

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 24 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: ALRRD 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.

ERRATUM: The position of Assistant Registrar of Deeds: Mechanisation Office of the Registrar of Deeds: Limpopo with Ref3/2/1/2023/051 and Senior Examiner 3 Posts Office of the Registrar of Deeds: Gauteng (Pretoria Ref

3/2/1/2023/055 and Senior State Accountant Office of the Chief Registrar of Deeds: Gauteng (Pretoria) Ref 3/2/1/2023/058 that was advertised in Public Service Vacancy Circular no 4 of 2023 dated 03 February 2023 Has reference. The Employment Equity is amended for the post of Assistant Registrar of Deeds: Mechanisation Office of the Registrar of Deeds: Limpopo with Ref3/2/1/2023/051 to African, Coloured, Indian, White Males, and African, Coloured, Indian, White Females and Persons with disabilities are encouraged to apply and for the post of Senior Examiner 3 Posts Office of the Registrar of Deeds: Gauteng (Pretoria) Ref 3/2/1/2023/055 African, Coloured, Indian, White Males and Coloured, and Indian Females and Persons with disabilities are encouraged to apply. The post of Senior State Accountant Ref 3/2/1/2023/058 has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 05/01** : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/2/1/2023/077**
Directorate: Provincial Operations Support
- 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 REQUIREMENTS** : Western Cape (Cape Town)
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 / Business Administration / Public Management (NQF Level 7). Minimum of 5 years' experience at middle / senior managerial level. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a wide spectrum. A thorough understanding and practical experience of project management. Analytical and problem-solving skills. Facilitation and coordination skills and experience. Experience in implementation of goals / plans including monitoring, tracking and reporting status toward goal completion. Excellent analytical and problem-solving skills. Ability to think conceptually when analysing data and designing concept to modify corporate policies, procedures and processes. Presentation skills: comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. A valid driver's licence. Willingness to travel. Ability to work under pressure and long hours.
- DUTIES** : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of Planning Framework by the Directorate Strategic Planning for all Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DALRRD Annual Performance Plan (APP). Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the Province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on the functionality of Provincial Governance Structures. Randomly attend the Provincial Governance Structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office 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. Provide quarterly

reports identifying performance risks and recommending intervention plans and improvement for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at Provincial level. Provide assistance to Chief Director: Provincial Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DALRRD key programmes and facilitate sharing of best practices and lessons learnt by Provinces through the existing Departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the Department key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Identify institutions that will be part of the networks for the DALRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions so as to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop integrated operational plans performance reporting system. Monitor all Provincial performance against the approved integrated operational plans monthly. Request and get monthly reports from Director's. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Plan performance plan.

ENQUIRIES
APPLICATIONS

: Mr L Mbekeni Tel No: (021) 409 0500
: Applications 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.

OTHER POSTS

POST 05/02

: **CHIEF ENGINEER (GRADE A – B) (OSD) REF NO: 3/2/1/2023/078 (X2 POSTS)**
: Directorate: Infrastructure Support
: (12 Month Contract)

SALARY

: R1 090 224 – R2 068 053 per annum, (Salary will be in accordance with Occupation Specific Dispensation (OSD) requirements)

CENTRE
REQUIREMENTS

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and Engineering degree (B Eng / BSC (Eng) or relevant qualification. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 6 year's post qualification experience required as a registered Professional Engineer. Job related knowledge: Agricultural Infrastructure design and construction. Project management systems. Engineering operational communication (teams and service providers). Computer-aided engineering applications (Auto-CAD). Knowledge of legal compliance. Technical report writing. Creating high performance culture (project planning). Programme and project management (Agriculture Infrastructure projects). Engineering, legal and operational experience (Agricultural Infrastructure). Process knowledge and skills (Agricultural Infrastructure). Maintenance skills and knowledge (Agricultural Infrastructure projects). Mobile equipment operating skills (surveying and data gathering). Engineering design and analysis knowledge (Agricultural Infrastructure). Research and development (Agricultural Infrastructure). Technical Consulting (Service providers and provinces). Engineering professional judgement. Job related skills: Literacy skills. Computer skills. Planning and organising skills. Communication skills (verbal and written). Willingness to work extended hours and to travel. A valid driver's licence.

- DUTIES** : Development of national agricultural infrastructure engineering norms, standards, guidelines and best practices. Draft norms and standards with provinces. Peer review norms and standards with provinces. Norms and standards approved. Monitor and evaluate application of norms and standards. Manage engineering design and analyse effectiveness thereof. Perform final review and approval on engineering and design. Coordinate design efforts and coordination across disciplines. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Monitor maintenance efficiencies for attainment of organisational goals, i.e. construction of Foot-and-mouth disease (FMD) border fence, drilling of boreholes and maintenance of Conservation areas. Coordinate and manage engineering projects and programmes. Oversee and / execute project planning and liaison with role players. Oversee budget planning and control. Oversee the establishment and management of project teams. Oversee construction and on-going monitoring and evaluation. Responsible for final sign off. Ensure adherence for professional engineering regulations and procedures. Provide area wide project planning support to provinces on engineering matters. Prioritise requests received for services. Identify other disciplines involved. Develop appropriate solution with other disciplines. Provide detailed solution to client. Monitor implementation of solution. Ensure good governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practises and organisational requirements. Provide technical consulting services for the operation on engineering related matters. Manage and implement knowledge sharing initiatives and monitor the exchange and protection of information between operations and individuals. Manage financial resources. Ensure the availability and management of funds. Manage the operational capital project portfolio for operations. Manage the commercial value-add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure adherence organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage Human Resources. Manage the development, motivation and utilization of human resources. Performance management and development.
- ENQUIRIES** : Mr K Motebejane Tel No: (012) 846 8501 / 02
- 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 Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/03** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 3/2/1/2023/075**
Directorate: Logistics and Asset Management
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics / Financial Management / Accounting / Commerce. Minimum of 3 years' experience at a junior management level in Asset Management. Job related knowledge: Public Finance Management Act (PFMA), Supply Chain Management Framework, Treasury Regulations, Broad Based Black Economic Empowerment (BBBEE), Logistics Information Systems (LOGIS), Basic Accounting System (BAS), Asset Register System (BAUD). Job related skills: Leadership skills, Communication skills (verbal and written), Report writing skills, Financial management skills, Interpersonal skills, Management skills, Computer Literacy, Project management skills. A valid driver's licence.
- DUTIES** : Manage asset verification / spot checks. Develop action and asset verification plans and logistics for the process. Ensure stakeholder buy-in with all relevant offices regarding the visits to monitor compliance. Analyse variance reports and effect relevant changes. Conduct follow ups with regard to unverified assets and escalate issues to senior management. Ensure that assets procured are barcoded and captured in the departmental asset register. Provide support to client's offices. Provide assistance with regards to asset

management matters. Handle queries. Communicate all asset related matters to Asset Controllers. Manage the disposal process. Manage and coordinate the transfer and movement of departmental assets. Ensure the appointment of an auctioneer service in the Department. Ensure the disposed / lost / theft and damaged assets are retired in the Asset Register (BAUD). Report and manage financial information. Request BAS reports and BAUD registers and perform reconciliation. Monitor and check the correctness and accuracy of the departmental asset register reports. Collate and consolidate financial information from relevant stakeholders. Ensure that journals are processed to amend misclassifications. Compile and report on asset information in the Financial Statements. Communicate with National Treasury and the Office of the Auditor General on departmental transfers in terms of Section 42 of the PFMA. Handle audit queries and findings.

- ENQUIRIES** :
- APPLICATIONS** :
- Ms FN Masanabo Tel No: (012) 312 8769
- 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 Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/04** :
- DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 3/2/1/2023/076**
Directorate: Financial Accounting
- SALARY** :
- R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** :
- Gauteng (Pretoria)
- REQUIREMENTS** :
- Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and its prescripts. Departmental policies and procedure. Financial systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. A valid driver's licence.
- DUTIES** :
- Manage, oversee, plan and develop financial reports and statements. Prepare and manage training plan for Annual Financial Statements (AFS) / Interim Financial Statements (IFS) and train line function and other finance officials for financial reporting inputs. Liaising with line function and the finance officials to obtain accurate, complete and reliable inputs for financial reporting purposes within set timeframes. Liaise with National Treasury regarding any information required for financial reporting purposes. Verify compliance as prescribed by National Treasury and capture inputs on working papers and agree with the template. Preparation, compilation and interpretation of Interim and Annual Financial Statements. Submit AFS / IFS to National Treasury and Auditor General of South Africa in strict compliance with the PFMA and other prescripts. Manage the administration banking services and cash flow functions. Manage the Standard Bank and ABSA accounts and the administrative duties. Manage the Paymaster General (PMG) accounts and the administrative duties. Manage the reconciliation of the various accounts. Manage the forecast of cash flow requirements based on commitment and previous expenditure patterns and the monthly requests for funds. Manage the submission of the compliance certificates and bank reconciliation to National Treasury. Manage the revenue collection functions and compilation of departmental tariffs. Manage the administrative functions of the revenue section. Manage and oversee revenue collection. Reconcile revenue collected. Approve refunding of incorrect payments received. Oversee training and appointment of cashiers. Oversee the clearing of ledger accounts. Oversee the compilation of the monthly reports: Revenue 42, In-Year Monitoring (IYM),

Consolidated revenue reports and inputs provided for the revenue budget. Approve timeous payments to the National Revenue Fund (NRF). Manage the compilation of the Tariff Book. Obtain inputs from line directorates on the formulae and calculation of tariffs. Advise and assist line Directorate on the compilation of tariff structures and use of formulas. Compile and obtain approval for annual submission to National Treasury and the Minister. Oversee the compilation, print and distribution of Tariff Book. Oversee the correction of expenditure allocations and the timeous closing on BAS of month-and year-ends. Scrutinize Trial Balance and monitor clearing of expense account on a weekly basis. Communicate with relevant officials on a weekly basis regarding uncleared expense accounts. Ensure the monthly progress meetings are held and monthly compliance file is submitted to the supervisor. Manage consolidated reports on suspense accounts, compile and submit compliance certificate to National Treasury. Manage the resources of sub directorate (Physical and Human). Ensure capacity and development of employees. Manage discipline. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

- ENQUIRIES** : Ms SH Sambo Tel No: (012) 319 6780
- 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 African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/05** : **DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO: 3/2/1/2023/086**
Directorate: Financial Accounting
- SALARY** : R766 584 per annum (Level 11), (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 in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Accounting Sciences / Auditing / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and Logistical Information System (LOGIS). Public Finance Management Act (PFMA), Treasury Regulations. Procurement procedures. Job related skills: Supervision skills. Communication skills (verbal and written). Interpersonal relations skills. Planning and Organising skills. A valid driver's licence.
- DUTIES** : Manage the debts of the Department. Plan, manage, co-ordinate, control, monitor and evaluate recovery plan on Staff Debtors, Trade Debtors and State Land Lease Debtors. Verify, check and compile reports (inclusive of monthly, interim and annual financial statements inputs, operational plan, In-Year Monitoring (IYM) inputs), and memorandums. Maintaining policies, procedures and frameworks Trade Debtors and State Land Lease Debtors Staff Debtors, Trade Debtors and State Land Lease Debtors. Draft and maintain circulars and procedures. Provide status of all debtors Staff Debtors, Trade Debtors and State Land Lease Debtors. Ensure the proper maintenance of all Staff Debtors, Trade Debtors and State Land Lease Debtors records. Manage execution of decisions and make recommendations. Ensure that all Staff Debtors, Trade Debtors and State Land Lease Debtors of the Department are accounted for in the financial account of the Department. Oversee the verification of daily bank reconciliation. Manage repayment agreements. Manage the credit payments. Attend to audit and other queries. Manage losses and claims. Manage recovery process of all debt due to Department. Manage claims in insolvent and deceased estates. Manage, analyse and make decision on the right offs and closing of files. Ensure the proper compilation of deeds documentations. Manage the administrative processes and compliance on revenue. Plan, manage, co-ordinate, control and monitor and evaluate and report on revenue collection activities. Evaluate and advise on findings and submission in respect of revenue collection for debt processes. Attend to audit and other queries. Ensure the spot checking of files for correctness and completeness. Manage the resources of sub directorate (Physical, Human and Financial). Monitor and

ensure proper utilization of equipment and reporting thereof. Ensure that all staff sign performance agreements. Review, evaluate and monitor performance and appraisal of employees. Develop and implement personal development plans. Ensure capacity and development of staff. Manage discipline.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel No: (012) 319 6780
: 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 African, Coloured and Indian Females and Persons with disabilities are encouraged to apply

POST 05/06

: **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/073**
Directorate: Marketing

**SALARY
CENTRE
REQUIREMENTS**

: R491 403 per annum (Level 10)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree in Agricultural Economics or 3 year Bachelor's Degree plus Honours in Agricultural Economics. Minimum of 3 years' supervisory experience in Agricultural Economics Environment. Job related knowledge: Practical knowledge and understanding of the Agricultural Marketing Strategy for the Republic of South Africa. Knowledge of agricultural marketing related legislation. Knowledge of agricultural marketing, agricultural marketing capacity building and marketing information systems. Job related skills: Planning and Organising. Communication skills (verbal and written). Presentation skills. Innovative skills. Ability to work independently, with minimum supervision and under pressure. Willingness to travel extensively. A valid driver's licence.

DUTIES

: Manage Projects related to development, implementation and evaluation of Agricultural Marketing Capacity Programme. Conduct research on the agricultural marketing capacity building needs for smallholder producers. Contribute to the implementation of relevant pillars of the Agricultural Markets Strategy for the Republic of South Africa. Conduct surveys for the collection of data from producers, collaboration with various stakeholders such as commodity associations and farmer support officials at the Provincial and local level. Develop agricultural marketing needs assessment reports and provide advice to the Department regarding the status of agricultural marketing capacity development in the country. Conduct agricultural marketing needs assessments and develop agricultural marketing capacity building manuals. Undertake capacity needs assessment among smallholder producers in collaboration with Commodity Associations, Provincial departments, Provincial Shared Service Centres (PSSC's) and other stakeholders. Identify suitable capacity development programme in the sector to address the needs and / or facilitate development of demand-driven agricultural marketing capacity development programme. Development of marketing capacity building manuals in the line with the agreed standards. Facilitate editing, design, layout and production of the manuals. Implement agricultural marketing capacity building programme among smallholder producers and other interested stakeholders. Organise and facilitate Agricultural Marketing Capacity Building workshops based on the identified needs. Identify beneficiaries of the Marketing Capacity Building Programme in collaboration with provincial departments, commodity associations and other role-players. Develop training schedule in collaboration with provincial departments, commodity associations and other role-players. Create and update database of producers who completed the agricultural marketing capacity building programme. Make contributions to the agricultural marketing webinars, information sessions and other relevant events. Management of stakeholders to ensure successful and collaborative implementation of the capacity building programme. Evaluate agricultural marketing capacity building programme and develop progress reports on the implementation of Capacity Building Program. Conduct post workshop evaluations. Conduct qualitative and quantitative analysis of the workshop undertaken. Develop regular reports on agricultural marketing capacity building and resent the findings to management and other forums. Management of records related to the capacity building programme.

- ENQUIRIES APPLICATIONS** : Mr D. Mosese.Tel No: (012) 319 8080
 : 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 05/07** : **ASSISTANT DIRECTOR: (GRIEVANCE AND DISPUTES) REF NO: 3/2/1/2023/071**
 Directorate: Employees Relations
- 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 in Labour Relations / Labour Law / Human Resource Management. Minimum of 3 years supervisory experience in labour relations environment. Job related knowledge: Experience and knowledge of the following legislations: Labour and Employment Legislation. Public Service Regulations. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** : Facilitate the prompt finalisation and resolution of grievances and disputes. Monitor implementation and adherence of prescripts governing grievances. Facilitate grievance cases and ensure that they are dealt within 30 / 45 working days / agreed upon time frames. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executive Authority (EA) and Public Service Commission (PSC) when necessary. Ensure and monitor the implementation of grievances. Identify cases that need to be dealt with by legal services or external service providers / counsel. Proper preparation and presentation of cases. Obtain mandate and / or negotiate settlement agreements to resolve disputes where applicable. Represent the Department at conciliation and arbitration. Manage prompt finalisation and resolution of misconduct cases. Opening and filling of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on Personnel and Salary Administration (PERSAL). Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly reports. Manage an effective labour relations reporting system for allocated cases. Timely submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Monitor and capture all grievance cases in PERSAL. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. Assist in collective bargaining process and labour relations reporting systems. Provide assistance with the preparations for the Departmental Bargaining Council (DBC) meetings as requested. Attend policy consultation meetings as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.
- ENQUIRIES APPLICATIONS** : Ms M Sebela Tel No: (012) 319 6891
 : 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 Indian and White Females and Persons with disabilities are encouraged to apply.

POST 05/08 : **ASSISTANT DIRECTOR: (TRANSFORMATION STRATEGIES REF NO: 3/2/1/2023/084)**
Directorate: Diversity Management and Transformation Strategies

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 Human Resource Management / Public Management / Public Administration. Minimum of 3 years of experience at supervisory level in Transformation Management environment. Job related knowledge: Practical knowledge of transformation initiatives of government. Practical research skills. Practical implementation knowledge of relevant acts and policies. Ability to generate a statistical report. Job related skills: Computer literacy. Interpersonal skills. Communication skills (verbal and written). Organisational skills. Project management skills. Conflict management skills. Financial management skills. A valid driver's licence.

DUTIES : Monitor the implementation of the Employment Equity Plan. Monitor Employment Equity Plan quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders. Compile and submit quarterly and annual Employment Equity reports to all stakeholders (e.g. Management, Department of Labour etc.) Provide advice and administrative support to the Departmental Employment Equity Forums. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advise senior managers on implementation of Cabinet decision to improve representation of people with disabilities and females at Senior Management Services level. Support the implementation of Transformation Strategy. Support the implementation of Transformation Strategy and to achieve transformation goals, eg. Diversity Management Programme. Facilitate the alignment of employment policies and programmes to support the implementation of transformation imperatives. Facilitate and analyse the alignment of employment policies, practices, procedures, and programmes quarterly to support the implementation of transformation imperatives, e.g. conduct employment and working environment analysis.

ENQUIRIES : Ms A Ferreira Tel No: (012) 312 8707
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 African, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 05/09 : **ASSISTANT DIRECTOR: FINANCIAL STATEMENT REF NO: 3/2/1/2023/085)**
Directorate: Financial Accounting

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 Commerce / Auditing / Financial Management / Accounting / Cost and Management Accounting. Minimum of 3 year's supervisory experience in the financial reporting environment. Job related knowledge: Financial system: Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL) and Logistical information System (LOGIS). Computer accounting software: (Microsoft Word and Excel). Generally Accepted Accounting Principles (GAAP). Knowledge of Financial Accounting Systems. Modified Cash Standards. Accounting Manual for Departments. Treasury Regulations. Public Finance Management Act, Act 1 of 1999. Job related skills: Computer literacy skills. Communications skills (verbal and written). Organisation skills. Interpersonal skills. Budget forecasting. Team management skills. Presentation skills. Report writing skills and financial management skills.

DUTIES : Compile Annual Financial Statements (AFS) and the quarterly Interim Financial Statements (IFS). Compile and prepare statements for Financial Performance. Compile and prepare statements for Financial Position. Compile cash flow statement. Compile and prepare statements of changes in net Equity. Compile and preparation of notes. Compile and preparation of annexures. Compile

working papers. Verify and validate of inputs against supporting documents. Maintain records for inputs to the Annual Financial Statements (AFS) and the quarterly Interim Financial Statements (IFS). Compile spreadsheet of gifts and donations received and paid. Record documents. Request PERSAL report (current and terminations). Compile a spreadsheet. Identify cases to be followed up with Directorate: Human Resource Management. Request BAS reports. Verify the supporting documents with BAS reports. Classified according to National Treasury Regulations. Co-ordinate application from Recapitalisation and Development Program (RDP) and payment to agent. Maintain proper record keeping. Manage payments, investments and withdrawals. Reconcile BAS accounts with bank accounts. Update working paper with input from relevant Directorate / section. Follow-up inconsistencies between records and inputs. Verify and compare submissions / legal documents. Verify movements (payments) on BAS. Verify inputs with current records. Verify supporting documents with schedules. Ensure complete record of all supporting documents. Record month-end closure on BAS. Request reports of all suspense items. Verify and monitor the suspense items that should be or preferably be zero before closure of a month. Communicate information to the different divisions to clear the amounts before the month-end closure. Ensure that all requirements have been met to close at month end on BAS. Compile the certificate to the Chief Financial Officer. (Attached a trial balance and Bank reconciliation report). Process and oversee the month end closure on BAS. Compile the closing certificate to the Chief Financial Officer. Co-ordinate the monthly inputs from the various sections. Verify the reports on amounts outstanding for more than one month. Follow-up items were insufficient / inadequate information is provided. Manage, monitor and correct suspense (ledger) accounts and expenditure allocations suspense account. Request reports of all suspense accounts. Identification of amounts outstanding for more than two months. Conduct research. Verify the reports on amounts outstanding for more than two months. Follow-up items were insufficient / inadequate progress is made. Co-ordinate corrections with the Budget section. Request relevant BAS reports / batches. Conduct research. Oversee the compilation of journals for the corrections.

**ENQUIRIES
APPLICATIONS**

: Ms SH Sambo Tel No: (012) 319 6780
 : 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 05/10

: **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2023/098 (X2 POSTS)**
 Directorate: Forensic Investigatons
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Forensic Investigations / Auditing / Police Administration / Law / Criminology / Forensic Accounting / Criminal Justice. 3 years credible and applicable experience in the Forensic Investigation field. Project management or supervisory experience. Membership of Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Project Management best practice. The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations methodologies, procedures and software. Job related skills: Communication skills (written and verbal), Interviewing skills, Analytical and problem-solving ability, Staff and Interpersonal skills, Project management skills, Computer skills and Investigation skills. A valid driver's licence.

DUTIES

: Perform and supervise the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's projects, in line with the

methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Investigation Phase Deliverables of the Forensic Investigation Directorate's projects in line with quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilations on the electronic software Reporting Phase Deliverables of the Forensic Investigations Directorate's projects in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the Closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation project planning memoranda. Perform and supervise the compilation on the electronic software of the Closure Phase Deliverables of the Forensic Investigations Directorate's projects allocated to this position in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Manage the Forensic Investigations Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

- ENQUIRIES** : Mr M Rammutla Tel No: (012) 312 8168
- 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, White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/11** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2023/088**
Directorate: Corporate Services
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. Minimum of 3 years' experience at supervisory level in ICT environment. Job related knowledge: Government systems and structures. A sound knowledge and understanding of the South African media landscape and operations. Job related skills: Planning and organising skills, Communication skills (verbal and written), Interpersonal skills, Analytical and Problem-solving skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work in a team.
- DUTIES** : Providing Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal systems. Report functionality of the systems. Monitor systems reconnections. Receive novel new user form users and submit new novel forms for creation. Provide feedback on new creations. Compile Reports. Maintain Information Technology (IT) application. Update antivirus / facilitate an update of antivirus. Scan computers for antiviruses. Scan and remove unwanted applications. Perform networks and hardware support to users. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on the IT technical audit. Participate in central projects of rolling out new applications to departmental offices across the Province. Supervise and manage sub-directorate. Ensure that Computer Network Support, Planning and Scheduling and Annual reports are submitted on time. Ensure that calls are resolved and closed within the stipulated Service Level Agreement time frame. Manage subordinates and leave arrangements.

- ENQUIRIES APPLICATIONS** : Mr KE Sebitiele Tel No: (018) 388 7115
 : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 05/12** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/102**
 Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : KwaZulu Natal (Pietermaritzburg)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Management / Business Administration. Minimum of 3 years' experience in the relevant working environment. Job related knowledge: Knowledge of Human Resource prescripts. Knowledge of government systems and structure. Public Financial Management Act (PFMA). Archives Act. Minimum Information Security Standard (MISS). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Computer literacy, Planning and organising skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Communication skills (verbal and written), Project management skills and Resource planning skills. A valid driver's license.
- DUTIES** : Manage resources of the Directorate: Support Services. Compile demand management plan for the Directorate. Manage capturing of requests on LOGIS. Compile requisition in line with the demand management plan. Manage procurement of goods and services for Directorate. Provide administration support services. Coordinate the submission of monthly reports from business units. Compile monthly, quarterly and annual reports. Coordinate quarterly submission of risk register progress reports. Compile and coordinate training requests submissions. Manage and maintain leave requests for all staff in the Directorate. Monitor compliance of attendance register. Receive and record leave plans for all officials in Support services. Circulate leave credits and manage applications for leave utilisation. Utilisation of PERSAL to generate leave reports to conduct leave audits. Facilitate and monitor compliance with legislative requirements. Keep abreast with changes in policy changes across Support Services. Draft and publicise policies in conjunction with Communication Services. Ensure all business units are familiar with changes. Provide general office administration services. Manage Logs of activities and completed work. Ensure that completed documents are kept in appropriate location. Ensure that all correspondence is referenced in accordance with file plan of the Department. Monitor the inflow of work and compile database to track workflow across all business units. Manage travel and accommodation requests across the Directorate. Compile submissions and response on behalf of the Directorate. Provide secretariat to meetings of the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Mr S Manqele Tel No: (033) 264 9500
 : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
- POST 05/13** : **SENIOR POLICY PRACTITIONER: SECTOR EDUCATION AND TRAINING REF NO: 3/2/1/2023/074**
 Directorate: Sector Education and Training
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Education / Agriculture Management / Public Administration. Minimum of 2 years' experience in Agricultural Education and Training Field or Education. Job related knowledge: Knowledge of Public Service and Departmental prescripts / Policies. Understand and follow / practice the Departmental policies, practices, and prescripts. Telephone etiquette. Computer training. Job related skills: Report writing skills.

- Presentation skills. Interpersonal skills. Project management skills. Negotiation skills. Communication skills (verbal and written). Co-ordination skills. Computer literacy. A valid driver's licence. Willingness to work extended hours.
- DUTIES** :
- : Collection of data, execution of surveys on Agriculture as well as Agriculture enrolments, graduate outputs, and throughput rates. Generate a list of all institutions offering Agriculture Education and Training programmes. Send questionnaires for data collection and all institutions offering Agriculture Training programmes to collect information on graduates, enrolments, and curriculum. Analyse and generate annual reports and enrolment, graduates' output and agriculture programmes. Facilitate the tabling of reports at various departmental committees for approval. Facilitate the presentation of annual reports findings to Principals of colleges of agriculture, Deans of faculties of agriculture and other relevant stakeholders. Facilitate the design and layout and printing of the reports. Publicizing the reports. Administration of database of agriculture and education training information. Generate education and training database. Generate database of sector education and training database. Update education and training database. Coordinate the implementation of transversal national policies and strategies relevant to Agriculture Tertiary Education. Collect data on all agriculture related vacancies advertised by public sector, private sector, and public entities in the print media and electronic media. Execute surveys on Agriculture enrolment and graduates. Generate an annual report on skills demand and supply by the agriculture sector. Generate the Agriculture education and training reports. Compile monthly, quarterly and annual reports on key deliverables.
- ENQUIRIES** :
- APPLICATIONS** :
- : Mr G Mathye Tel No: (012) 312 7902
 - : 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 Batrix) 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 05/14** :
- : **SENIOR EVALUATION ANALYST REF NO: 3/2/1/2023/070**
Directorate: Evaluation
- 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 Social Sciences, Agricultural Sciences, Development Studies or Public Administration / Management. Minimum of 3 years of experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations. Good stakeholder liaison, coordination and problem-solving skills. Good report-writing skills. Good communication and presentation skills. Good computer skills. Statistical analysis skills. Data warehouse management skills. Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distance for extended periods(s). A valid driver's licence.
- DUTIES** :
- : Contribute to the development and review of evaluation frameworks. Develop and maintain evaluation frameworks and guidelines. Present draft frameworks. Implement evaluation frameworks and guidelines. Contribute to the development of the DALRRD 5-year evaluation plan. Determine areas for evaluation. Research and source inputs for the departmental evaluation plan. Evaluate strategic projects and programmes of the Department. Contribute to the design and implementation of evaluations. Develop evaluation terms of reference. Develop implementation plans for evaluations. Coordinate data collection for evaluations. Analyse collected data. Generate / produce evaluation reports. Produce comprehensive evaluation reports. Distribute reports to relevant stakeholders. Monitor the implementation of evaluation recommendations. Develop monitoring tools for the implementation of

evaluation recommendations. Track the implementation of evaluation recommendations. Build collaborative partnerships for continuous improvement and data use.

**ENQUIRIES
APPLICATIONS**

: Mr K Themba Tel No: (012)312 9637
: 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 05/15

: **INFORMATION TECHNOLOGIST REF NO: 3/2/1/2023/092 (X2 POSTS)**
Directorate: Grootfontein Agricultural Development Institute

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Eastern Cape (Middelburg)
: Applicants must be in possession of a Grade 12 Certificate and Diploma / Degree (NQF Level 6) in Information Technology / Computer Science. Minimum of 2 years' experience in the Information Technology environment. Job related knowledge: Window Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excel, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology (Cisco routers / switches, Wifi access points). Hardware installation and support. Latest trend in IT. Job related skills: Planning and organising skills. Computer programming skills. Interpersonal skills. Computer user skills. Resources planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). Ability to work under pressure.

DUTIES

: Develop and maintain network infrastructure (servers, security, connectivity). Install, test, upgrade and relocate network components to increase network capacity. Manage and maintain Windows and Linux servers. Efficient management of user and group storage on the network. Provide specialist support to network / Local Area Network (LAN) users. Manage and maintain the surveillance camera and biometric access control systems liaising with vendors as required. Carry out complex trouble shooting, determination and resolution liaising with vendors as required. Ensuring that backups are done according to schedule and verified regularly. Monitor network, coordinate installations, upgrades or enhancements to networks and participates in evaluations of new products and networks. Design complex network solutions from various network diagrams / proposals. Attend to all ad-hoc tasks / requests relating to network infrastructure. Develop and implement systems and procedures related to information technology and training required by the institute. Systems analysis. Develop functional and technical specifications to meet the business needs of clients. Systems analysis for new and existing systems. Systems analysis for new and existing systems. Construct programs including coding, testing and debugging. Research. Software development. Construct and implement application programs. Design programs from programs specifications. Construct programs including coding, testing and debugging. Research. Quality control. Ensure technical and functional standards are observed. Responsible for quality control as well as code walk through. Prepare system documentation including training manuals. To provide formal and informal IT training to students and other clients. Provide formal and practical training and courses to students and other clients. Develop and revise academic material. Provide Further Education and Training (FET), informal training and short courses in Windows, Microsoft Word, Excel, PowerPoint, Internet and Email. Examines learners according to Intelligent Sector Expertise in Technology Transaction (ISETT) Sector Education and Training Authorities (SETAs) standards. Advice and assist students with assignments according to the Guidelines for assignments. Provide Technical support and advice to staff of the institute. Supply help-desk function for user enquires on both mainframe and systems as well as problems / advice on data communication. Follow up on problems logged to see if the customer is satisfied with resolution of the problem. Log enquires, carry out first level defaulting and provide advice to users.

ENQUIRIES

: Mr. W Olivier Tel No: (049) 802 6620

- 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/16** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/087**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations. Minimum of 2 years' experience working in Human Resource Management environment. Job related knowledge: Knowledge of Human Resource. Labour and employment legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package). Communication skills (verbal and written). Negotiation skills. Conflict resolution skills. Planning and organising skills. Presentation skills. A valid driver's licence. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
- DUTIES** : Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to the delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfers and translations on Personal and Salary Administration System (PERSAL). Facilitate employee benefits and conditions of service. Quality assure documents received for termination of services. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement / Approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) documents before authority on PERSAL. Ensure that EPMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letters for the signatures of the Moderating Committee Chairperson. Inform employees (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Performance and Development Plan (PDP). Check and advise on submissions of employee regarding training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on employee relations matters. Submit reported

misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the Outcome on the resolution of grievances. Compile statistics on disciplinary cases submitted.

**ENQUIRIES
APPLICATIONS**

: Ms V Nemalili Tel No: (012) 337 3656
: Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered during office hours to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083

**FOR ATTENTION
NOTE**

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

POST 05/17

: **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/082**
Directorate: Corporate Services:

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Mpumalanga (Mbombela)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Administration / Public Management / Labour Relations / Social Science Degree in Human Resource Management and Psychology. Minimum of 2 years' experience working in a Human Resource Management Environment. Job related knowledge: Knowledge of Human Resource. Labour and Employment Legislation. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Interpersonal skills, Planning and Organising skills and Presentation skills. A valid driver's licence. Personnel and Salary Administration (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Administer recruitment and selection. Coordinate the advertisement of vacant positions. Update Employment Equity targets and ensure compliance during the recruitment and selection process. Obtain approval for the selection committees to fill vacant positions. Ensure the capturing of the submitted applications. Conduct screening of job applications. Arrange shortlisting and take minutes of the proceedings. Schedule interviews and invite shortlisted candidates for interviews. Provide secretariat support during the shortlisting and interview process. Conduct reference checks. Ensure that background checks and qualification verification are conducted. Submit the recommendation of the selection committee to delegated authority for approval. Provide feedback to successful and unsuccessful candidates. Facilitate the implementation of appointments, transfer and translation on PERSAL. Facilitate employee benefits and conditions of service. Quality assure documents received for termination of service. Approve service terminations on PERSAL timeously. Conduct exit interview and ensure that all related forms / documents are completed. Complete and ensure correct submissions of pensions forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefit from GEPF. Implement / approve PERSAL transactions such as but not limited to housing, appointments, probations, payment of allowance etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts before approving on PERSAL. Ensure proper administration of incapacity leave in the Province. Conduct leave audit. Conduct calculation of leave pay-out and ensure proper implementation. Coordinate the implementation and monitoring of Performance Management, Training and Development Processes. Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assure Employee Performance Management and Development System (EPMDS) reports. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for the signatures of moderating committee chairperson. Inform employee (in writing) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performance incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progression. Compile database of Performance Development Plans (PDP).

Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Provide and facilitate training to business units on request. Compile and submit training memos to the Director: Human Resource Utilisation and Development for approval. Provide administration support on Employee Relations matters. Submit reported misconduct cases to National Office. Make follow-ups on submitted misconduct cases. Implement progressive disciplinary outcomes on PERSAL. Communicate the outcome on the resolution of grievance. Compile statistics on disciplinary cases submitted.

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020
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 05/18 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/083 (X2 POSTS)**
 Directorate: Financial and Supply Chain Management Services

SALARY : R331 188 per annum (Level 08)
CENTRE : Western Cape (Cape Town)
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 2 years 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 Industry Development Board (CIDB) 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), Accounting Packages (ACCPAC) and Basic Accounting System (BAS) transversal systems. Job related skills: Computer literacy skills. Communications skills (verbal and written). Interpersonal relations. Analytical skills. Teamwork. Working under pressure. Meeting deadlines.

DUTIES : Facilitate demand management services. Conduct and analyse market per commodity. Coordinate and review procurement and demand management plan. Receive and check compliance of all procurement requests from clients. Provide support in drafting of specifications. Compile and update procurement and demand plan progress reports. Implement the quotation process. Manage sourcing of quotations amounting up to R1 000 000.00, using the electronic departmental database Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated and registered service providers on the National Treasury supplier database. Arrange and facilitate BID specification where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000. Coordinate documentation for approval. Coordinate appointment 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 / websites. Prepare comparatives 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 secretarial duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurements plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare Standard Bid Document (SBD 7.1 and 7.2) and sign off. Facilitate service level agreement.

ENQUIRIES : Mr S Zwane Tel No: (021) 409 0300

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001, for the attention of Human Resource Management.
- NOTE** : African, Indian and White Males and Coloured, and Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/19** : **SCIENTIFIC TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/090**
Directorate: Grootfontein Agricultural Development Institute
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Science or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge in livestock production practices, research techniques, data recording and capturing. Legal compliance knowledge. Job related skills: Programme and project management skills, Scientific methodologies skills, Communication skills, Research and development skills, Computer-aided skills, Scientific applications skills. Legal compliance skills, Technical report writing skills, Creating high performance culture, Professional judgment, Data analysis skills and Mentoring skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Provide administrative support services. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Ensure compliance with internal and external financial and supply chain policies. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
- ENQUIRIES** : Dr W Olivier Tel No: (049) 802 6620
- 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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 05/20 : **LIBRARIAN REF NO: 3/2/1/2023/091**
Directorate: Grootfontein Agricultural Development Institute
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R269 214 per annum (Level 07)
CENTRE : Eastern Cape (Middelburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a NQF Level 6 qualification in the field of Library Services and / or Library Management. Minimum of 1-year relevant experience. Job related knowledge: Knowledge of registry, archives processes and policies applicable to government systems. Knowledge of the Dewey system and document tracking, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act. 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. Ability to work under pressure.

DUTIES : Operational processes in the Library. Registration of library clients and users. Issuing of library material. Avail and unlock Dewey classification, CAB, modem and catalogue practices. Assist with and conduct internet searches for articles and information. Update systems of LIPWIN and contemporary library software systems. Coordinate the paid services with relevant units e.g photocopies. Ensure daily orderliness, hygiene of the library. Manage the library space for research usage and learning assist in provision of reasonable space. Follow-up on outstanding material and books. Coordinate processes towards electronic supply and access of library information. Order new material through approved systems and processes. Establish operating systems, maintenance of the project, article database and archive in library for use by clients and students. Establish, operate and maintain research documents data list for the library. Operate and manage the library archive. Develop, implement and maintain sound record systems to manage library information. Training and orientation to students, new officials in the use of the library. Advice and orientate students on writing of tutorials. Orientate and advise staff, students and lecturers on the updated processes and version on the services. Orientation of students and staff on procedure for library material loan basis. Provide effective support services to users and clients of the library. Operate the library within client base hours. Ensure access to library during scheduled times. Create a learning friendly environment to students and clients. Liaison and marketing services. Link with other libraries, government Departments, new development sites and information relating to library systems, products and services. Market new and updated material, books and information to students, staff and clients. Financial and supply chain functions. Manage budget as user. Ensure development of specifications, gathering of quotes and placement of requisition orders for library requirements and material. Ensure assets are controlled and reported.

ENQUIRIES : Mr. T Cebani Tel No: (049) 802 6725
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 or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

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

POST 05/21 : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/100**
Directorate: Water Use and Irrigation Development

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 Regulation,

Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

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

ENQUIRIES : Ms MJ Gabriel Tel No: (012) 846 8567
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 05/22 : **HUMAN RESOURCES PRACTITIONER (MISCONDUCT) REF NO: 3/2/1/2023/072**
 Directorate: Employees Relations

SALARY : R269 214 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Labour Relations / Labour Law / Human Resource Management / Public Management / Public Administration. Minimum of 1 year experience and a valid driver's licence. Job related knowledge: Knowledge of human resource strategy, planning and systems. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Personnel and Salary Administration (PERSAL) control. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills. Customer focus. Computer literacy.

DUTIES : Facilitate the prompt finalisation of grievance. Facilitate the finalisation of grievance cases and ensure that they are finalised within 30 / 45 working days / agreed upon timeframe from the date of receipt. Advice towards the resolution of grievances. Investigate and produce quality reports. Facilitate the implementation of outcomes. Facilitate prompt referral of grievances to the Executing Authority and Public Service Commission (PSC) when necessary. Implement PSC recommendations. Receive and capture grievances on the database. Capture cases on PERSAL. Draft quarterly reports and memorandums to the Department of Public Service and Administration (DPSA), PSC and internally monthly report. Facilitate the prompt finalisation of

misconduct cases. Opening and filing of misconduct files. Facilitate finalisation of disciplinary cases and ensure that they are finalised within 90 calendar days. Investigate and produce quality reports. Ensure the implementation of the outcome of formal and informal disciplinary process. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Provide efficient and effective advice on disciplinary matters. Capture cases on PERSAL. Draft quarterly reports and memorandums to DPSA, PSC and internally monthly report. Facilitate the resolution of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate to negotiate settlement agreement to resolve disputes, where applicable. Ensure proper preparation and presentation of cases. Implement outcomes of disputes. Assist in arranging consultations with Counsel. Assist in collective bargaining processes and labour relations reporting system. Provide assistance with the preparation for Departmental Bargaining Council (DBC) meetings, as requested. Attend policy consultation meetings as requested. Attend to any industrial unrest that occurs in areas of responsibility. Promote and enforce cordial relationship with shop stewards in area of responsibility.

- ENQUIRIES** : Ms M Sebela Tel No: (012) 319 6891
- 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 Indian Females and Persons with disabilities are encouraged to apply.
- POST 05/23** : **SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/080**
Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- 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. Minimum of 1-year' experience in Procurement Administration / Acquisition Management / Provisioning Administration Job related knowledge: Knowledge of Supply Chain Management Policies, Public Finance Management Act (PFMA), Treasury regulations, Preferential Procurement Policy Framework Act (PPPFA)., Legislations governing public sector procurement, Sound understanding of procurement and financial management systems, Sound understanding of risks management and governance strategies, policy development and implementation. Job related skills: Computer literacy. Interpersonal skills. Communication skills (written and verbal). Report writing skills. Analytical skills. Problem solving skills. A valid driver's licence.
- DUTIES** : Compile and consolidate Demand Management Plan (DMP) and procurement plan. Coordinate and collate business / line functions and regional inputs for procurement plan. Conduct needs assessments by collecting and analysing relevant data, categorizing commodities, and ensuring availability of funds. Conduct variance, market and industry analysis. Review demand management and procurement plan. Assist in drafting specifications / terms of reference. Draft specifications / terms of reference for goods and services. Track all movements of specifications and terms of reference submissions. Standardisations and benchmarking of TORs. Render acquisition services for all goods and services procured through quotation / bid process. Verify requests for quotations for correctness and completeness. Conduct research and source service providers from the Central Supplier Database (CSD) and other relevant sources. Compile comparative schedule for all quotations including due diligence to ensure value for money and transparency. Apply Preferential Procurement Policy Framework Act for quotations-preferences points and price. Evaluate / review quotations and submit for approval. Ensure that the bid / quotation processes are compliant and fully executed within the requisite legislative and regulatory framework and stipulations. Facilitate advertising, evaluating and adjudicating. Provide secretarial support to the Bid Committee. Quality check all submissions to Bid Committees. Conduct checklist and compliance of received proposals. Coordinate the evaluation of received bids through various Bid Committees. Prepare documentation and calculate the scores of the potential bidders. Write up the recommendations of

Bid Committee for decision making. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the Department. Ensure compliance and implement Supply Chain Management policies, Delegation of Authority, Treasury Regulations and standard operating procedures. Provide demand and acquisition monthly and quarterly reports. Collate data, prepare reports and presentations for management use. Monitor and report on Broad-Based Black Economic Empowerment (B-BBEE) / preferential procurement spending in terms of the Department targets and report on a weekly / monthly basis on performance against the procurement plan. Ensure timeous reporting to Treasury. Supervision of staff.

**ENQUIRIES
APPLICATIONS**

: Ms JN Duma Tel No: (012) 407 4493
 : 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 Females and Persons with disabilities are encouraged to apply.

POST 05/24

: **SENIOR DATA CAPTURER REF NO: 3/2/1/2023/099**
 Directorate: Quality Assurance and Administration

**SALARY
CENTRE
REQUIREMENTS**

: R218 064 per annum (Level 06)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).

DUTIES

: Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.

**ENQUIRIES
APPLICATIONS**

: Mr K Senosha Tel No: (015) 495 1904
 : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

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

POST 05/25

: **CADASTRAL OFFICER REF NO: 3/2/1/2023/101**
 Directorate: Information Services

**SALARY
CENTRE
REQUIREMENTS**

: R218 064 per annum (Level 06)
 : KwaZulu Natal (Pietermaritzburg)
 : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

DUTIES

: Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct,

cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geospatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

- ENQUIRIES** : Ms CN Mtshali Tel No: (033) 355 2900
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 05/26** : **FINANCE CLERK (X5 POSTS)**
Directorate: Financial Accounting
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria):
Reporting Ref No: 3/2/1/2023/095
Salaries Ref No: 3/2/1/2023/096
Expenditure Ref No: 3/2/1/2023/097 (X3 Posts)
- REQUIREMENTS** : 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 of 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, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES** : Ms SH Sambo Tel No: (012) 319 6780

- 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 05/27** : **SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/079**
Directorate: Restitution Finance and Supply Chain Management
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.
- DUTIES** : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipments and accessories to components and individuals. Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.
- ENQUIRIES** : Mr TM Makhuto Tel No: (012) 407 4486
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, Indian, and Coloured Females and Persons with disabilities are encouraged to apply.
- POST 05/28** : **REGISTRY CLERK REF NO: 3/2/1/2023/081**
Directorate: Corporate 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 registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment and Understanding of the work in registry. Job related skills: Planning and organising skills, Computer literacy skills, Language skills, Communication skills (verbal and written), Interpersonal relations skills and Flexibility. Ability to work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, register, sort and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and file. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily

basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archive and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
APPLICATIONS

: Ms ZP Hadebe Tel No: (013) 754 8020
: 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

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

POST 05/29

: **SECRETARY REF NO: 3/2/1/2023/089**
Directorate: Spatial Planning and Land Use Management

SALARY
CENTRE
REQUIREMENTS

: R181 599 per annum (Level 05)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.

DUTIES

: Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES
APPLICATIONS

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

NOTE

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