

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 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 South African Qualification 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

<u>POST 03/01</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/024</u> Directorate: Tenure Reform Implementation
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape (Kimberly) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in the field of Humanities or Social Science (NQF Level 7). Minimum of (5) years' relevant experience at middle / senior managerial level. Job related knowledge: Thorough knowledge of Land Tenure Security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and Evaluation. Strategic Planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of Economics. Job related skills: Communication skills (Excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project Management skills. Networking skills. Team Management skills. People Management skills. Customer and client focus. Statistical forecasting. A valid drivers' licence. Willingness to travel.
<u>DUTIES</u>	:	Coordinate implementation of communal land rights programmes. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights policies, procedures, guidelines and products. Provide support on communal tenure upgrading. Coordinate implementation of land tenure security programmes. Manage all queries on Extension of Security Tenure Acts (ESTA) accordingly. Oversee the liaison with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on Extension of Security Tenure Acts (ESTA)/ Land Tenure Act (LTA). Coordinate training workshops of staff and role players in the land reform. Provide communal property holdings establishment support. Facilitate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in CPA meetings and constitution proceedings. Maintain the register of CPAs and similar entities. Promote awareness of CPA activities. Conduct investigations on the affairs and activities of registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPAs. Monitor the validity of CPAs' transactions in accordance with (CPA) constitution. Provide legal representation, mediation and advice. Ensure legal compliance with regard to applicable Land Tenure Acts. Manage transfer of properties and establishment of legal entities. Draft legal documents in respect of the Land Tenure Acts, regulations and policies. Monitor and evaluate implementation of land tenure programme. Facilitate land dispute resolutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Moeketsi Tel No: (053) 830 4000 Applications can be submitted by post to: Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, Corner Knight and Stead Streets, 6 th floor, Kimberley before the closing date as no late applications will be considered.
<u>POST 03/02</u>	:	<u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/2/1/2023/023</u> Directorate: Finance and Supply Chain Management Services
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Gauteng (Pretoria)

- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management/ Accounting / Auditing/ Supply Chain Management/ Logistics Management/ Purchasing Management / Management (Logistics / Supply Chain Management) (NQF 7). Minimum of 5 years' experience at middle / senior managerial level in relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's licence.
- DUTIES** : Ensure compliance to financial management standards by adhering to policies and guidelines: Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to finance on an-going basis. Develop Policies, systems, procedures and processes for effective implementation financial accounting and reporting services. Oversee financial support services: Manage financial accounting of the department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversee supply chain, facilities and office administration: Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
- ENQUIRIES** : Ms V Nemalili 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 Steve Biko and Stanza Bopape Street, Arcadia.

OTHER POSTS

- POST 03/03** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/033**
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : North West: Mmabatho
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc degree. Minimum of 08 years extensive post qualification legal professional advisory experience. 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 SA 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 think independently, analytically and innovatively. Good Problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Experience in conveyance and vetting of documents. A valid driver's licence and preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Acts. Check Research report e.g. Rule 3, Rule 5 and non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by land owners and other interested parties. Check response to the representations by land owners. Check Gazette Notices. Check valuation analysis and offers to both claimants and land owners. Check section 42D. Attend to negotiations with the farmer / land owner. Prepare response to the representation for the farmer / land Owners. Check first draft of Section 42E expropriation. Attend to Service of the Notice of Possible Expropriation. Attend to receive and peruse the representations by land owners in response to the notice of Possible

Expropriation. Check second draft of Section 42E expropriation. Attend to serve the Final Notice of Expropriations. Check claimant verification. Check Communal Property Association (CPA1 to CPA8 and CPA constitution. Check Deed of Trust. Liaise with the Land Owners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the Notice of Referral. Attend to make copies and issue the Notice of Referral at court. Receive and peruse court papers filed against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claim Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. Opposing Affidavits and Answering Affidavits. Attend to draft report on the progress ID cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend court hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with state Attorneys and Advocates. Draft legal documents in respect the Restitution Act, Regulations and Policies of the commission. Draft legal document for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreements. Draft caretaker ship agreement. Draft CPA constitution. CPA1-CPA8 documents required for the information of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishments of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly 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. Conduct research in respect of special project such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data and develop inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- 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 to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
- POST 03/04** : **DEPUTY DIRECTOR: RURAL ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/037**
Directorate: Cooperatives: Gauteng
- SALARY** : R908 502 per annum (Level 12), (all Inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : applicants must be in possession of a Grade 12 Certificate and a Degree in Agricultural Economics / Economics / Business Management / Development Studies. Minimum of 3 years' junior management experience in Business Development. Job related knowledge: knowledge of the Broad Based Black Economic Empowerment (B-BBEE) Act and related legislations, National

Small Business Amendment Act. Companies Act. Cooperatives Act. Public Finance Management Act (PFMA). Job related skills: High level of integrity, Strong leadership and supervisory skills, Analytical skills, strong work ethics, Good interpersonal Skills, Negotiation skills, Leadership skills, Planning and Execution skills. Management of Human Resources. Acceptance of responsibility. Ability to work under pressure. Work extended hours. Extensive travelling (Locally & Abroad). A valid driver's licence.

DUTIES

: Manage the Implementation of the AgriBEE Fund. Develop and review Memorandum of Agreement an operational Manual for the Fund. Develop and review AgriBEE Fund documents such as the criteria for funding, application form, applicable guidelines and Frequently Asked Questions. Coordinate the assessment of applications in with the qualification criteria and standard operating procedures. Conduct site visits to potential projects. Provide advisory services to stakeholders. Report on outcomes of the assessment process and present findings to the assessment committee. Coordinate execution of assessment committee recommendations with relevant stakeholders. Oversee the packaging of application to be submitted to the Land Bank for due diligence. Communicate outcomes due to diligence assessment to relevant stakeholders. Compile submissions for the Director General's (DG's) approval. Monitor the implementation of approved projects. Compile annual report on the implementation of the AgriBEE Fund. Provide secretariat services to the AgriBEE Fund Committee. Facilitate and coordinate committee meetings and provide secretariat support to the Committee. Present applications to the Committee. Communicate outcomes and/or recommendations of the Committee to Provincial Department of Agriculture's (PDA's), Land Bank and any other relevant stakeholders. Compile annual report on the AgriBEE Fund Committee meetings organised. Promote and market the AgriBEE Fund. Develop and update promotional material such as presentations, brochures and posters as and when necessary. Ensure that the AgriBEE Fund documents such as the criteria for funding, application form, applicable guidelines and FAQs are updated. Liaise with PDAs on publishing AgriBEE Fund information on their departmental websites. Attend meetings and departmental fora to communicate and/or market the Fund products and criteria. Link entrepreneurs and Small Medium and Micro Enterprises (SMMEs) in the sector with relevant institutions for support. Develop a register of funding and/or other development opportunities and coordinate linkages by SMMEs and entrepreneurs in the sector. Coordinate and provide guidance on identification of interventions available in the market for use by entrepreneurs and SMMEs in the sector. Manage the enquiries register. Coordinate and provide guidance on identification of interventions available in the market for the use by entrepreneurs and SMMEs in the sector. Manage the enquiries register. Monitor the impact of the linkages and report on outcomes. Determine impact of funded agribusinesses. Develop a list of projects funded through the AgriBEE Fund. Develop a questionnaire for data collection. Liaise with provincial counterparts and Land Bank in respect of undertakings made by applicant's pre-support. Conduct site visit and interview beneficiaries of the Fund. Monitor funded projects and analyse information collected on site. Compile a report on impact assessment of funded projects.

ENQUIRIES

APPLICATIONS

: Mr M Malomane Tel No: (012) 319 7850

: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

NOTE

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

POST 03/05

: **DEPUTY DIRECTOR: ANIMAL HEALTH IMPORT EXPORT POLICY REF NO: 3/2/1/2023/025**
Directorate: Animal Health: Gauteng

SALARY

: R908 502 per annum (Level 12), (all Inclusive remuneration package to be structured in accordance with rules for MMS)

CENTRE

REQUIREMENTS

: (Pretoria)

: Applicants must be in possession of a Grade 12 Certificate and a BVSc or BVMCh Degree recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. Minimum of 3 years' appropriate experience in

management experience (post-qualification experience) in state controlled and vector borne diseases. 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. Communication skills (verbal and written), Planning, management and organising skills. Creativity and Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. A valid drivers' licence. Willingness to travel and work irregular hours.

DUTIES

: Develop, analyse, maintain and update standards, policies and procedures for the import of animals and animal products. Develop and formulate policies, norms, standards and legislation for the prevention and control of animal diseases through the import of animals and animal products. Drafting veterinary import protocols and veterinary procedural notices. Implementation and (law) enforcement of the Animal Diseases Act 35 of 1984 and accompanying Regulations – including the liaison with relevant role-players and stakeholders. Evaluating risk related to illegal imports and evaluating the granting of dispensations based on risk analysis. Contribute to an efficient and comprehensive risk analysis service regarding animal diseases (risk assessments, risk management and risk communication) relevant to the import of animal and animal products. Consulting prior risk assessments, South African legislation and / or international standards. Monitor and analyse International Organisation for Animal Health (OIE), Codex and Sanitary and Phytosanitary Measures (SPS) agreements for possible impact on animal disease control in South Africa and in order to stay up to date with national and international developments. Place trade restrictions on countries in the event of disease outbreaks. Evaluate and co-ordinate the response to international questionnaires from trade partners for import. Negotiate and maintain export protocols, certificates and procedures. Liaise with foreign countries to request import requirements for animals and animal products. Evaluate export protocols for compliance in conjunction with the Provincial Veterinary Offices and the current animal disease situation in South Africa. Where required, negotiate alternative certification with foreign countries. Assist the Provincial Veterinary Offices in drafting export health certificate and liaise directly with the Veterinary Authority of the importing country. Assist in co-ordinating and completing questionnaires from foreign countries where requested, to establish export protocols. Liaise with exporters and industry representatives to assist in opening export opportunities and manage current exports. Develop and co-ordinate the development of veterinary procedural notices to provide standards for approval of import or export approved facilities. Supervise the evaluation and approval of veterinary approved facilities. Provision of updated lists of approved facilities to trade partners and updating of the DALRRD website. Render services to clients through the liaison with stakeholders including foreign veterinary authorities, Embassies, industry groups, Provincial Veterinary services and other Directorates and Departments in negotiation of animal health related trade protocols. Liaise and negotiate with trade partners on health requirements for animal or animal products for import or export. Facilitate international inspection visits from trade partner delegations. Liaison with Embassies, Foreign Veterinary Services, industry bodies and clients on import-export related matters and trade issues. Liaise with officials in DALRRD, Provincial Veterinary Services, other Departments and Directorates and ports of entry. Co-ordinate formal and informal training or support programmes for State Veterinarians from the National and Provincial Directorates in import-export related matters. Liaise with sub-directorates: Epidemiology and Disease Control regarding programmes and databases for animal disease control and surveillance. Liaise and assist importers and agents with telephonic and email enquiries and visits. Arrange and chair Import Export Policy Unit (IEPU) meetings regarding trade issues, policies and standards. Administrative function related to the supervision and management of the sub-directorate Import Export Policy Unit. Human resource management including evaluation and monitoring of performance and appraisal of employees. Ensuring capacity, development and discipline of staff. Management of office, administration and proper utilization of the budget by monitoring and reporting expenditure etc.

		Compilation of reports from the sub-directorate. Mentoring of junior officials with regard to general and specialized functions.
<u>ENQUIRIES</u>	:	Dr M Maja Tel No: (012) 319 7456
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	African, Coloured and Indian Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
<u>POST 03/06</u>	:	<u>DEPUTY DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) REF NO: 3/2/1/2023/040</u> Directorate: Human Resource Administration: Gauteng
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	(Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Human Resource Management. Minimum of 3 years of experience at junior management level in a Human Resource Management/Administration environment. Job related knowledge: Public Service Act, Public Service Regulations, Public Finance Management Act, Human Resource matters, Reporting procedures, Compilation of management reports, Labour Relations, Human Resource Administration policies and practices, Public Service Reporting, Computer based Human Resource information systems. Job related skills: Communication (Verbal and written), Procurement procedures, Planning and Organising, Training, Research/analysis, Interpretation skills, Supervisory skills and competencies, Strategic planning and leadership, Interpersonal skills, Problem solving skills (conflict resolution) Interpretation, Analytical, Presentation, Report writing, People Management, Administrative, Customer focus, Computer literacy. A valid driver's licence, Acceptance of responsibility, Mentoring and coaching.
<u>DUTIES</u>	:	Manage the allocated resources of the Sub-Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Provide Human Resource advice to Line Managers on Human Resource compensation management, Human Resource service benefits and conditions and the recruitment and selection of SMS members. Provide advisory services and respond to all enquiries received, in line with the government legislative frameworks and the Department policies and directives to the Department line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions and recruitment and selection. Identify and advise line managers on critical and priority SMS posts in the department. Conduct regular guidance and training to trade union representatives and line functionaries on recruitment and selection processes of SMS members. Oversee the capturing administration appointments/acting appointment of SMS members on Personnel and Salary Administration (PERSAL) system. Ensure that Human Resource systems and processes are in place to enable Human Resource support to SMS members. Manage the verification of the source documents submitted. Quality assure appointments/acting appointments/salary adjustments. Approve/authorise PERSAL transaction when applicable. Quality assure implementation of arbitration awards/grievance outcomes. Approve/authorise PERSAL transaction when applicable. Quality assure secondments, re-assignments, counteroffers etc of SMS members. Quality assure implementation on the PERSAL system where applicable. Know and apply legislation, policies, and procedures. Process salary adjustment (e.g. cost-of-living adjustment (COLA)). Implement Arbitration awards, grievance outcomes etc. Monitor employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offer etc.) of SMS members. Oversee the administration of conditions of service and service benefits for SMS members. Monitor and ensure compliance with the legislative frameworks (Leave, termination of service, etc). Quality assure documents. Monitor the submission of documents on the relevant systems. Monitor that terminations are captured on the PERSAL system. Monitor the issuing of

service certificates. Quality assure implementation on the PERSAL system where applicable. Know and apply legislation, policies, and procedures. Oversee and facilitate the recruitment, selection and appointment of SMS members. Communicate with line functionaries to determine staff requirements. Advise management on Employment Equity and other legislative requirements. Provide support in developing job advertisements. Manage the placement of advertisements in the relevant media platforms (Newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice boards). Coordinate the receiving of job applications. Provide a secretariat service during shortlisting and interviews. Manage the verification processes (personnel suitability checks) of candidates (qualifications, employment confirmation, financial checks and criminal checks). Facilitate competency assessments. Compile employment contract and offer letters. Respond to audit, cabinet or presidential hot lines matters. Provide recruitment and selection information to the DPSA, Public Service Commission (PSC), Auditor-General etc. Avail monthly statistics on the vacancy rate of SMS posts in the Department, per Branch. When applicable, assist with the compilation of a tender to appoint a service provider to provide an advertisement and response handling service.

**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 to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

NOTE

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

POST 03/07

: **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF
NO: 3/2/1/2023/034**
 Chief Directorate: Enterprise Project Management Office

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS

**CENTRE
REQUIREMENTS**

: Pretoria
 : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Management / Business Administration / Public Administration / Information Analytics / Management Information Systems or Advanced Diploma in Project Management. Minimum of 3 years' experience at junior management level in project information analysis environment. Job related knowledge: Microsoft Office and Project Management tools. Working knowledge of production processes. Job related skills: Communication skills (verbal and written). Presentation skills. Financial Management skills. Conflict Management skills. Problem solving skills. Project management skills. Microsoft (MS) Project Office. Project Management Body of Knowledge (PMBOK). Ability to work independently. A valid driver's licence.

DUTIES

: Manage operations. Ensure compliance to Departmental policies and governance structures. Develop operational plans aligned to strategic intent of the Department. Manage operations and create operational efficiencies. Develop, maintain strategic and operational dashboards on all project performance. Gather reporting requirements from strategic and operational stakeholders. Develop reports aligned to reporting requirements. Distribute periodical reports to stakeholders. Conduct Project Management practices verification and improve adoption of Project Management (PM) practice. Ensure compliance to PM practice. Conduct analysis of project information in the system and identify alignment gaps. Develop plans to conduct site visits for identified projects. Conduct quality assurance on project files. Develop, implement and continuously improve data and analytics framework. Develop a data analytics framework aligned to the PM system. Periodically conduct analysis of project performance. Develop periodical reports on overall project performance.

**ENQUIRIES
APPLICATIONS**

: Mr T Molefe Tel No: (012) 312 8395/8375
 : 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,

NOTE

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

- POST 03/08** : **DEPUTY DIRECTOR: ENTERPRISE PROJECT MANAGEMENT OFFICE**
REF NO: 3/2/1/2023/035
 Chief Directorate: Enterprise Project Management Office: Gauteng
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Administration / Public Administration or Advanced Diploma in Project Management. Minimum of 3 years' experience at junior management level in project management environment. Job related knowledge: Microsoft Office and Project Management tools. Working knowledge of production processes. Job related skills: Communication (verbal and written). Presentation. Financial Management. Conflict Management. Problem solving. Project management. Microsoft (MS) Project Office. Project Management Body of Knowledge (PMBOK). Ability to work independently. A valid driver's licence.
- DUTIES** : Facilitate project documentation by identifying project milestones, tasks and undertaking analyses. Develop templates and related project documentation. Ensure effective and efficient reporting on projects. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning process. Convert operation plans into projects. Monitor project progress according to baseline project plans. Identify key issue and troubleshooting of complex client and project request. Monitor issue and risk register of projects. Track and monitor project scope and deliverables changes. Track and monitor audit findings related to projects. Facilitate deployment strategies for new projects, including scope and time. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relations with external stakeholders. Implements the Department's project management practices to ensure integrity and quality of project deliverables. Streamline the core business of EPMO across spheres of government. Build and maintain relations with National, Provincial and District Offices. Support and drive Enterprise Project Management Office (EPMO) change management initiatives.
- ENQUIRIES** : Mr T Molefe Tel No: (012) 312 8395/8375
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 03/09** : **STRATEGY ANALYST REF NO: 3/2/1/2023/036**
 Directorate: Strategic Planning: Gauteng
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management /Public Administration / Business Administration / Business Management. Minimum of 3 years' experience in Strategic planning, monitoring and evaluation in government environment. Job related knowledge: Knowledge in government planning cycle Medium Term Expenditure Framework, Medium Term Strategic Framework (MTEF, MTSF), Outcomes Approach etc. Government policies related to strategic planning, monitoring and evaluation, outcomes approach and those related to the Department of Agriculture, Land Reform and Rural Development. Basic Research. Developing indication and managing performance information. Job related skills: Computer Literacy. Good communication skills (verbal, interpersonal and report writing). Analytical skills. Information collection analysis and interpretation. Organisational and Coordination skills. A valid driver's licence.
- DUTIES** : Arrange, Coordinate and facilitate planning workshops. Plan and organise planning sessions which entails sending invitations, reserving locations, creating agendas and disseminating them. Facilitate planning workshops by ensuring that information is shared with stakeholders before, during and after the workshops and that input is given within predetermined time frames.

Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces and analyse in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans and Provincial IOPS. Coordinate inputs towards Annual Performance Plan (APP) and International Operational Plan (IOP) for alignment to the Strategic Plan and the Medium-Term Strategic Framework (MTSF) documents. Align information in coordinating the process of developing in the Departmental Planning Guidelines. Assist in coordinating inputs to the Medium-Term Strategic Framework (MTSF). Conduct Mid-Term Reviews and Re-alignment of Annual Performance Plans. Assess performance through midterm reviews to check if performance will bring desired results. Realign plans taking into consideration resources at the department' disposal and current performance trends. Provide regular support during the development of IOP's and performance reports towards those IOP's. Provide technical support to provinces during the development of IOP's and performance reports towards those IOP's.

- ENQUIRIES** : Ms T Matshiya Tel No: (012) 312 8036
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria,
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply
- POST 03/10** : **ANIMAL HEALTH TECHNICIAN (DISEASE CONTROL FENCE) REF NO: 3/2/1/2023/026**
Directorate: Animal Health
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Mpumalanga (Hectorspruit)
- REQUIREMENTS** Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence. At least 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Reporting writing skills. Willingness to travel and work irregular hours. Ability to work in harsh outdoor conditions, rough terrain and isolated areas and exposure to wild animals, e.g. elephant and buffalo.
- DUTIES** : Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fences. Regular patrol and inspection of fences. Coordinate repair and maintenance of fences. Replace worn out fences. Cut and eradicate trees and vegetation along the fences. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fences. Assist in the identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infectious animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisition of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorisation and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head Office. Deliver fencing material on sites Supervision of

Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advise and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. Employee Performance Management and Development System (EPMDS) evaluation of Tradesmen Aids. Submit Subsistence and Transport (S&T) claim for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.

ENQUIRIES : Dr M Bronkhorst Tel No: (012) 319 7481
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 and Indian Males and African and Indian Females and Persons with disabilities are encouraged to apply.

POST 03/11 : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/2/1/2023/041**
Directorate: Human Resource Administration: Gauteng

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF level 6). Minimum of 2 years' experience in rendering recruitment and selection secretariat support and advisory services. Job related knowledge: knowledge of Recruitment and Selection Prescripts and Legislation, Human Resource Transformation, Monitoring and Evaluation, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relations Act and Basic Conditions of Employment Act. Job related skills: Communication skills (verbal and written), Good interpersonal relations, Ability to communicate well with people at different levels, Planning and organising skills, Problem solving skills, Good telephone and email etiquette, Presentation and facilitation, Report writing skills, Record keeping skills, People management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus and Computer literacy. A valid driver's licence and must be able to travel when required.

DUTIES : Provide effective advisory service on recruitment and selection processes. Ensure adherence and compliance to recruitment and selection policy and prescripts. Administer the arrangement of shortlisting and interview processes. Provide technical advisory services during shortlisting and interview processes. Implement recommendations of the selection committee members. Draft appointment submissions for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Provide advice and guidance to the Department's line functionaries. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Report on vacancies, statistics and other related issues. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Follow up on outstanding personnel suitability checks. Administration of the related databases on recruitment and selection. Control maintain and monitor databases set up to monitor recruitment and selection activities. Provide an update on all related databases on recruitment and selection. Keep and maintain statistics required for reporting purposes. Supervision of employees. Provide on the job training. Manage and supervise employees in line with the performance management policy. Maintain discipline.

ENQUIRIES : Mr M Lerungoane Tel No: (012) 312 8735
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 03/12 : **SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/28**
Directorate: Financial and Supply Chain Management Services

SALARY : R269 214 per annum (Level 07)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics/Supply Chain Management). Minimum of 1 year of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industrial Business Development (CIBD) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts, Knowledge of the Logistical Information System (LOGIS), Accounts Package (ACCPAC) and Basic Accounting System (BAS) transversal systems will be an added advantage. Job related skills: Communication skills (verbal and written), Computer literacy skills, Interpersonal relations, Analytical skills. Teamwork, working under pressure, meeting deadlines.

DUTIES : Implement demand and procurement management requests. Provide secretariat support to the Bids specifications. Compile minutes. Implement the quotation process. Compile and source requests for quotations for procurement of goods and services amounting up to R 1000 000,00 using the electronic department data base, Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Conduct and facilitate briefing sessions. Open quotations and recording on relevant systems/ web sites. Arrange and facilitate evaluation process. Compile comparative schedules for request above R30 000. Compile and check minutes. Compile documentation for approval. Draft appointment and regret letter and update registers. Implement the Bidding process Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems/ web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the PBAC (Provincial Bid Adjudication committee). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Implement contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 & 7.2) for sign off. Facilitate service level agreement.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305 Nelspruit, 1200 or hand delivered during office hours to: 17 Van Rensburg street Nelspruit, 1200, Bateleur building block D, 7th floor.

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

POST 03/13 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/031**
Directorate: Sector Education and Training
This is a re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R269 214 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 Regulations, 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 skill.

DUTIES : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of annual Budget in line with the Public Finance Management Act (PFMA), Treasury Regulations and 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 Transport (S&T) claims and other related expenditure. Administer the procurements of goods and services. Compile and maintain the DMP. 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 MC Rachidi Tel No: (012) 319 7212
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 03/14 : **STATE ACCOUNTANT: PLAS MANAGEMENT SERVICE REF NO: 3/2/1/2023/032**
Directorate: Pro-active and Land Acquisition Strategy (PLAS) Trading Account Financial Management
This is a re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R269 214 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience in the financial management services. Job related knowledge: Understanding of National Treasury Regulations, Public Finance Management Act (PFMA) and Knowledge of a Complete and Comprehensive Program for Accounting Control (ACCPAC), Safety Web Systems. Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint, Project), Communication skills (written and verbal), Planning and organising skills and time management skills. A valid driver's licence.

DUTIES : Effect payment to Service Providers. Ensure all payments are recorded accurately on the incoming document register and supported by valid supporting documents. Pay the correct supplier with the correct banking details and amount within the 30 days from date of receipt of invoice. Ensure compliance with the relevant Proactive Land Acquisition Strategy (PLAS) Payment checklist and process payments within 5 days of receipt of complete payment parcel. Compile reports for the section (age analysis, payment report and relevant registers). Compile payment reports on a regular basis after payments have been processed. Compile and submit payment reports

accurately and completely to relevant users. Compile accounts payable on a monthly, quarterly and yearly basis. Maintain complete and accurate vendor master file. Update electronic vendor register on a regular basis. Perform and sign-off vendor reconciliations on a weekly basis. File all vendor forms accurately. Ensure effective document control and safeguarding of financial records and documents. Stamp and quality control all payment documents daily after payments. Review and sign-off batch listing report for payments and journals after month end closure. Ensure that all journals are captured on the system and complies with internal control processes. File all payments and journals sequentially in a lockable area.

**ENQUIRIES
APPLICATIONS**

: Ms L Twalo Tel No: (012) 312 8392
: 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.

NOTE

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

POST 03/15

: **FINANCIAL CLERK (SUPERVISOR) REF NO: 3/2/1/2023/038**
Directorate: Management Accounting: Gauteng

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07)
: Pretoria
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Financial Environment required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collect financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury Regulations (Public Finance Management Act (PFMA), Divisions 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 organization skills, Computer operating skills, Language, Communication skills (verbal and written), Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES

: Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filling of documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and secure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources /staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr G Visser Cell: 072 023 1876
: 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,

NOTE

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

- POST 03/16** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/029**
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Mpumalanga (Mbombela)
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 PP Muchanga Tel No: (013) 754 8072
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305 Nelspruit, 1200 or hand delivered during office hours to: 17 Van Rensburg street Nelspruit, 1200, Bateleur building block D, 7th floor, for the attention of Human Resource Management
- NOTE** : African, Coloured, Indian, White Males and African, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 03/17** : **GROUNDSMAN REF NO: 3/2/1/2023/030**
 Directorate: Genetic Resources
- SALARY** : R107 196 per annum (Level 02)
CENTRE : Gauteng (Roodeplaat)
REQUIREMENTS : Basic education (literacy and numeracy – Adult Basic Education and Training (ABET) level 2). No previous experience required. Job related knowledge: Knowledge of activities in respect of grounds. Knowledge of general routine activities in respect of infrastructure. Basic knowledge of general activities. Planning and organising. Job related skills: Good Communication skills (verbal and written), Basic Computer skills, Interpersonal skills, Analytical and listening skills. Numerical understanding, Planning, and organizing skills, Problem solving and able to work independently.
- DUTIES** : Perform routine activities in respect of grounds through inter alia the following:
 -Supply of fertilizers. Irrigation and watering of plant/lawns. Weeding, pruning and trimming of plants. Cutting, seeding and transplanting. Mowing lawns. Dispose of organic waste. Dig up compost. Digging and Spraying. Maintaining flower beds and edges.
- ENQUIRIES** : Mr B M Maroga Tel No: (012) 319 6426
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.