strategy. Implement intergovernmental and stakeholder strategy. Contribute on development of stakeholder management guidelines. Ensure implementation of guidelines for stakeholder management. Draft implementation protocols for various programmes. Conduct follow-ups on progress made on implantation of resolutions from Ministers Technical Committee (Mintech) and Ministers and Members of the Executive Council (MINMEC) meetings. Provide support to cluster coordination and intergovernmental relations. Develop, update and maintain stakeholder database by adding newly established contacts. Provide efficient and effective secretariat services to meetings convened by the Directorate. Develop and manage database systems for action issues, minutes, resolutions and registers. Draft submissions, memoranda and strategic reports. Mobilise sector Departments to contribute to the implementation of the DALRRD mandates through Protocols / memorandum of Understanding (MOUs). Liaise with relevant Departments / stakeholders towards the development of Protocols / MOUs. Facilitate the developments of Protocols / MOUs. Facilitate the approval of Protocols / MOUs through National Joint Steering Committee (NJSC). Facilitate the establishment of a steering committee and the development of the implementation plan. Monitor and reports on the implementation of the action plan.

ENQUIRIES : Mr Z. Silangwe Tel No: (012) 319 6868
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 Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 02/09** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: 3/2/1/2023/019**
Directorate: Africa Relations Promotions
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in International Relations / Public Relations / Public Administration / Political Science. Minimum of 3 years' supervisory experience in International Relations. Job related knowledge: Knowledge of principles that are guiding South African foreign policy and Foreign Service dispensation. Knowledge of diplomacy and protocol procedures. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPFMA). 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 and Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. The ability to work under pressure.
- DUTIES** : Coordinate departmental bilateral and multilateral engagements. Assist with the formulation, analysis and development of international relations policy. The management of South Africa's bilateral and multilateral commitments relating to economic development. Coordinate participation in annual and inter-sessional forums such as summits, conferences and ministerial meetings. Facilitate and coordinate the process of concluding and implementation of international agreements. Participate in negotiations of the draft agreements in consultation with relevant technical Directorates and strategic partner countries. Co-ordinates the legal and administrative processing of concluding agreements and obtaining presidential approval. Facilitate the tabling of agreements in parliament for ratification. Monitor the progress on implementation of agreements and compile status reports. Manage database of international agreements. Recommend departmental position for strategic international engagements. Provide support in identifying opportunities and potential areas of mutual benefits. Respond to multilateral enquiries from partner organisations regarding requests for information on the sectors. Analyse and make recommendation on outcomes of multilateral meetings and ensure that follow up actions are undertaken. Conduct research on current developments that impact on bilateral relations to keep abreast of current economic and political developments that impact on the multilateral engagements and inform management. Assist reviewing the strategy for engagements with United Nations agencies and other multilateral organisations. Serve as a contact point within the Department for international relations issues. Participate and provide guidance during departmental meetings with other government Departments to highlight departmental position on related agricultural matters. Engage with foreign representatives and diplomatic corps for guidance, sourcing information and reports on current matters that are beneficial to the Department. Monitor and evaluate international trends (socio-economic and political) and advise on the impact on the Department international strategy.
- ENQUIRIES APPLICATIONS** : Mr L. Tswai Tel No: (012) 319 6719
: 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, Coloured, Indian, White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.

- POST 02/10** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/005**
 Directorate: Restitution Corporate Support
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Human Resource Management / Public Administration. Minimum of 2 years working experience as Human Resource generalist or Human Resource Practitioner. Job related knowledge: Human Resource prescripts (Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act etc.). Knowledge and understanding of Human Resource Legislation and Policies. Introduction to Personal and Salary Administration (PERSAL), Personnel Administration and Leave Administration. Knowledge of Human Resource Management Procedures. Public Service Code of Conduct. Job related skills: Computer skills, Communication skills (written and verbal), Interpersonal skills and Organisational skills. A valid driver's licence.
- DUTIES** : Advise and assist managers with recruitment, selection, appointments, relocations, transfers, acting and secondment etc. Compile memos to advertise posts, request Job Profiles from Organisational Development and Service Delivery Improvement (OD). Coordinate shortlisting of candidates and serve as advisor during interviews. Compile appointment memorandums. Coordinate security screening, verification of qualifications. Compile memorandums for transfers, relocations, secondments and acting appointments. Assist in management of performance, rewards and expenditure (Compile incentive memorandums for the Branch and consolidate summary sheet). Check budget availability from finance. Distribute budget to the Branches (Provincial Shared Service Centre: Human Resource Management). Request completed summary sheet from regions. Compile summary sheets for the Chief Land Claims Commission Office. Consolidate summary sheet for all regions and compile one incentive memorandum. Ensure the process of the Employee Performance Management and Development System (EPMDS) is implemented timeously in the Chief Land Claims Commission and the regions, coordinate appeals for the Branch emanating from the Moderating Committee, advise and compile outcome letters. Conduct the process in terms of the Branch Calendar. Coordinate appeals. Conduct and coordinate Moderating Committee for the Branch. Ensure that performance agreements is submitted timeously in the Chief Land Claims Commission office and for the regions. Ensuring that all employees submit their annual performance agreements within the prescribed timeframe of two months. Ensure compliance in the regions by sending reminders to submit to all Provincial Shared Service Centre: Human Resource Management. Coordinate training in the Chief Land Claims Commission office, advise on labour matters and compile stats on labour cases. Compile Workplace Skills Plan (WSP) for the Chief Land Claims Commission staff. Issue training forms to Chief Land Claims Commission group e-mail whenever there is a space to attend courses offered by National Office. Request monthly stats for labour cases at National Office. Advise on labour matters. Leave administration and capturing of leave and approval on PERSAL, advise on medical and housing matters, conduct leave investigation, compile monthly management Human Resource Management reports. Capturing of leave and approval on PERSAL. Advise staff on medical and housing both rental and homeowner. Conduct leave investigation whenever requested by management. Compile management monthly reports on Human Resource Management and labour related matters.
- ENQUIRIES APPLICATIONS** : Mr S Rasalanavho Tel No: (012) 407 4453
 : 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 02/11 : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/008**
Directorate: Operational Management

SALARY : R331 188 per annum (Level 08)
CENTRE : Mpumalanga (Nkangala)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce reports. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

DUTIES : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Mr BJ Magabane Tel No: (013) 754 8028
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 02/12 : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/009**
Directorate: Financial and Supply Chain Management Services

SALARY : R331 188 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. Minimum of 2 years' experience in financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Financial Bases (Fbase) and Logistical Information System (LOGIS). Job related skills: Supervision skills. Communication skills (written and verbal). A valid driver's license.

DUTIES : Process Basic Accounting System (BAS) Logistical Information System (LOGIS) payments. Compile BAS sundry payments advice. Check and verify compliance with procedures (checklist). Capture payments on BAS. Analyse and manage Travel Agency account. Ascertain invoices received. Reconcile / Analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Draft payment report. Draft accruals and payables report. Draft national report. Manage petty cash. Effectively administer petty cash. Issue petty cash. Replenish petty cash.

ENQUIRIES : Mr LS Mahasha Tel No: 082 947 8491
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.

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

<u>POST 02/13</u>	:	<u>CHIEF FOOD SERVICES MANAGER REF NO: 3/2/1/2023/014</u> Directorate: Narysec College
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Thaba 'NCHU)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Hospitality Management. Minimum of 2 years supervisory experience in a food services operation. Job related knowledge: Standard kitchen equipment, utensils and measurements. Sanitation practices relating to handling and serving of food. Proper lifting techniques. Job related skills: Passion for cooking, health and well-being. Demonstrated ability as an effective teacher and manager. Excellent time-management and self-management skills. Hardworking, dedicated and highly flexible. Attention to detail, ability to keep thorough records. Communication skills (written and verbal). Creative and innovative.
<u>DUTIES</u>	:	Provide nutritious and wholesome meals for the College. Develop a menu for the restaurant. Address complaints regarding food quality or services. Ensure food in storage meets adequate levels of nutrition and sustenance. Ensure dining experience is satisfactory. Work with local health unit to eliminate any areas of concern. Follow all food safety regulations. Inspect all work areas to ensure that health and safety procedures is maintained. Manage the day to day operations of the College. Oversee all tasks related to the preparation of food and beverage services. Organise schedules. Provide direction to kitchen staff. Ensure products are stored at the correct temperatures and the recipe books are up to date with correct menu items, portions and ingredients. Ensure economical use of food and timely preparation. Direct the cleaning of the dining area and kitchen including the utensils. Liaise with food companies to ensure timely and accurate deliveries. Order food and beverages, equipment and supplies. Inspect supplies, equipment and work area. Keep records of supplies and purchases. Manage kitchen budgets. Review financial transactions in order to ensure that expenditures are authorised and budgeted for. Estimate food and beverage consumption in order to forecast amounts to be purchased or requisitioned. Plan and budget for future meals. Count money and make bank deposits.
<u>ENQUIRIES</u>	:	Ms R Hlongwane Tel No: (012) 319 6335
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 02/14</u>	:	<u>SENIOR SAFETY OFFICER REF NO: 3/2/1/2023/015</u> Directorate: Narysec College
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Thaba 'NCHU)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Safety Management. Minimum of 2 years experience in safety management. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Intelligence and Security Agency (NISA), Protection of Information Act, etc) and the authority of Security Officers under these documents. Knowledge on the relevant emergency procedures. Job related skills: Computer literate. Communication skills (written and verbal). Facilitation skills. Report writing skills. Presentation skills. Liaison skills. Interpersonal relations.
<u>DUTIES</u>	:	Conduct frequent safety and security risk assessment. Identify potential hazards. Implement control measures. Proactively prevent hazardous conditions. Implement Occupational Health and Safety (OHS) policies and programmes. Identify and record all security risks and breaches to inform decision making. Identify and classify security breaches. Consider all possible security risks. Maintain the database of all security breaches. Provide regular reports pertaining to risks and security breaches. Provide advice and guidance on safety and security measures. Attend to all safety related inquiries. Advise management about safety measures and potential security risks. Provide awareness campaigns on safety, risks and security matters. Manage the deployment of security personnel on the premises. Determine security needs

of the College. Develop work schedules and task allocation. Ensure that all entry points are guarded. Facilitate the safekeeping and issuing of keys to all facilities. Ensure the proper storage of keys. Attend to lost or stolen keys incidents. Ordering repairs for damaged locks or lost keys. Oversee installation and maintenance of new locks. Record and investigate incidents to determine causes of lost keys. Respond to routine and emergency calls to lock and unlock offices.

ENQUIRIES : Ms R Hlongwane Tel No: (012) 319 6335
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 02/15 : **AGRARIAN REFORM SPECIALIST REF NO: 3/2/1/2023/017**
Directorate: Small Holder Farmer's Production

SALARY : R331 188 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Agriculture or Rural Development. Minimum of 2 years' relevant experience in Agriculture, Food Security, Development Research. Job related knowledge: Food Security policies, strategies, and programmes. Public Finance Management Act. Project Management. Planning and organising. Job related skills: Facilitation skills. Project management skills. Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. Willingness to work extended hours. A valid driver's licence.

DUTIES : Facilitate the development support programmes of small holder producers. Coordinate the identification of small holder / subsistence producers across the country. Conduct needs analysis for support across the country. Provide inputs in the development of policies for food security development programmes. Provide inputs in the development of food security strategies. Coordinate the support of small holder development producers. Implement small holder / subsistence support strategies. Interact with food security programme stakeholders at district and local level. Coordinate provincial land and district agrarian reform forums. Consolidate food security needs. Coordinate advisory services on food security development programmes (and follow up on queries). Facilitate the implementation of policies for small holder development / subsistence producer's support. Monitor and evaluate food security programmes in the provinces. Monitor the progress of subsistence / small holder producers through the Comprehensive Agricultural Support Programme (CASP) and other programmes. Ensure the alignment of business plans and programmes / projects in the provinces. Identify risks and challenges. Develop intervention plans. Provide inputs in the development of guidelines and templates for the monitoring of food security programmes. Verify CASP and Ilima-Letsema project programmes.

ENQUIRIES : Mr P Ramolotja Tel No: (012) 319-8219
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 : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 02/16 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/013**
Directorate: District Office

SALARY : R269 214 per annum (Level 07)
CENTRE : Free State (Motho / Xhariep)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills:

Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.

DUTIES

: Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

**ENQUIRIES
APPLICATIONS**

: Mr. E Mosia Tel No: (051) 400 4200
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE

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

POST 02/17

: **FINANCE CLERK REF NO: 3/2/1/2023/011**
Directorate: Financial and Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R181 599 per annum (Level 05)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude for figures.

DUTIES

: Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow

up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms V Nematili Tel No: (012) 337 3656
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.

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

POST 02/18 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/020**
Directorate: Plant Health

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
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. Taking and drafting of minutes. 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 of 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 : Ms T Nonqane Tel No: (012) 319 6213
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 : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 02/19 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/021**
Directorate: Inspection Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
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. Taking and drafting of minutes. 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 of 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 BB Shomang Tel No: (012) 309 8800
: 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 Persons with disabilities are encouraged to apply.
- POST 02/20** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/016**
Directorate: Narysec College
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)
: Free State (Thaba 'NCHU)
: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
- ENQUIRIES APPLICATIONS** : Ms R Hlongwane Tel No: (012) 319 6335
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.