

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 March 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

OTHER POSTS

- POST 07/01** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/150**
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Or Tambo / Alfred Nzo)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities or Social Science or Degree in Law. Job related work experience: Minimum of 3 years' experience at junior management level in Land Reform environment. Job related knowledge: Thorough knowledge of Land Tenure security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and Conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : Provide Communal Land Tenure Programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institutions and assist them in their adherence to regulation and Acts. Facilitate Land dispute resolutions. Mediate / refer for mediate.
- ENQUIRIES APPLICATIONS** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/02** : **DEPUTY DIRECTOR: RESTITUTION POLICY RESEARCH REF NO: 3/2/1/2023/155**
Directorate: Restitution Research
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Economics / Social Sciences / Legal. Minimum of 3 years' experience at junior management level in social and legal research environment. Experience in providing legal advice and developing of policies and processes. Job related knowledge: Basic knowledge of financial management and administration systems. Knowledge of Restitution and Land Reform mandates. Strategic planning. Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act. Knowledge of the Restitution of Land Rights Act. Job related skills: Computer literacy. Communication skills (verbal and written). Interpersonal skills. Management skills. Supervisory skills. Skills in preparing budgets. A valid driver's licence.
- DUTIES** : Manage, coordinate and provide programme performance services on research. Oversee the development, monitoring and maintenance of research performance dashboards. Oversee monitoring and reporting of research targets within the Provinces. Ensure proper reporting of research claims being tracked and monitored. Implement effective and rigorous quality assurance systems for research. Provide project and information management support for restitution research. Develop research policy and processes. Update research policies and Standard Operating Procedures (SOP) in line with relevant legislations. Ensure fair administrative processes. Ensure compliance to those policies and procedures. Monitor restitution research. Provide quality assurance and vetting services for all Rule 3 and Rule 5 reports, non-compliance memorandums and gazette notices. Follow court's precedents in

- the vetting of reports. Coordinate and provide research training and support. Provide training in respect of research policy, methodologies, procedures, best practice, etc. Render advice and support to all Land Restitution Support offices. Programme management support to research projects and service providers. Provide technical and strategic support on research to all Provinces.
- ENQUIRIES** : Ms C Van Der Merwe Tel No: (012) 407 4400
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/03** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: 3/2/1/2023/159) (X2 POSTS)**
Directorate: Litigation
- SALARY** : R495 354 - R1 192 677 per annum, (The salary will be determined in accordance with the OSD requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. MR 6: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. Job related knowledge: Knowledge of legislations administered by the Department. Basic knowledge of financial and administration systems. Knowledge of court rules and processes. Promotion of Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Knowledge of performance management. Knowledge of expenditure reporting. Monitoring and Evaluation. Supply Chain Management. Job related skills: Law interpretation skills. Ability to research the law. Client relations skills. Excellent drafting and writing skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Negotiation skills. Interpersonal and leadership skills. A valid driver's licence.
- DUTIES** : Coordinate cases to their conclusion. Evaluate instructions. Obtain information from line function. Instruct the State Attorney where applicable. Attend consultations and court hearings. Provide feedback to line functionary as and when case progresses. Manage the performance of the external legal team i.e. State Attorney and Counsel. Provide legal opinions on litigation to the internal client (Line Functionary). Evaluate instructions. Consult with Line Functionary / request further particulars. Research the applicable law. Draft the opinion in the simple language and provide to Line Functionary. Compile monthly litigation reports. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Compile litigation reports for all active cases, dormant, high value cases and finalised cases. Ensure that the reports are updated on monthly basis. Receive and evaluate outputs provided by legal officials including provincial legal officials. Provide monthly reports to the Deputy Director- General: Corporate Support Services. Report to the audit committee on litigation matters emanating from Forensic Investigation Directorate. Manage contingent liabilities and contingent assets. Compile and maintain an accurate register of contingent liabilities and assets. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Receive and evaluate outputs provided by legal officials, including provincial legal officials. Request monthly updates from the State Attorney and update the report based on information received from the State Attorney. Provide monthly and quarterly reports to finance. Report monthly to the audit committee. Handle queries and audit findings by the Auditor General. Manage the Directorate efficiently and effectively. Manage staff and budget of the Directorate. Compile and sign performance agreement with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.
- ENQUIRIES** : Mr K Chokwe Tel No: (012) 312 9459

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- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/04** : **CONTROL VETERINARY TECHNOLOGIST REF NO: 3/2/1/2023/156**
Directorate: Animal Health
- SALARY** : R491 403 per annum (Level 10)
CENTRE : Mpumalanga (Skukuza)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Veterinary Technology. Registration with the South African Veterinary Council. Minimum of 3 years' appropriate experience (post-qualification experience). Job related knowledge: Bacterial culture, polymerase chain reaction, light microscopy, ISO-17025 Standard. Biosafety levels (particularly Biosafety Level 2), South African National Accreditation System (SANA) accreditation. Job related skills: Bacterial culture, polymerase chain reaction, light microscopy. Knowledge of Supply Chain Management, Human Resource Management and Financial aspects of office management.
- DUTIES** : Diagnostic services, which would inter alia entail the following: Receive, collect, register and process specimens. Analyse and interpret laboratory diagnostic test readings. Use approved methods and techniques to carry out diagnostic tests. Review and verify test results. Safe disposal of contaminated materials. Populate databases (e.g. Picture Archiving and Communication System (PACS) to provide veterinary statistics for national and international planning, which would inter alia include the following: Generate, records, verify, manipulate and maintain diagnostic data. Report back on diagnostic and related data as and when required. Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic Laboratory service, which would inter alia entail the following: Compile Standard Operating procedures (SOP's) and implementation of approved SOPs in accordance with applicable quality management system. Study professional journals and publications to ensure that cognisance is taken of new developments. Keep abreast of the latest developments in Veterinary Diagnostic technologies. Manage the Skukuza State Veterinary Laboratory facility, including all bio-security areas, which would inter alia entail the following: Perform all administrative and related functions for Skukuza bio-security areas, including laboratory, quarantine bomas, post-mortem facility and incinerator. Supervise general workers in all biosecurity areas, including laboratory, quarantine bomas, post-mortem facility and incinerator. Supervise researchers and related personnel working in the laboratory. Stock control and budget planning of the relevant biosecurity areas. Control and maintenance, including calibration, of equipment utilised in the biosecurity areas. Ensure compliance with national and international prescriptions.
- ENQUIRIES** : Dr L van Schalkwyk Tel No: (013) 735 5641 / 2
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 07/05** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: 3/2/1/2023/152**
Directorate: Employees Relations
- SALARY** : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and 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 (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 timeframes. 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 grievance. 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 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 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 adhoc reports. Monitor and capture all grievance cases on PESAL. Facilitate capacity building programs. Provide and facilitate training to business unit on request. Advise employees daily. 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 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** :
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- POST 07/06** :
- ASSISTANT DIRECTOR: FINANCIAL AUDIT REF NO: 3/2/1/2023/154**
Directorate: Performance and Financial Audit
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum (Level 09)
 - Gauteng (Pretoria)
 - Applicants must be in possession of a Grade 12 Certificate and National Diploma in Auditing / Accounting. Minimum of 3 years' experience in Financial Auditing at supervisory level. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's licence.
- DUTIES** :
- Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Performance and Financial Audit 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: Financial Audit on a weekly basis. Perform and supervise execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Performance and Financial Audit 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: Financial Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise a compilation on the electronic audit software of the reporting phase deliverables of the Performance and Financial Audit 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: Financial Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Performance and Financial Audit 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: Financial Audit on a weekly basis. Supervise the financial audit sub-directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

**ENQUIRIES
APPLICATIONS**

: Mr M Rammutla Tel No: (012) 312 8168
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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POST 07/07

: **ASSISTANT DIRECTOR: NEWS REF NO: 3/2/1/2023/157**
 Directorate: Media and External Communications
 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 National Diploma in Communications / Journalism / Marketing / Public Relations / Graphic Design / Media Studies. Minimum of 3 years supervisory experience in a communication service environment. Documentable, hands on experience in implementing and project managing media liaison services. Job related knowledge: Knowledge of policies and legislations governing communication. Exhibitions and events as communication platforms. Development communication. Job related skills: Computer literacy, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Decision-making skills, Problem solving skills and Organising skills. A valid driver's licence. Ability and willingness to travel extensively and work outside office hours.

DUTIES

: Research and generate stories. Write content for specific online projects. Write and contribute articles and features for departmental newsletters and newspapers. Help determine story selection and stacking. Develop and coordinate production schedule. Arrange and coordinate editorial meetings. Read newspapers and suggest news stories daily. Generate story ideas. Improve writing skills. Coordinate editing of stories. Edit, write and re-write, proofreading of articles, features, ad copies and other content. Create and drive content strategy for specific projects. Write and produce advertising copies for print and media campaigns. Research and write technical content for production, services and projects. Assist and support researchers in developing content specific projects. Assist and support information architects, program engineers and project managers in developing content for projects. Write stories and screenplays for radio and television plays.

- ENQUIRIES** : Mr M Rannditsheni Tel No: (012) 319 7960
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/08** : **ASSISTANT DIRECTOR: FINANCE AND ADMINISTRATION REF NO: 3/2/1/2023/161**
Chief Directorate: Security and Facilities Management Services
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in administration environment. Job related knowledge: Knowledge of Supply Chain Management (SCM) process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Planning and organising skills. Analytical Skills. Document management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resources planning skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Willingness to travel and work irregular hours. Ability to work under pressure.
- DUTIES** : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework (MTEF) processes are adhered to. Verify that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Coordinate the development / reviewal of operational / strategic plan. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit minutes drafted. Coordinate procurement of goods and services. Coordinate the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance with regards to the implementation, interpretation and application of administrative policies. Promote adherence to policies such as PFMA, Procurement, Human Resource, Transport and Record management policies. Develop administrative policies procedures and provide inputs for policy development. Coordinate human resource support services. Coordinate all training requirement and activities. Coordinate the component equity plan and ensure vacancies are filled accordingly. Coordinate recruitment process. Coordinate leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.
- ENQUIRIES** : Mr D Lupungela Tel No: (012) 312 8672
- 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, Indian and White Females and Persons with disabilities are encouraged to apply

POST 07/09 : **ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/148**
Directorate: National Rural Youth Service Corps

SALARY : R393 711 per annum (Level 09)
CENTRE : Eastern Cape (Sarah Baartman / Nelson Mandela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration. Minimum of 3 years' working experience in the Youth Development field. Job related knowledge: Project management life cycle, Skills Development Act, South African Qualifications Act, Youth Development. Job related skills: Planning and organising skills, Financial management skills, Decision-making skills, Communication and interpersonal skills, Computer literacy skills (Microsoft Word, Project, Excel, PowerPoint, Internet), Skills development and Youth development skills. A valid driver's license.

DUTIES : Coordinate and facilitate the recruitment and the management of the youth enrolled in the National Rural Youth Service Corps (NARYSEC) Programme within the District. Engage local stakeholders regarding eminent NARYSEC recruitment. Prepare recruitment advertisement in consultation with the Director and place advert in local key points. Chair interviews and keep minutes. Arrange orientation of new youth into NARYSEC programme. Facilitate recruitment of youth who meet criteria and submit required documents. Facilitate signing of contract with recruited youth. Monitor youth participation in the programme and compile monthly reports. Update records of youth in different training colleges, community services and leadership training. Facilitate election of NARYSEC Participation Committee members by youth periodically. Hold monthly meetings with NARYSEC Youth Committee members, keep records of meetings and submit monthly reports. Facilitate and coordinate logistical arrangements for youth attending training, meetings and events. Administer attendance registers during training and community service for the payment of stipend and additional allowance to youth. Compile monthly report on youth that have absconded / not active whose stipend / additional allowance must be frozen or terminated. Manage the performance of community service by youth within the District Municipality. Facilitate the securing of place where youth will perform community service. Facilitate signing of attendance registers when youth performing community service. Monitor at least once a month to assist with monitoring attendance and training progress and compile reports. Coordinate and facilitate skills development of the NARYSEC youth within the District Municipalities. Facilitate and coordinate career guidance sessions through Deputy Director: Skills Development. Facilitate youth signing of training commitment letters. Educate and explain to the youth on how the additional allowance is paid and mentioned. Visit training venues monthly to assist with monitoring of attendance, training progress and compile reports. Coordinate, facilitate and support exit opportunities for the NARYSEC youth. Assist with the facilitation and coordination of awareness campaigns on entrepreneurship skills and other existing opportunities. Link youth to identified internal and external existing opportunities. Assist with the facilitation, coordination and establishment of cooperative and support for the existing ones.

ENQUIRIES : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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POST 07/10 : **HEALTH AND SAFETY OFFICER REF NO: 3/2/1/2023/149**
Directorate: Document Security Compliance and Occupational Health and Safety

SALARY : R331 188 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Environmental Health / Safety Management. Minimum of 2 years' experience in occupational health and safety. Job related knowledge: Knowledge in Occupational Health and Safety Legislation. Knowledge of

- Occupational Health and Safety (OHS Standard Operating Procedures. Job related skills: Computer literacy. Interpersonal skills. Organizing and planning skills. Communication skills (verbal and written). Analytical skills. Good Interpersonal skills. Integrity and honesty. Report writing skills. A valid driver's licence and willingness to work in a team.
- DUTIES** : Promote Occupational Health and Safety (OHS) within the Department. Conduct OHS assessment at allocated DALRRD offices at National Office. Facilitate the establishment of OHS structure. Facilitate the appointments of statutory appointees. Participate in OHS Committee meetings. Conduct awareness and induction for employees within the Department on health and safety practices and legislation. Facilitate training of appointed OHS members. Conduct OHS awareness and induction within DALRRD offices. Communicate frequently with management to report on the status of the occupational health and safety program. Report to the Assistant Director: OHS on health and safety related matters on an ongoing basis. Liaise with stakeholders on OHS related matters. Promote incident management within the Department. Investigate reported OHS incidents and recommend remedial actions. Liaise with Human Resource Management on reported injury on duty. Contribute To the development and implementation of Emergency Preparedness Plan. Facilitate the development and implementation of Emergency Preparedness Plan. Coordinate preparedness plans of emergency evacuation drills. Liaise with relevant stakeholders on the preparations of emergency evacuation drills. Coordinate emergency evacuation drills.
- ENQUIRIES** : Ms K Ngobeni Tel No: (012) 312 8658
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
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- POST 07/11** : **SENIOR AUDITOR: FINANCIAL AUDIT REF NO: 3/2/1/2023/164 (X2 POSTS)**
Directorate: Performance and Financial Audit
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Auditing / Accounting. Minimum of 2 years' experience in Financial Auditing. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). Interviewing skills. Analytical skills. Problem solving skills. Computer literacy. Business process analysis skills. Risk and control assessment skills.
- DUTIES** : Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Performance and Financial Audit 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 Assistant Director: Financial Audit on a weekly basis. Perform the execution of the annual plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverables of the Performance and Financial Audit 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 Assistant Director: Financial Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform a compilation on the electronic audit software of the defined scope of the reporting phase deliverables of the Performance and Financial Audit 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 Assistant Director: Financial Audit on a weekly basis. Perform closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Performance and Financial Audit 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 Assistant Director: Financial Audit on a weekly basis.

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

POST 07/12 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/147**
Directorate: Financial and Supply Chain Management Services

SALARY : R331 188 per annum (Level 08)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years working experience in logistics and transport environment. Job related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to account officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical information System (LOGIS). Job related skills: Communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Organizing and office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Computer literacy in Microsoft Office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's license.

DUTIES : Administer payments on Logistics system. Authorise payment in LOGIS. Ensure payment are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangement. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcels. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly report inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of logistics system as a system controller. Facilitate registration of new users. Coordinate LOGIS training to Users. Monitor profile for LOGIS users. Liaise with National treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are place as per the request.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072
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 and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 07/13</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2023/163</u> Directorate: Examination Services
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral Survey Environment. Job related knowledge: Knowledge of Geomatical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's licence.
<u>DUTIES</u>	:	Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.
<u>ENQUIRIES</u>	:	Ms N.H. Ngubane Tel No: (033) 355 2900
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.

- POST 07/14** : **RESOURCE CONSERVATION CLERK REF NO: 3/2/1/20 23/123**
 Directorate: Climate Change and Disaster Risk Reduction
- SALARY** : R218 064 per annum (Level 06)
CENTRE : Northern Cape (De Aar)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a Certificate in Office Administration. No experience required. Job related knowledge: Agricultural Pest Act. Public Service Act. Public Service Regulations. Public Finance Management Act. Labour Relations Act. Treasury Regulations. Job related skills: Communication skills (verbal and written). Presentation and report writing skills. Problem solving and analysis skills. Computer skills. Ability to act with tact and discretion. Willingness to work long hours and to travel extensively. Overtime work will be required.
- DUTIES** : Render administration support in the management of migratory pests' contractors. Compile of locust control contracts. Verify locust contracts and entity forms. Verify locust claims and submit a request for sundry payment. Receive locust reports. Receive orders for locust equipment and insecticides from locust contractors. Answer and handle customer queries. Procurement of insecticides and larvicide. Procure and store chemicals and consumables. Ensure that there are always enough chemicals at the depot. Render support in terms of general administration services, human resources, financial services and procurement of goods and services. Receive and handling delivered documents (photocopying, faxing and binding documents). Records incoming and outgoing mail. Procurement of goods and services and process all received invoices in line with Supply Chain Management policies and procedures for payment of services rendered. Ensure quality assurance and compliance on all documents especially payment documents. Conduct asset management by recording new items, updating asset register and prepare loss reports. Prepare bookings for officials for accommodation, workshops and conferences. Verification of subsistence and transport claims, overtime claims, invoices and log sheets prior to submission for approval. Collection of mail. Render transport services. Issue the departmental vehicles with trip authority and fuel card. Requesting license and fuel cards of the vehicles. Inspect departmental vehicles. Ensure that the departmental vehicles are serviced. The processing of accident reports. Maintenance of database. Register entities on Safety Web and Basic Accounting System (BAS). Register the contractors in the database. Compilation of database for locust contractors. Update the database.
- ENQUIRIES** : Ms V Jongwana Tel No: (053) 631 3621
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 07/15** : **ARTISAN REF NO: 3/2/1/2023/153**
 Directorate: Climate Change and Disaster Risk Reduction
 Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R218 064 per annum (Level 06)
CENTRE : Northern Cape (De Aar)
REQUIREMENTS : Applicants must be in possession of a N3 in motor mechanical. 1 year's relevant experience. Job related knowledge: Agricultural Pest Act, Health and Safety Act, Knowledge of policy development, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, First Aid and Fire Fighting. Job related skills: Excellent communication skills (verbal, presentation and report writing), Problem solving, analysis and computer skills. Willingness to work long hours and travel extensively. Overtime work will be required. A valid driver's licence.
- DUTIES** : Repair and maintain migratory pests control equipments. Diagnose the problem on the motorised spraying pumps. Replace faulty / broken parts (engine and carburettor). Repair and replace chemical tanks, poison seal, bearing, propeller and stop valves poison booster pump. Maintain and repair blackfly tanks by sealing (welding) leakages. Maintain trailers for roadworthy. Maintain stores, workshop and terrain. Ensure chemicals are stored at an

approved standard storage to avoid damage to chemicals. Record old stock chemicals that need to be discarded. Monitor the cleaning of stores, workshops, offices and terrain. Identify areas in need of repair within the stores, workshop, offices and terrain. Render administration support services. Issue and withdraw chemicals and spraying equipments to the control contractors. Keep record of chemicals in stock by conducting stock taking for the purpose of assessing the need to procure. Determine the need for the procurement of workshop resources. Supervision of staff. Allocation and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms V Jongwana Tel No: (053) 631 3621
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered during office hours to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 07/16 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/162**
 Directorate: information services

SALARY : R218 064 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : 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 : Coloured and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.

POST 07/17 : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 3/2/1/2023/158 (X2 POSTS)**

SALARY : R207 429 – R953 979 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE : Directorate: Litigation: Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR 2:** LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. **MR 4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Knowledge of legislations administered by the Department. Knowledge of managing civil litigation cases including labour litigation cases. Knowledge of court rules and processes. Knowledge of managing external legal teams (State Attorney and Counsel). Knowledge of law research and provisioning of legal opinion. Promotion of Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Job related skills: Law Interpretation skills. Ability to research the law. Client relations skills. Excellent drafting and writing skills. Presentation skills. Computer literacy. Communication skills (verbal and written). Negotiation skills. Interpersonal and leadership skills. A valid driver's licence.

DUTIES : Coordinate cases to their conclusion. Evaluate instructions. Obtain information from line function. Instruct the State Attorney where applicable. Attend consultations and court hearings. Provide feedback to line functionary as and when case progresses. Manage the performance of the external legal team i.e. State Attorney and Counsel. Provide legal opinions on litigation to the internal client (Line Functionary). Evaluate instructions. Consult with Line Functionary / request further particulars. Research the applicable law. Draft the opinion in the simple language and provide to Line Functionary. Compile monthly litigation reports. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Compile litigation reports for all active cases, dormant, high value cases and finalised cases. Ensure that the reports are updated on monthly basis. Receive and evaluate outputs provide by legal officials including provincial legal officials. Provide monthly reports to the Deputy Director-General: Corporate Support Services. Report to the audit committee on litigation matter emanating from Forensic Investigation Directorate. Manage contingent liabilities and contingent assets. Compile and maintain an accurate register of contingent liabilities and assets. Gather information from officials in the Directorate and the Senior Legal Administration Officers in the Provincial Offices. Receive and evaluate outputs provided by legal officials, including provincial legal officials. Request monthly updates from the State Attorney and update the report based on information received from the State Attorney. Provide monthly and quarterly reports to finance. Report monthly to the audit committee. Handle queries and audit findings by the Auditor General. Manage the Directorate efficiently and effectively. Manage staff and budget of the Directorate. Compile and sign performance agreement with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Develop annual operational plan for Directorate. Compile monthly, quarterly and annual reports on Directorate's performance against the Operational Plan.

ENQUIRIES : Mr K Chokwe Tel No: (012) 312 9459

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

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

<u>POST 07/18</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/160</u> Directorate: Legal Support
<u>SALARY</u>	:	R207 429 – R953 979 per annum, Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Knowledge of the South African Law. Job related skills: Ability to interpret the law. Ability to research the law. Writing skills. Presentation skills. Client relations skills. Communication skills. Computer literacy. A valid driver's licence. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documentation such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft, or vet other legal documents. Provide legal opinion and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the processing of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof.
<u>ENQUIRIES</u>	:	Mr A Mokoena Tel No: (012) 312 8404
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 07/19</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/151</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication

- skills (verbal and written). Interpersonal relations. Flexibility and 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, sort, register and dispatch all 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 files. 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 the 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 number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES APPLICATIONS** : Dr MT Mutengwe Tel No: (012) 319 6121
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Indian and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.
- POST 07/20** : **SECRETARY REF NO: 3/2/1/2023/124**
Directorate: Rural Development
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Mpumalanga (Mbombela)
: 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 services to the Senior Manager. 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 the Senior Manager and staff in the unit. Identifies venues, invites role players, organise refreshments, sets up scheduled meetings 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 Senior Manager 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** : Ms PS Sihlabela Tel No: (013) 754 8027

- 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 07/21** : **GROUNDSMAN REF NO: 3/2/1/2023/146**
Directorate: Facilities Management Services
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Gauteng (Pretoria)
: Applicants must be in possession of an Adult Basic Education and Training (ABET) qualification. Job related skills: Organising skills. Communication skills (verbal and written). Interpersonal skills. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Cleaning of grounds and surroundings of National Office Buildings. Clean roads and perimeter wall in the premises. Cut and trim edges of flower beds, lawn and trees. Collection of office refuses from collection points to municipal skip bin (waste bin). Collection of garden refuse from garden to municipal landfill. Maintenance of gardens. Loosen the soil for water flow. Plant flowers, trees and seeds when required. Remove shrubs of dead flowers and leaves. Apply fertilizers and pesticides to plants as and when required. Prune shrubs and trees. Irrigation of plants and trees. Water the plants. Management of working tools. Ensure proper maintenance of tools and machinery (cleaning and ensuring that tools are operational). Proper safe keeping of tools.
- ENQUIRIES APPLICATIONS** : Mr R Milubi Tel No: (012) 319 7892
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.